

Catalog 2023–2024



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Dear Students, Prospective Students, and Community Members:

Students enroll at College of Marin (COM) for many reasons. Some are seeking a degree, certificate, or transfer to a four-year university. For others, the first step is learning or improving their English. There are also those looking to reenter the workforce or change careers. And for many, it's simply to keep on learning.

COM continues to respond to community needs with quality academic programs and services tailored to meet the needs of our students. We offer a range of resources and support services such as tutoring, counseling, and academic advising to help students succeed both academically and personally.

- Free one-to-one or group tutoring
- Learning communities
- Childcare
- Borrowing technology devices
- Veterans' services

I invite you to explore the beautiful campuses and all they have to offer. There's something for everyone here; join a community, grow in community, and learn in community at COM. On behalf of our Board of Trustees, faculty, staff, and administration, I wish you all the best as you seek to improve your life through education.

Sincerely,

A handwritten signature in dark ink that reads "David Wain Coon". The signature is written in a cursive, flowing style.

David Wain Coon, Ed.D.
Superintendent/President

2023-2024 Academic Calendar - College of Marin

Fall 2023 Semester																											
AUGUST							SEPTEMBER							OCTOBER							NOVEMBER						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4							1	2												1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9	1	2	3	4	5	6	7	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	8	9	10	11	12	13	14	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	15	16	17	18	19	20	21	19	20	21	22	23	24	25
27	28	29	30	31			24	25	26	27	28	29	30	22	23	24	25	26	27	28	26	27	28	29	30		
5 Flex Days 9 Weekday Instructional Days 2 Saturday Classes							20 Weekday Instructional Days 5 Saturday Classes 1 Holiday (Labor Day)							22 Weekday Instructional Days 4 Saturday Classes							19 Weekday Instructional Days 3 Saturday Classes 5 Holidays (Veteran's & Thanksgiving)						

Spring 2024 Semester																											
JANUARY							FEBRUARY							MARCH							APRIL						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
		1	2	3	4	5					1	2	3														
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9							
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16	7	8	9	10	11	12	13
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23	14	15	16	17	18	19	20
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30	21	22	23	24	25	26	27
8 Weekday Instructional Days 2 Saturday Classes 4 Flex Days 2 Holidays (New Year's & MLK, Jr.)							19 Weekday Instructional Days 3 Saturday Classes 4 Holidays (President's Weekend)							16 Weekday Instructional Days 4 Saturday Classes Spring Break March 18-24							22 Weekday Instructional Days 4 Saturday Classes						

	Weeks (including finals & flex)	Instructional Week Day Classes	Final Days	Flex Days	Total Days	Saturdays
Fall	17.5	76	6	5	87	16
Spring	17.5	78	6	4	88	16
Total	35	154	12	9	175	32

LEGEND	
	Flex Activity (mandatory and independent)
	Instructional days
	Holidays
	*Non-instructional days; except summer - classes may be offered on Fridays as needed
	Instructional Saturdays
	Possible summer instructional days
	Final exam days

Summer Session 2024																											
JUNE														JULY													
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
						1																					
2	3	4	5	6	7	8									1	2	3	4	5	6							
9	10	11	12	13	14	15									7	8	9	10	11	12	13						
16	17	18	19	20	21	22									14	15	16	17	18	19	20						
23	24	25	26	27	28	29									21	22	23	24	25	26	27						
30															28	29	30	31									

Summer Session: two holidays (Juneteenth and 4th of July)

Revised April, 2023, to add December 22nd Winter Break holiday

Fall 2023 Credit Program Important Dates

Common drop for non-payment.....	Aug 15
Deadline to submit prerequisite equivalency or challenge forms for priority processing (prior to the start of classes).....	Aug 16
California residency determination date.....	Aug 18
First day of instruction for Saturday classes	Aug 19
First day of instruction for full-term weekday classes	Aug 21
Classes may be added online with an add authorization code	Aug 21-Sep 10
Last day for dismissed students to file a petition to return.....	Aug 25
Labor Day Holiday	Sep 4
Last day to qualify for 100% refund Enrollment Fee, Nonresident and International Student Tuition.....	Sep 6
Last day to add full-term classes (in person).....	Sep 8
Last day to add full-term classes (online)	Sep 10
Weekly census.....	Sep 11
File application for AA-T/AS-T	Sep 11-Sep 29
File application for Fall Graduation and Certificate of Achievement.....	Sep 11-Oct 27
Audit registration.....	Sep 12
Last day to drop with no "W"	Sep 15
Last day to petition for a late add.....	Sep 15
End of mid-term period	Oct 13
Midterm grades due from faculty	Oct 19
Midterm grades available at MyCOM Portal	Oct 20
Veterans Day Holiday	Nov 10
Deadline to submit International Student App for Spring 24 (new students)	Dec 1
Deadline to submit International Student App for Spring 24 (transfer students)	Jan 5, 2024
Last Day to Drop With a "W"	Nov 17
Thanksgiving Holiday.....	Nov 23–Nov 25
Last day to change grading option	Dec 8
Final examinations	Dec 11–Dec 15
Final examinations for Saturday classes	Dec 16
Final grades due from faculty	Jan 2, 2024
Final grades available at MyCOM Portal	Jan 5, 2024

Note: Deadline dates listed above apply to full-term classes only. For short-term classes, please consult the short-term class listing deadline dates at marin.edu/schedule/.

Spring 2024 Credit Program Important Dates

Flex days	Jan 16-19
Deadline Pay-to-Stay	Jan 17
California residence determination date	Jan 19
First day of instruction for Saturday classes	Jan 20
First day of instruction for full-term weekday classes	Jan 22
File application for AA-T/AS-T	Feb 1- Feb 15
File application for spring degree and Certificate of Achievement	Feb 1-Mar 8
Last day for dismissed students to file a Petition to Return	Feb 2
Last day to Qualify for refund of Enrollment fee, Nonresident and International Student tuition.....	Feb 2
Last day to add full-term classes (in person)	Feb 9
Last day to add full-term classes (online)	Feb 11
Weekly census	Feb 12
Audit enrollment (petition approval required).....	Feb 13
Last day to drop with no "W"	Feb 15
Last day to Petition for a late add.....	Feb 15
Presidents Holiday, campuses closed	Feb 16-19
End of midterm Period	Mar 16
Spring Break, no classes. College offices open M-F	Mar 18-Mar 24
Midterm grades due from faculty	Mar 29
Midterm grades available in MyCOM portal	Apr 5
Last day to drop with a "W"	Apr 19
Last day to change grading option.....	May 17
Last day of classes before final exams.....	May 17
Final examinations.....	May 18-May 24
Commencement.....	May 24
Spring final grades due from faculty	Jun 3
Spring final grades available in MyCOM portal	Jun 10

Note: Deadline dates listed above apply to full-term classes only. For short-term classes, please consult the short-term class listing deadline dates at marin.edu/schedule/.

Community Education Program Calendar

Fall Quarter Community Education Classes 2023

Fall 1 Term:	Aug 28-Oct 14, 2023
Fall 2 Term:	Oct 23-Dec 9, 2023

Winter Quarter Community Education Classes 2024

Winter Term:	Jan 29-Mar 16, 2024
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Spring Quarter Community Education Classes 2024

Spring Term:	Mar 25-May 11, 2024
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Summer Quarter Community Education Classes 2024

Summer Term:	Jun 17-Jul 27, 2024
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General Information

MARIN COMMUNITY COLLEGE DISTRICT

Kentfield Campus 835 College Avenue

Kentfield, CA 94904 Indian Valley Campus 1800
Ignacio Boulevard

Novato, CA 94949

Tel: (415) 457-8811

www1.marin.edu

COLLEGE OF MARIN BOARD OF TRUSTEES

Diana Conti, President

Term: 2009/2026

Trustee Area 6

Suzanne Brown Crow, Vice President

Term: 2018/2026

Trustee Area 1

Philip Kranenburg, Trustee

Term: 2003/2024

Trustee Area 2

Paul da Silva, Ph.D., Trustee

Term: 2020/2024

Trustee Area 4

Wanden P. Treanor, Trustee

Term: 1996/2026

Trustee Area 3

Stephanie O'Brien, Trustee

Term: 2011/2024

Trustee Area 7 (East), Area 7 (West)

Crystal Martinez, Trustee

Term: 2023/2024

Saidy Reyes, Student Trustee

Term: Fall 2023/Spring 2024

MISSION

College of Marin's commitment to educational excellence is rooted in providing equitable opportunities and fostering success for all members of our diverse community by offering:

- preparation for transfer to four-year colleges and universities
- associate degrees and certificates
- career technical education
- basic skills improvement
- English as a second language
- lifelong learning
- community and cultural enrichment

College of Marin responds to community needs by offering student-centered programs and services in a supportive, innovative learning environment that promotes social, racial, and environmental justice.

The District believes that our commitment and accountability to diversity, equity, and belonging enriches the District's mission and supports students in achieving their educational goals.

The mission is evaluated on an annual basis and revised regularly.

Last updated: February 14, 2023

ABOUT COM

College of Marin is accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC), 428 J Street, Suite 400, Sacramento, CA 95814, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Additional information about accreditation, including the filing of complaints against member institutions, can be found at: www.accjc.org.

The College is approved for foreign student education by the United States Immigration Services, and veterans' education by the California Department of Education, Bureau of School Approvals. The University of California, the California State University, and other four-year colleges and universities accept units of credit in transfer courses completed at College of Marin.

ACADEMIC FREEDOM

Academic freedom protects a teacher's right to teach and a student's right to learn, and is necessary in order for College of Marin to fulfill its mission of providing excellent educational opportunities for all members of our diverse community.

The exercise of academic freedom allows society to enjoy the benefits of honest intellectual discourse and the transmittal of knowledge. College of Marin's academic employees must be free from pressures and demands that restrict intellectual discovery and the dissemination of knowledge. The college shall promote and protect an educational climate in which teachers and students can assert their ideas without fear of reprisal. By the same token, College of Marin faculty and students have a responsibility, under the guidelines of academic freedom, to engage in teaching and learning that honors, respects, and supports divergent viewpoints.

DISCLAIMER

CATALOG RIGHTS

The catalog sets forth graduation requirements for achieving an associate degree, and these requirements may change from one catalog to the next. Catalog rights are established for any semester that a student is in attendance. The specific catalog employed toward graduation requirements for Associate Degrees or Certificates of Achievement and all implied rights cease after two consecutive semesters of nonattendance. State of California and federal law, as well as College of Marin Board Policy, shall take precedence over catalog rights. Students not enrolled when applying for an Associate Degree or Certificate of Achievement and who have maintained their catalog rights may use that catalog or any subsequent catalog, up to and including the current catalog.

USE OF PHOTOGRAPHY

College of Marin, a nonprofit 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 Office of the Superintendent/ President.

CHANGES MAY OCCUR WITHOUT NOTICE

Administrative Procedures and Board Policies, regulations, courses, and schedules described in this publication are subject to change at any time without prior notice.

The College reserves the right to alter fees, statements, and procedures contained herein. Fees and procedures are subject to change at any time by the State Legislature and the college Board of Trustees. It is the student's responsibility to meet and remain informed of college requirements.

When changes occur, they will be printed in the next regular publication of the catalog or class schedule, or posted on the **College website**.

ACADEMIC PROGRAMS

College of Marin integrates its resources and functions to serve community needs. The academic programs are managed by experienced administrators and staff and taught by qualified faculty. All aspects of the college's programs are reviewed to assure that they meet community and student needs. Recognizing that education is a lifelong process, the college provides educational opportunities for all age groups, including credit programs leading to the Associate in Arts and Associate in Science degrees, academic programs that prepare students to transfer to a four-year institution, and vocational-technical programs that prepare students for specific fields of employment and enable people to upgrade their work skills.

The college's faculty includes published authors, acknowledged scholars, performing actors, musicians, talented studio artists, scientists, and professional technicians. They, along with the administrative team and support staff, are committed to providing quality education.

College of Marin's reputation for instructional innovation and quality is well known and respected statewide. It includes self-paced courses in several disciplines, including English and math. Instructional aides and tutors are available for those who need assistance.

Information about courses, programs, institutional requirements, and various services is contained in this catalog as well as the college website, marin.edu, class schedules, and a variety of special mailings.

CREDIT AND NONCREDIT CLASS SCHEDULE

College of Marin offers credit, noncredit, and fee-based community education classes at its Kentfield and Indian Valley campuses. Classes are offered during fall and spring semesters and during the summer session. Credit/noncredit and community education class schedules are available prior to each semester, including a detailed list of courses, instructors, dates, times and locations.

There is no enrollment fee for noncredit courses (other fees may apply), and they are offered in the following areas: Basic Skills, Disabled Students Programs and Services, English as a Second Language Noncredit, Health and Safety courses, Nursing Education Vocational, and Vocational.

CAREER EDUCATION

College of Marin's Career Education programs provide students with options to receive just-in-time training in careers that are in high demand in Marin and surrounding areas. In an average of three semesters, students can receive industry-recognized training in more than 35 in-demand fields. Students benefit from hands-on, project-based learning environments. Courses are taught by top instructors in real-world environments equipped with industry-specific technology, tools and equipment. Most of College of Marin's Career Education programs offer California Community College Chancellor Office Certificates.

Building 7 (Pomo Cluster)
Indian Valley Campus
(415) 883-2211 ext. 8205

COMMUNITY EDUCATION

College of Marin's Community Education offers the Marin community a wealth of opportunities for personal and skills development, cultural enrichment, and recreational enjoyment. Classes cover a broad spectrum of interests and disciplines, including art, writing, literature, physical fitness, and much more. In addition, a variety of business and professional development classes are offered to help students prepare for future educational opportunities in the College of Marin Credit program or when pursuing professional growth. The department offers both standard Community Education classes, as well as ESCOM/EC classes, which are chosen in collaboration with the College of Marin student organization for older adults, ESCOM. Standard Community Education classes and ESCOM/EC classes welcome students of all ages.

For a complete listing of Community Education classes, please visit the website at marincommunityed.com.

Welcome Center, 830 College Avenue
Kentfield Campus

info@marincommunityed.com
(415) 485-9305

DISTANCE EDUCATION

Online and hybrid courses (partially online and partially on-campus) are offered for credit at College of Marin each semester in many disciplines. The Distance Education program reaches beyond the traditional classroom, providing an excellent alternative for students who are unable to attend classes during regular hours, or who would like to earn additional units in a time-efficient manner. All Distance Education courses maintain the high academic standards of the College, and most are transferable (see a counselor for details). Refer to AP 4105 for policy and procedure on Distance Education at policies.marin.edu.

COLLEGE SKILLS

English as a Second Language (ESL)

ESL Noncredit

Noncredit ESL classes are available for adults who need English to prepare for academic courses, to get or keep a job, or to communicate more easily in an English-speaking community. Day, evening, and Saturday classes are available for students from beginning to advanced levels of English at the Kentfield campus and at the Indian Valley campus in Novato.

Please see the ESL website (esl.marin.edu) for step-by-step instructions on how to enroll. There are several important steps that must be completed before a student can enroll. Once students have completed these steps, they can sign up for an ESL Student Success Workshop, which includes an orientation and a placement test. Students will be able to register at the end of this workshop.

ESL Credit

College of Marin offers high intermediate to advanced ESL classes for college credit (or noncredit). Classes at each level focus on grammar and writing, speaking and listening, or reading and vocabulary, as well as pronunciation.

Students must pay to take classes for credit. Students are strongly encouraged to see a counselor first if they are interested in taking classes for credit.

Please see the ESL website (esl.marin.edu) for step-by-step instructions on how to enroll. There are several important steps which must be completed before a

student can enroll.

Students taking ESL for credit are also strongly encouraged to attend an in-person ESL Student Success Workshop that includes placement testing and orientation. Students also have the option to use the online Guided Self-Placement tool to assist in choosing the correct level.

ESL Office:

Academic Center, Room 109

Kentfield Campus

(415) 485-9642

esl.marin.edu

OPORTUNIDADES EDUCATIVAS

College of Marin fue fundado en 1926 y ofrece a los estudiantes la oportunidad de obtener el título de Asociado en Artes (AA), de transferir créditos académicos a las Universidades de California (UC) o a las Universidades Estatales de California (CSU) y también a cualquier otra universidad. El colegio ofrece certificados vocacionales en varios programas. College of Marin está dispuesto a servir a todos los habitantes que viven en el distrito del colegio.

MATRÍCULA ABIERTA PARA TODOS

Igualdad de oportunidades

El Distrito de Marin Community College se compromete, por medio de sus normas, a no discriminar en base a, o por la percepción de una o más de las siguientes características: raza, credo religioso, color, nacionalidad de origen, ascendencia, discapacidad física o mental, condición mental, estado matrimonial, orientación sexual o condición de veterano, en ninguno de sus programas educacionales y de empleo y en sus actividades, prácticas y procedimientos.

Los estudiantes que creen que esta norma ha sido violada, tienen derecho a presentar una denuncia interna o una denuncia con la Oficina de Derechos Civiles.

El Distrito de Marin Community College hace todo lo posible para cumplir con los requisitos del Título IX de la Enmienda Educacional de 1972, el Decreto de Igualdad de Oportunidades en el Empleo de 1972 (Título VII del Decreto de Derechos Civiles de 1964 según enmendado), el Decreto de Derechos Civiles de 1991, y la Sección 504 del Decreto de Rehabilitación de 1874, el Decreto de Americanos con Discapacidades, el Decreto de Empleo y Vivienda Equitativos de California de 1980, las reglas y reglamentaciones de la Comisión de Empleo y Vivienda Equitativos de California y el Decreto de

Reajuste de Veteranos de Vietnam de 1974.

College of Marin, bajo el Decreto de Divulgación de Equidad en el Atletismo de 1994, provee información concerniente a la operación de su programa de atletismo intercolegial. Un informe completo está disponible para revisión pública en la Oficina de Admisión, en la Biblioteca y en el Departamento de Atletismo.

La Norma 3430 de la Junta Directiva del College of Marin prohíbe el acoso verbal, físico, visual y sexual de cualquier solicitante, empleado o estudiante de parte de cualquier empleado del Distrito en base a cualquier categoría o combinación de categorías discriminatorias prohibidas por ley estatal o federal. Se espera que, aunque no sean empleados, las personas en la propiedad del Distrito cumplan también con estas normas.

Es además norma de este Distrito asegurar la igualdad de oportunidades en todos sus programas y en todos los aspectos de empleo. La falta de destrezas en inglés no será una barrera para la admisión y participación en los programas de educación vocacional.

Pueden producirse cambios sin previo aviso. Las normas, directrices, disposiciones, procedimientos, honorarios, cursos, horarios y servicios de los estudiantes descritos en esta publicación están sujetos a cambio en cualquier momento sin previo aviso. El Colegio se reserva el derecho de modificar los honorarios, declaraciones y procedimientos contenidos en la presente. Los honorarios y procedimientos están sujetos a cambio en cualquier momento por la Legislatura Estatal y el Consejo de Administración. Es responsabilidad de los estudiantes cumplir con los requisitos del Colegio y mantenerse informados de los mismos. Cuando se produzcan cambios, los mismos estarán incluidos en la siguiente publicación habitual del Catálogo u Horario de Clases.

Título IX / Igualdad de Oportunidades en el Empleo / Oficial de Cumplimiento:

Nekoda Harris

Directora Ejecutiva de Recursos Humanos Oficial de cumplimiento del Título IX/EEO/ADA Building 11, 2nd floor, Indian Valley Campus 415-485-9520

Es la norma del College of Marin que, a menos que sea eximido específicamente por estatuto, cada curso, sección de curso o clase, cuya asistencia debe ser comunicada para ayuda estatal, estará totalmente abierto para la matriculación y participación de cualquier persona que haya sido admitida al College y que satisfaga los requisitos previos que puedan haber sido establecidos de acuerdo al Capítulo II, División 2,

Parte VI, Título 5 del Código de California.

Números de Teléfono Importantes

Solicite una persona que hable español Ingresos y records

(415) 457-8811 ext. 7722

Orientación psicopedagógica

(415) 485-9432

Inglés como Segunda Lengua (ESL)

(415) 485-9642

Policía (emergencia)

911

Admissions, Registration, and Academic Information

Topics covered in this section:

ADMISSIONS INFORMATION

- Admissions Policy (Credit Classes)
- Admission as a Concurrently Enrolled High, Middle, or Elementary School Student
- International Student Admissions
- International Student Health Insurance
- Student ID Number
- MyCOM Portal and Student Communication
- Residency Requirements
- California Nonresident Tuition Exemption/AB540

REGISTRATION INFORMATION

- Enrollment Priority
- Where to Register Prerequisites, Corequisites, and Advisories
- Petition of Substitution of Prerequisite Courses for COM Registered Nursing Program
- Classes with Time Conflicts
- Adding and Dropping Classes
- Waitlists
- Late Enrollment Procedures
- Cancellation of Programs/Classes
- Unit Load
- Equal Opportunity

FEES

- Fee Types and Amounts

- Enrollment Fee Payment Policy / Pay-To-Stay

REFUNDS

- Fee Waivers / Tax Credits

FINANCIAL AID

- Financial Aid Programs and Eligibility
- How to Apply for Financial Aid
- The California College Promise Grant/CCPG
- CCPG Academic and Progress Standards
- Notification
- AB540 Students
- Financial Aid Assistance
- Title IV Federal Student Aid Program
- MyCOM Portal and Financial Aid Communication
- Scholarships

ACADEMIC INFORMATION

- Attendance
- Units of Credit
- Courses Used for High, Middle, and Elementary School Credit
- Grading Symbols, Definitions, and Grade Points
- Grade/Quality Points
- Non-Repeatable Courses (Substandard Grades or the "W" Symbol)
- Course Repetition – Significant Lapse of Time
- Repeatable Courses
- Course Audit
- Basic Skills Classes
- Grade Changes
- Academic Renewal
- Final Examinations
- Honor List
- Independent Study
- Student Petitions

PROBATION

- Removal from Probation
- Dismissal

CREDIT FOR PRIOR LEARNING

External Exam Credit (AP/IB/CLEP)

- Advanced Placement (AP) Exam Credit
- International Baccalaureate (IB)
- College Level Examination Program (CLEP)

OTHER ACADEMIC CREDITS

ACADEMIC RECORDS

- Transcripts
- Types of Records and Locations

ADMISSIONS INFORMATION

ADMISSIONS POLICY (CREDIT CLASSES)

College of Marin has an open admissions policy. You are eligible to attend if you have met at least one of the following requirements:

- You are 18 years old on or before the first day of instruction for the term which you are applying.
- You are a high school graduate.
- You are the equivalent of a high school graduate, i.e., you have passed the G.E.D. or a state's high school proficiency examination.

Note: The above requirements are general; other factors may determine eligibility.

Visit our website at marin.edu/admissions, email admissions@marin.edu, or call the Office of Enrollment Services at 415-457- 8811 ext. 8822 for more information.

ADMISSION AS A CONCURRENTLY ENROLLED HIGH, MIDDLE OR ELEMENTARY SCHOOL STUDENT

College of Marin welcomes students under the age of 18 years who have not yet earned a high school diploma or equivalent and are currently attending high, middle or elementary school.

For more information pertaining to admissions and enrollment policies for high school students or younger, please visit our website at www1.marin.edu/high-schoolprograms.

INTERNATIONAL STUDENT ADMISSIONS

International students seeking admission to College of Marin must provide the following:

1. Completed International Student Admissions Application Form.
2. Copy of Passport (Bio-Page).
3. Proof of English Proficiency.

Applicants must have a minimum score of:

- TOEFL IBT 61 or 500 written test
- IELTS 6.0
- ELS Level 109
- COM EVALUATION
- PEARSON 45
- EIKEN Level 2 (>2150)
- DUOLINGO 90+ (Credit Program)
- DUOLINGO 45+ (Credit Program with Support)

4. Official Bank Letter and International Student

Financial Affidavit Form. Must provide evidence of sufficient funds to cover one year of expenses at College of Marin.

Acceptable Evidence:

Certified copy and recent (within 6 months) bank account balance statements indicating required funds in U.S. dollars:

- The funds must be "liquid" (such as a checking or savings account), such that monies could be withdrawn at any time.
- Business accounts, insurance policies, certificate of deposit, investments and share accounts among family members are not accepted.

5. Official High School or College/University Transcript:

- Official Transcript must show classes taken and grades received by the applicant.
 - Official Transcript must be in English or translated in English.
1. \$50.00 Application Fee:
 - Application fees are non-refundable and must accompany your completed application package in the form of a Money Order or Bank Cashier's Check made out to "College of Marin."
 2. Cost of College/Registration Fees:
 - International students are subject to the following fees:

\$280/unit International Student/Nonresident Tuition fee (nonrefundable)

\$75/unit Nonresident Capital Outlay

\$46/unit Enrollment fee

\$50 International Student Admissions one-time Application fee

\$26 Health fee per semester (\$22 for summer session)

\$2 Student Representation fee per semester

\$8 Student Activities fee per semester

\$10 Technology fee per semester Materials Fee (varies)

Student Transportation Fee:

\$10 Minimum (nonrefundable) per term up to 2.5 units, then:

Credit Program: \$4 per unit \$33 max

Summer Session: \$6 per unit

Noncredit program: \$10 per term/session

- Fees must be paid by the established

deadlines. Credit International Students are required to maintain enrollment in at least 12 units each semester.

TRANSFER-IN INTERNATIONAL STUDENTS

International students transferring to College of Marin must submit the additional documents:

- Copy of F-1 visa (or Change of Status Approval Letter)
- Copy of I-94 (<https://i94.cbp.dhs.gov>)
- Copies of all previous I-20's (all pages)
- College of Marin Transfer-In form

MINOR INTERNATIONAL STUDENT APPLICANTS

International students under 18 years old must submit the following additional documents:

- Copy of high school diploma in English
- Completed Minor International Student Parent/Guardian Consent Form

International student admissions applications and all other required documents will be accepted from February through the second week of July for Fall semester admissions and from September through the second week of November for Spring semester admissions. Documents submitted after the stipulated deadlines will not be accepted.

For information regarding international students in the Noncredit Intensive English Program, phone 415- 883- 2211 ext. 7740.

INTERNATIONAL STUDENT HEALTH INSURANCE

College of Marin does not provide health insurance. F1 students are required to purchase health insurance coverage from open market prior to the start of each semester.

STUDENT IDENTIFICATION NUMBER

Students will be assigned a College of Marin Identification Number. Students are requested to disclose their Social Security Number for purposes of printing the SSN on their 1098T tax credit form and their official academic transcript.

Note: students applying for Federal and/ or state financial assistance and students employed by the college must report their SSN on their Application for Admissions.

MYCOM PORTAL AND STUDENT COMMUNICATION

All students are assigned an official MyCOM Student email address and all official communications will be sent to this email address. This email may be accessed through the MyCOM Student Portal. COM provides several mechanisms so that a student may access his/her official email account on and off campus. A student who chooses to forward email to another email address does so at his or her own risk. College of Marin is not responsible for email forwarded to any other email address. Official communications demand attention, and often a timely response. For example, communications may refer to matters that are essential for safety or academics. Students are responsible for the failure to receive, or act upon, official communications.

RESIDENCY REQUIREMENTS

California Residence

Under the State of California Education Code, to establish California residency, a person must pair his or her physical presence in California with the following provisions:

- Objective proof of physical presence one year and one day prior to the first day of instruction for the term for which he/she has applied as indicated in the Schedule of Important Dates and,
- Intent to make California his/her home for other than a temporary purpose.

There are other factors to be considered for non-resident students holding various types of visas. These students are advised to contact the Office of Enrollment Services at 415-457-8811 ext. 8822 for clarification. Evidence of intent to make California their home for other than a temporary purpose could include but is not limited to a minimum of two (2) of the following:

- Voting in California elections.
- Obtaining a California driver's license.
- Paying state income tax.
- Registering a motor vehicle in California.
- Maintaining continuous residence in California.

Act of intent must be accomplished for one full year.

College of Marin may determine at the time of admission or at a later date that such students may not have met the aforementioned residence requirements set forth for all California community colleges. Such students will subsequently be assessed and billed the nonresident tuition fee per unit at the current academic year rate.

Students who have not reached the age of 18 years are regarded as minors; their residence is that of one or both parents. Therefore, a student who is a minor is regarded as a resident of California only if one or both

parents couple their physical presence in California one year and one day prior to the first day of instruction for the term for which the minor has applied with the objective evidence that physical presence is with the intent to make California the home for other than a temporary purpose.

Special residence regulations are in effect for married minors, for minors whose parents are deceased, for certain military members and their dependents, and for various others.

Continuing nonresident students at College of Marin (with the exception of international students), who think that they meet the time and intent requirements necessary to establish California residency must contact the Office of Enrollment Services for residency verification and adjustments.

Residency Adjustments

Residency adjustments are not automatic. It is the student's responsibility to initiate a residency inquiry and to provide proof of California residency.

Residency Appeals

Students may appeal their residency status as determined by College of Marin through the following procedures:

- Requests must be addressed, in writing, to the Dean of Enrollment Services, within two weeks of receipt of the notification.
- The Dean of Enrollment Services shall review all the records and has the right to request additional information from either the student or the Office of Enrollment Services.
- Students are required to provide ALL documents required to verify their residency status.

CALIFORNIA NONRESIDENT TUITION EXEMPTION/AB540

Any student, other than one with United States Citizenship and Immigration Services (USCIS) nonimmigrant visa status (see exception below for students who have been granted T or U visa status), who meets all of the following requirements, shall be exempt from paying nonresident tuition at the California Community Colleges, the University of California, and the California State University (all public colleges and universities in California).

A student is exempt from paying nonresident tuition if the student meets all of the following four requirements:

1. The student must have:
 - attended a combination of California high school, adult school, and California Community College for the equivalent of three years or

more, or

- attained credits earned in California from a California high school equivalent to three or more years of full-time high school course work and attended a combination of elementary, middle and/or high schools in California for a total of three or more years, and
- 2. The student must have:
 - graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED or California High School Proficiency exam), or
 - completed an associate degree from a California Community College, or
 - completed the minimum requirements at a California Community College for transfer to the California State University or the University of California, and
- 3. The student must register as an entering student at, or current enrollment at, an accredited institution of higher education in California, and
- 4. The student must file an affidavit with the college or university stating that if the student is a non-citizen without current or valid immigration status, the student has filed an application to legalize immigration status, or will file an application as soon as the student is eligible to do so.
- Students who are nonimmigrants who are victims of trafficking, domestic violence, and other serious crimes who have been granted T or U visa status, under Title 8 of the United States Code, sections 1101(a)(15)(T) or (U) are eligible for this exemption.
- Students who are nonimmigrants, other than those with T or U visa status as noted above, [for example, those who hold F (student) visas, B (visitor) visas, etc.] are not eligible for this exemption.
- A year's equivalence at a California Community College is a minimum of 24 semester units of credit or 36 quarter units of credit. For noncredit courses, a year's attendance is a minimum of 420 hours, 210 hours for a semester, and 140 hours a quarter.
- The accumulation of credit and/or non-credit in any academic year shall be calculated in reference to a year's equivalence. Partial completion in an academic year is allowed. (Example: 12 units of credit courses in an academic year is equal to a semester for purposes of determining eligibility.)
- Attendance in credit courses at a California Community College towards the attendance requirements shall not exceed two years of full-time attendance.
- The student must file an exemption request including a signed affidavit with the college that indicates the student has met all applicable conditions described above. Student information obtained in this process is strictly

confidential unless disclosure is required under law.

- Students eligible for this exemption who are transferring to another California public college or university must submit a new request (and documentation if required) to each college under consideration.
- Nonresident students meeting the criteria will be exempted from the payment of nonresident tuition, but they will not be classified as California residents. They continue to be “nonresidents.”
- The California Dream Act extends Cal Grant A and B Entitlement awards, Cal Grant C awards, the California Promise Grant (formerly known as the BOG fee waiver), Chaffee grants, and institutional financial aid to students that meet these criteria as well as the applicable criteria for eligibility for specific types of financial aid.
- AB540 does not provide federal student financial aid eligibility for undocumented students. These students remain ineligible for federal financial aid.

Students who have been determined as nonresidents of California and meet the requirements for a waiver should complete an AB540 California Nonresident Tuition Exemption Request form and submit it to the Enrollment Services Office. Students may be required to submit additional documentation.

Contact the Enrollment Services Office if you have questions.

ENGLISH, ESL, AND MATH PLACEMENT INFORMATION

With the AB 705 legislation, students are not required to take a test to enroll in math, English, or ESL classes at College of Marin. California Community Colleges use high school GPA and guided placement to help students select their math, English and ESL classes. The best way to select the right math, English or ESL class is to see a counselor. A counselor will help you determine the best choice for your individualized educational goal.

ENGLISH PLACEMENT PROCESS

For placement, select one or more of these options:

Recommended Placement by High School GPA

High School GPA and Requirements	Recommended Placement	Transfer Level
0.0 — 2.6	ENGL 150 with ENGL 150C	Transferable
≥ 2.6	ENGL 150	Transferable
Refresh English Skills	HUM 101	Transferable

Please read the English course descriptions in the ENGL and HUM sections for more details.

Placement by Exams

If you have taken any of the following exams, it may improve your placement level. Please consult with us before proceeding further.

- Previous scores for College of Marin Accuplacer placement tests (no longer offered)
- Scores from valid approved placement tests taken at other two-year California community colleges
- An Advanced Placement (AP) score of 3 or higher for English Language and Composition (see the catalog for the Advanced Placement Chart for College of Marin Credit)
- A qualifying SAT score in English
- Valid 11th grade Early Assessment Program (EAP) results that satisfy placement conditions:
 - Standard Exceeded score on CAASPP for English
 - C or better in approved 12th grade English course and Standard Met score on CAASPP for English

Prerequisite Equivalency

Completion of an equivalent course at College of Marin or another post-secondary accredited institution in the subject area (verified by a transcript)

ESL PLACEMENT PROCESS

Students with a U.S. high school diploma or the U.S. equivalent have the right to be placed through the English Placement Process even if they have taken ELL classes during high school in the U.S.

For placement, select one or more of these options:

1. ESL Guided Placement Tool

You need your M00# to use the tool.

2. Counselor and/or Instructor recommendation

For more information, visit esl.marin.edu or call (415) 485-9642

MATH PLACEMENT PROCESS

Math courses will be determined by your major. See a counselor for advice.

Recommended Placement by High School GPA

The companion course for Statistics (MATH 115C) is a 0.5 unit, non-transferable support course linked with a parent Statistics course (MATH 115).

Statistics

High School GPA	Recommended Placement	Transfer Level
0.0 — 2.9	MATH 115 with MATH 115C	Transferable
3.0 — 4.0+	MATH 115 STAT 115	Transferable

Pre-calculus & Calculus with Applications

The companion courses MATH 104C and MATH 105C are 0.5 unit, non-transferable support courses linked with the parent course (MATH 104 or MATH 105).

The companion courses MATH 109C and MATH 121C are 1 unit, non-transferable support courses linked with the parent course (MATH 109 or MATH 121).

If you have not completed two years of high school algebra (including intermediate or advanced algebra), it is highly recommended that you enroll in a companion class regardless of your high school GPA.

High School GPA and Courses	Recommended Placement	Transfer Level
0.0 — 3.3 No high school calculus course	MATH 104* with MATH 104C MATH 105 with MATH 105C MATH 109 with MATH 109C MATH 121 with MATH 121C	Transferable
2.7 — 4.0+ Enrolled in high school calculus course	MATH 104* MATH 105 MATH 109 MATH 121	Transferable
3.4 — 4.0+	MATH 104* MATH 105 MATH 109 MATH 121	Transferable

* Transfer to CSU only

Analytic Geometry and Calculus I

Students who have passed high school Precalculus may enroll into Analytic Geometry and Calculus I (MATH 123).

Math Guided Self-Placement Tool

If it has been 10 or more years since you graduated from high school, please complete the Math Guided Self-Placement tool at launch.comevo.com/marin/3025. You need your M00# to use the tool.

Prerequisite Challenge Process

Complete the Prerequisite Challenge form in your MyCOM portal.

Placement by Exams

If you have taken any of the following exams, it may improve your placement level. Please consult with us before proceeding further.

- Previous scores for College of Marin Accuplacer placement tests (no longer offered)
- Scores from valid approved placement tests taken at other two-year California community colleges
- An Advanced Placement (AP) score of 3 or higher for Calculus AB or Calculus BC (see the

catalog for the Advanced Placement Chart for College of Marin Credit)

- Valid 11th grade Early Assessment Program (EAP) results that satisfy placement conditions:
 - Standard Exceeded score on CAASPP for mathematics
 - C or better in approved 12th-grade mathematics course and Standard Met score on CAASPP for mathematics

Prerequisite Equivalency

Completion of an equivalent course at College of Marin or another post-secondary accredited institution in the subject area (verified by a transcript). Fill out the Prerequisite Equivalency form in your MyCOM portal.

TO MAKE AN APPOINTMENT WITH A COUNSELOR

Counseling Department

(415) 485-9432

ss.marin.edu/counseling

EOPS/CARE & CalWORKs

(415) 485-9605

ss.marin.edu/eops-calworks

Student Accessibility Services (SAS)

(415) 485-9406

ss.marin.edu/sas

REGISTRATION INFORMATION

ENROLLMENT PRIORITY

In September 2012 the California Community Colleges Board of Governors approved a regulation to establish system-wide enrollment priorities designed to ensure classes are available for students seeking job training, degree attainment or transfer to a four-year university and to reward students who make progress toward their educational goals.

Starting with the Fall 2014 semester, new students who completed college orientation, assessment, and developed education plans, as well as continuing students in good academic standing, have priority over students who do not meet these criteria. To be in good academic standing, a student cannot be on academic or progress probation for two consecutive terms. In addition, students who accumulate 100+ units (excluding most basic skills English and math and English as a Second Language classes) lose priority enrollment. Students who feel they may be at risk of losing priority status are strongly encouraged to see a counselor to discuss their educational plans. In Accordance with Administrative Procedure 5055, the order of priority for registration is as follows:

1. Students (in good standing) who have completed the matriculation process, meet the eligibility criteria and are participating in the following programs: EOPS, SAS (formerly DSPS), CalWORKs, Tribal TANF, Veterans, Active Members of Military or are Foster Youth (ok up to dismissal) or Homeless Youth (ok up to dismissal).
2. Continuing student athletes who have matriculated and are in good standing.
3. Continuing students (in good standing) who have completed Matriculation with 30 - 74.5 completed and in-progress units and have a current Student Ed. Plan.
4. Continuing students (in good standing) who have completed Matriculation with 1 - 29.5 completed and in-progress units and have a current Student Ed. Plan.
5. Continuing students (in good standing) who have completed Matriculation with 75 - 99.5 completed and in-progress units and have a current Student Ed. Plan.
6. New students who have completed the Matriculation* process and are not one of the identified groups in Priority 1.
7. Continuing students (in good standing) with 30—74.5 completed and in-progress units.
8. Continuing students (in good standing) with 1—

29.5 completed and in-progress units.

9. Continuing students (in good standing) with 75—99.5 completed and in-progress units.
10. Concurrently enrolled high school students.
11. All other categories, including (but not limited to): new applicants who have applied for admission but not completed the matriculation process, returning students, readmitted students after dismissal, students with 100+ completed degree-applicable units at COM, and students who are not in good standing (on academic/progress probation or dismissal).

WHERE TO REGISTER

Students may register online through the MyCOM portal or at the Offices of Enrollment Services at either campus regardless of where their classes are held. Detailed information is published in each issue of the schedule of credit and noncredit classes.

PREREQUISITES, CO-REQUISITES, AND ADVISORIES

College of Marin affirms that students are entitled to pursue intellectual, physical, social, ethical, and career development, and that prerequisites, co-requisites, advisories, and certain enrollment limits should be established only in accordance with the standards set out in Title 5 that provide for the establishment, review, and challenge of course requirements.

Prerequisites, co-requisites, advisories, and limitations are necessary to ensure that students succeed in their coursework and have access to the courses they require. It is important to have prerequisites in place where they are a vital factor in maintaining academic standards. It is also necessary to ensure that prerequisites, co-requisites, advisories, and limitations do not constitute unjustifiable obstacles to student access and success. Therefore, to foster the appropriate balance between these two concerns, the Education Code requires that prerequisites, co-requisites, advisories, and limitations be established based solely on content review or content review with statistical validation.

Definitions

1. Prerequisite: A prerequisite is a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a particular course or program. Examples of courses that may require prerequisites are:
 - a. Courses for which specific prerequisites have been justified by content review, the appropriate level of scrutiny and any other validation procedures required by law (Title 5, 55201 a-f);
 - b. Sequential courses in a degree applicable program;
 - c. Courses requiring a prerequisite to transfer to a four-year college;
 - d. Courses requiring preparation to protect health and safety; and
 - e. Technical or vocational courses or programs that require special preparation.

Note: College of Marin will not grant credit for a prerequisite course that was taken and passed after the next course in a sequence of course was taken and passed. (e.g., A student enrolls in Chemistry 114 and passes it with a satisfactory grade after being enrolled in Chemistry 115 and passing it. Credit for Chemistry 114 will not be granted.)

2. Co-requisite: A co-requisite is a condition of enrollment consisting of a course that a student is required to take simultaneously in order to enroll in another course. Courses that may require co-requisites include:
 - a. Courses that are part of a closely related lecture-laboratory pairing requiring concurrent enrollment.
3. Advisory: An advisory is a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.
4. Limitations to Enrollment: Other limitations on enrollment may include:
 - a. Courses that require public performance or competition;
 - b. Honors Courses for an honors course or honors section of a course;
 - c. Blocks of courses for which enrollment is limited in order to create a cohort of students.

The college requires students to complete prerequisites with a grade of C or higher prior to registering in the course requiring the prerequisite. Likewise, students are to register in all required corequisites as pre-enrollment preparation.

EQUIVALENT COURSEWORK

Some prerequisites may be satisfied by equivalent course work from an accredited institution other than College of Marin.

Prerequisite Recency Requirement

To ensure student success, some prerequisites for certain courses in Chemistry and Physics must have been completed within 5 years of enrolling in the target course. Students may opt to test out of this requirement. Please see the Chemistry and Physics headings in Section 6 for more information.

Prerequisite Challenge

Students have the right to challenge prerequisites and corequisites on certain, specified grounds:

1. The prerequisite or corequisite has not been established in accordance with the district's process for establishing prerequisites and corequisites.
2. The prerequisite or corequisite is in violation of Title 5 regulations.
3. The student seeks to enroll and has not been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance or one or more of the courses for which enrollment has been limited to a cohort of students. The student shall be allowed to enroll in such a course if otherwise he/she would be delayed by a semester or more in attaining the degree or certificate specified in his/her educational plan.
4. The student seeks to enroll in a course that has a prerequisite established to protect health and safety, and the student demonstrates that he/she does not pose a threat to himself/herself or others.
5. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
6. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite.
7. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available.

Challenge Process

Any student who does not meet a prerequisite or corequisite or who is not permitted to enroll due to a limitation on enrollment but who provides satisfactory evidence may seek entry into the course as follows:

Priority Process

Prior to Start of Term Registration

Students must submit their challenge five days before registration starts for the term in which the student seeks enrollment. When a student submits a challenge to the prerequisite or corequisite, the District shall reserve a seat for the student and resolve the challenge within five working days. All official documents must be attached to the petition before the "five working days before registration" period begins. If the challenge is upheld or the District fails to resolve the challenge within the five working day period, the student shall be allowed to enroll in the course.

After Term Registration Begins

Prerequisite/corequisite challenges received after registration begins for the term in which the student seeks enrollment will be processed in the order received. Students will not be allowed to enroll until the challenge has been approved.

If no space is available in the course when a challenge is submitted, the challenge shall be resolved prior to the beginning of registration for the next term and, if the challenge is approved, the student shall be permitted to enroll if space is available when the student registers for that subsequent term.

Students interested in challenging a prerequisite or corequisite course are advised to go to marin.edu/admissions/Prerequisites.htm for more information about the challenge process.

COURSE SUBSTITUTION

Substitution for any required course must be approved through a Petition to Substitute/ Waive Graduation Requirements. An official transcript and catalog description must accompany the petition. For non-comparable courses, Department Chairs will be consulted to determine course acceptability. Students should be encouraged to request substitution in their first semester of attendance.

Petition for Substitution of Prerequisite Courses for College of Marin Registered Nursing Program

If prerequisite courses were taken at other colleges, College of Marin must first determine for itself whether those courses are suitable substitutes for the College of Marin prerequisite courses. This process requires the student to petition the College to accept courses taken elsewhere as satisfying College of Marin prerequisites. Additional time is needed for the college to make these assessments. Therefore, students hoping to substitute courses taken at other colleges for College of Marin prerequisite courses must plan for additional time to allow the college to assess their applications.

Petitions for Substitution must be submitted before applying to the Nursing Program. It is the student's responsibility to request official transcripts and course descriptions for the year the course was completed and attach catalog course descriptions to the petition. Official transcripts must arrive in the original sealed envelope from the issuing institution and have an embossed or water seal. Official transcripts should be sent via U.S. Mail or hand carried to: Office of Enrollment Services, College of Marin, 835 College Ave, Kentfield, CA 94904 between September 1 and October 31 for admission the following fall. Those who submit the Petition for Substitution after October 31 are not guaranteed a decision in time for the RN application date. The original approved/ denied copy will be kept in the student file and a copy of the petition will be sent to the student.

Students who successfully petition for substitution must attach a copy of the approval of their petition to their Application for the Nursing Program.

CLASSES WITH TIME CONFLICTS

Students may not register for courses taught at conflicting times.

ADDING AND DROPPING CLASSES

Students may add classes through the census date online through the MyCOM Portal or in person at the Enrollment Services Office.

Students who did not pre-register for classes may attend the classes of their choice to see if the instructor is accepting more students. Instructors may admit students by issuing an Add Authorization Code which the students will then use to enroll online or in person.

Students may drop/withdraw online or in person by submitting a Drop Form to the Enrollment Services Office.

Students may add with an Add Authorization Code or withdraw from open-entry/open-exit classes at any point in the term.

See Important Dates in the Schedule of Classes for drop/withdrawal deadline dates.

Nonattendance does not constitute an automatic drop.

If you are unable to attend the first class meeting, you may request that your place be held by contacting the instructor prior to the first class meeting.

Students are responsible for all outstanding fees for classes that were not dropped by the refund deadline, even if they did not attend.

Instructors may drop/withdraw inactive students who never came to class or are no longer participating in a course by assigning an Instructor Withdrawal at midterm. However, since instructors are not required to do this, it is the student's responsibility to drop/withdraw within the published deadline dates. Please see "Withdrawals" under the Academic Information heading in this section.

WAITLISTS

College of Marin uses an Automated Waitlist Function.

When a class is full, students may place themselves on a waitlist. If a space opens up in the class prior to the first day of class, the next student in the queue is automatically enrolled in the class and a confirmation email is sent to their MyCOM email account.

Fees for automatically enrolled classes must be paid by Pay-to-Stay/Drop Deadlines or all classes will be dropped.

Waitlist Procedures:

- Students must meet course prerequisites prior to placement on a waitlist.
- Waitlist is not an option for courses that have corequisites.
- Waitlist is available for only one section of the same course.
- Waitlist courses may not conflict in time with other courses.
- Students will receive an enrollment confirmation via their MyCOM email.

LATE ENROLLMENT PROCEDURES

After the student was in attendance by census and there were extenuating circumstances that prevented the student from registering by the last day to add, students may petition to add classes late, provided there is verifiable documentation that extenuating circumstances occurred. Extenuating circumstances are verified cases of accidents, illnesses or other

circumstances beyond the control of the student that prevented enrollment by the established deadline dates. Supporting documents must be submitted with the petition.

1. Full-Term Classes: Students may petition to add classes late until one week after the registration period concludes provided the student was fully participating in the class by census date.
2. Short-Term Classes: Students may petition to add classes late until one week after the registration period concludes provided the course is still in session and the student was fully participating in the class by census date.
3. Students will be informed of the decision by Enrollment Services within ten working days of submission. Students should continue to attend until they hear the results of their petition. If the petition is denied, both student and instructor will be informed that the petition for late enrollment was denied and the student must not attend the class.
4. Deadline dates are published in the most current Catalog, Schedule of Classes and online. Petitions will not be accepted after the deadline date.

CANCELLATION OF PROGRAMS/CLASSES

Programs of study and/or individual classes are subject to cancellation based on funding considerations or enrollment levels.

UNIT LOAD

Students may not enroll in more than 18 units for fall or spring or 7 units/2 classes for summer. Students who would like more units must submit a Petition to Carry Extra Units by the deadline. Students on probation, dismissal or not high school graduates may have lower unit restrictions.

EQUAL OPPORTUNITY

The college provides access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or perception that one is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The college conducts all courses, including noncredit classes, without regard to the gender of the student enrolled in the classes. "Gender" includes a person's

gender identity and gender expression. "Gender expression" means a person's gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth. The college does not prohibit any student from enrolling in any class or course on the basis of gender.

Academic staff, including but not limited to counselors, instructors, and administrators, do not offer program guidance to students which differs on the basis of gender. Insofar as practicable, the District shall offer opportunities for participation in athletics equally to male and female students.

Any student who has been admitted to the college who meets the prerequisites for a course or program is entitled to enroll and participate.

It is further the policy of this District to ensure equal opportunity in all aspects of employment. For more information, go to <http://policies.marin.edu/discrimination-harassment>.

A lack of English language skills and visual or hearing impairment will not be a barrier to Career and Technical Education (CTE) programs.

College of Marin, under the Equity in Athletics Disclosure Act of 1994, provides information concerning the operation of its intercollegiate athletics program. A completed report is available in the Office of Enrollment Services, the library, and the Athletic Department for public review.

FEES

FEE TYPES & AMOUNTS

College of Marin is part of the California Community Colleges system of the State of California. Fees are established by the State Legislature.

REGISTRATION FEES

Audit Fee: \$15 per unit Enrollment Fee: \$46 per unit

Health Fee: \$26 fall or spring, \$22 summer session

International Student Application Fee (Nonrefundable): \$50

Materials Fee (payable when applicable at time of registration): Varies

Nonresident Tuition Fee: \$280 per unit

Nonresident Capital Outlay: \$75 per unit

Student Representation Fee (optional): \$2

Student Activities Fee (optional): \$8

Student Transportation Fee:

\$10 Minimum (nonrefundable) per term up to 2.5 units, then:

Credit Program: \$4 per unit \$33 max

Summer Session: \$6 per unit

Noncredit program: \$10 per term/session

Technology Fee (optional): \$10

FEES FOR OTHER SERVICES

Credit by Examination: \$46 per unit

Document/Verification Fee: \$6

Library Replacement Fee: \$2

Parking Permit Fee: \$46/term, \$4 daily, \$30/summer session

Refund Processing Fee: \$10

Returned Check/Declined VISA/MasterCard Fee: \$15

Rush Transcript Fee (next workday): \$15

Transcript Fee (first 2 ever ordered are free): \$6

Note: Fees are subject to change without notice.

ENROLLMENT FEE PAYMENT POLICY / PAY-TO-STAY

Students are entitled to enroll and participate in classes throughout the semester if they do not have any outstanding balance on their account. During the Priority Enrollment period, students must pay all fees in full prior to established common drop dates or they will be dropped for nonpayment. Once the semester begins students are no longer dropped for non-payment, however if payment is not made by established deadlines holds will be placed on student accounts. Grades, transcripts, diplomas and certificates will not be released until the student has paid all outstanding debts to the College.

Students with approved Veterans benefits, Financial Aid, CCPG fee waivers, and payment plans in place prior to the common drop dates will not be dropped.

Health Fee

The health fee supports the Student Health Center and entitles students to a variety of health services. See Section 3, under "Student Support Programs/Services" for more information. All students shall be charged the health fee equally, including full and part-time students according to State law and as approved by the Board of Trustees. **The health fee is not medical insurance.**

An exemption from payment of the health fee may be granted for students who qualify in the following categories:

- Students who depend exclusively upon prayer for healing in accordance with the teachings of bona fide religious sect, denomination, or organization. (Documentation required.)
- Students who are attending college under an approved apprenticeship training program.

A Student Petition with documentation must be submitted each term in which an exemption is requested.

Student Activities Fee

Money collected for the Student Activities Fee will be used to sponsor educational and social events for the campus community and support campus activities and intercollegiate athletics.

Student Activities Fee Waiver

Students have the right to decline to pay the Student Activities Fee by completing a "Student Activities Fee Waiver" form and submitting it to the Cashiering Services Office within two weeks of the start of instruction for the term. The form may be downloaded at fiscal.marin.edu/forms.

Student Parking Semester Permits

Student semester parking permits may be purchased online through the MyCOM Portal or in-person at the Cashiering Services Office at either campus. For more information regarding Student Parking and Permits, please see Section 3, under "Campus Services."

Student Representation Fee

Money collected for the Student Representation Fee shall be expended to provide support for students or representatives who may be stating their positions and viewpoints before city, county and district governments and before offices and agencies of the state and federal governments.

Student Representation Fee Waiver

Students have the right to decline to pay the Student Representation Fee for religious, political, moral, or financial reasons by completing a "Student Representation Fee Waiver" form and submitting it to the Cashiering Services Office within two weeks of the start of instruction for the term. The form may be downloaded at fiscal.marin.edu/forms.

Student Transportation Fee

The Student Transportation Fee is a newly implemented student-sponsored mandatory fee, providing all students with a Student Transit Bus Pass good for unlimited Marin Transit public transportation during the semester indicated. To see bus schedules, go to <https://marintransit.org/>.

Technology Fee

The Technology Fee supports the establishment, maintenance and upgrades of student computer labs and continued software access, and is used exclusively for those purposes. The labs are not supported by any state or federal funds. \$2.00 of the fee is loaded on to a Go Print card that can be obtained at the library.

Technology Fee Waiver

Students have the right to decline to pay the Student Technology Fee by completing a "Student Technology Fee Waiver" form and submitting it to the Cashiering Services Office within two weeks of the start of instruction for the term. The form may be downloaded at marin.edu/fiscal/forms.html.

Payment Policy

Full payment of Enrollment Fees, nonresident tuition, international tuition, health fees and all other applicable fees are due at the time of registration. Students wishing not to pay all their fees at the time of registration must choose to participate in College of Marin's payment plan.

Students who have HOLDS on their records from previous terms will be restricted from registering,

adding, dropping/withdrawing from classes, accessing transcripts, diplomas, certificates and other services. All these privileges will be restored once all HOLDS have been cleared.

Payment Methods

Payments may be made with a MC/VISA credit card or MC/VISA debit card online at mycom.marin.edu or in person at the Cashiering Services Office. In person payments can be made via cash, check, Visa or Mastercard.

REFUNDS

Enrollment Fees, Nonresident and International Student Tuition Refunds

Enrollment fees, nonresident and international student tuition may be refundable for full-semester courses and short-term courses. The refund policy also applies to summer terms. Please see the Important Dates listing in the schedule of classes or the Academic Calendar in this catalog for specific deadline dates. A listing of short-term refund deadlines is published in each schedule of classes.

Materials Fees

Provided that no materials have been used, refund of materials fee will be granted through Friday of the second week of classes or, for short-term classes and summer session, before completion of 10 percent of the length of the course.

Refund Procedures

Refunds are not automatic. To obtain a refund for courses dropped on or before the published deadline dates, the student must submit a completed "Refund Request" form to the Cashiering Services Office no later than the last day of final examinations. Refund procedures also apply to summer sessions. Forms may be downloaded at <http://fiscal.marin.edu/forms>.

Parking Permit Refunds

College of Marin will grant a parking permit refund upon the request of the student under the following conditions:

- College of Marin has canceled a course for which the student was enrolled and the student has no other enrollment for the term in credit, noncredit, community education or emeritus college courses.
- The student has dropped all courses on or before the last day to qualify for an enrollment/tuition fee refund for full-semester classes.
- The student has dropped all courses by 10 percent of the number of days the class meets for short-term classes, noncredit, community

education or emeritus college classes.

Parking Permit Refund Requests

Students requesting a parking permit refund must comply with the following procedures:

1. Complete and submit a Parking Permit Refund Request form to the Cashiering Services Office.
2. Request must be submitted within 2 weeks of the start of the term for full-term courses.

Student Health Fee Refund

The student health fee is nonrefundable unless the college canceled a class and there is no other credit enrollment on the student's record for the term.

Student Transportation Fee

The base transportation fee, charged to all students regardless of the number of units enrolled, is \$5 per semester. This portion of the fee is nonrefundable. The remainder of the fee is calculated at the per unit rate specified. This portion of the fee is refundable according to COM refund policies. The combined total of both the nonrefundable and refundable fee cannot exceed \$36 per semester.

Refund Service Fee

A \$10 per semester refund service fee and any outstanding balance due the college will be deducted from all refunds. No refund service fee is charged if the class is canceled by the college.

Military Withdrawal Refund

Upon verification that a student was a member of an active or reserve military service unit who received orders compelling a withdrawal from courses, withdrawal with an MW symbol will be allowed and a full refund of fees will be granted.

FEE WAIVERS / TAX CREDITS

Veterans or Dependents of Disabled/ Deceased Veterans Educational Benefits

The VA toll-free number is 1-800-827-1000. Education and Benefit Services: <https://benefits.va.gov/gibill/>

College of Marin is approved as an educational facility for veterans and their dependents. Eligible veterans and their dependents are certified by the School Certifying Official (SCO) after the student has completed and returned the "Veteran Application Packet" (available from Enrollment Services) and have met with the designated college veteran's counselor.

Dependent of Veterans College Fee Waiver Program (66025.3)

The State of California offers a "College Fee Waiver Program" to children and dependents of service-connected disabled or service-related deceased veterans. This program is administered by the California Department of Veterans Affairs (listed in the Government section of the telephone book under County Government Offices).

Tax Credit

In accordance with federal tax credit legislation, College of Marin will mail a verification 1098T form at the end of January to each student registered at least half time on census day and who has paid their registration fees.

Please check with your tax preparer to determine if you are eligible to take advantage of this credit. If you are entitled to this deduction, it is important that the college have your current address. If you have moved, you need to complete a green change form with the Office of Enrollment Services.

The Social Security numbers of students who have chosen an assigned identification number will not be printed on the 1098T. If you wish to change from an assigned identification number to your Social Security number, you may also do this by completing the green change form with the Office of Enrollment Services

FINANCIAL AID

College of Marin offers student financial aid assistance to all students who qualify on the basis of financial need. Eligible students receive funds in the form of grants, scholarships, loans, and/or work-study programs.

FINANCIAL AID PROGRAMS & ELIGIBILITY

Basic types of financial aid:

- Grants – Federal and state gift aid that does not have to be repaid, unless the student withdraws before completing 60% of the semester or the student dropped to less than 1/2 time.
- Work-Study - Money earned monthly through part-time work.
- Loans - Money borrowed which must be repaid with accrued interest.
- Scholarships – Institutional, foundation, non-profit, and private gift aid that does not have to be repaid.

HOW TO APPLY FOR FINANCIAL AID

There are two financial aid applications available, the FAFSA and CADAA. US Citizens and Eligible Non-citizens can apply online for the FAFSA (Free Application for Federal Student Aid) at <https://studentaid.gov/h/apply-for-aid/fafsa>. For Non-US Citizens who do not qualify for the FAFSA, they may submit a California Dream Act Application (CADAA) at <https://dream.csac.ca.gov>. Financial Aid Applications are submitted annually beginning October 1* using College of Marin's Title IV School Code 001178**. Students are encouraged to submit the FAFSA and CADAA by the annual March 2 priority and state deadline; however, the FAFSA and CADAA may be submitted late through the end of the spring term of the following academic year.

NOTE: Application processing may take up to 5 weeks after completing and submitting additional required forms and documentation (see "Student Requirements" on the MyCOM Financial Aid Dashboard under the "Student" tab). *The 24-25 FAFSA is expected to be available at the end of December 2023 rather than the typical October 1 date, due to the implementation of the FAFSA Simplification Act. **The CADAA uses a slightly different Title IV school Code for College of Marin: 00117800.

Students are encouraged to log into their MyCOM web account to read frequent email blasts and check their updated Financial Aid status. For more information, go online to www1.marin.edu, under "Current Students" click "Financial Aid/Scholarships."

CALIFORNIA COLLEGE PROMISE GRANT (FORMERLY BOG FEE WAIVER)

For eligible California residents, the California College Promise Grant (CCPG) permits enrollment fees to be waived. Enrollment fees for qualifying students who are California residents will be waived who meet CCPG eligibility requirements in one (1) of the three (3) ways:

CCPG Method A

- Be a California resident.
- Apply with the FAFSA (Free Application for Federal Student Aid) at <https://studentaid.gov/h/apply-for-aid/fafsa>, California Dream Act Application (CADAA) at <https://dream.csac.ca.gov>, or the CCPG application (refer to the CCCApply online CCPG application).
- Be a recipient of CalWORKs/TANF (Temporary Assistance to Needy Families), or SSI/SSP (Supplemental Security Income/State Supplemental Program), or General Assistance/General Relief at the time of

enrollment.

- Provide documentation of receiving CalWORKs/ TANF, or SSI/SSP, or Untaxed Income Verification form of cash benefits currently received at time of enrollment.
- Documentation may include a copy of correspondence from the local office of Public Assistance which identifies the student (or family members if applicable) and indicates that a monthly payment is being awarded for the current or prior month. This may include a copy of an Adjustment-to-Benefits letter, Notice of Action or Aid Verification Summary that show current receipt of CalWORKs/ TANF, SSI/SSP, or General Assistance/ General Relief and the amount of the grant.

CCPG Method B

- Be a California resident.
- Apply with the FAFSA (Free Application for Federal Student Aid) at <https://studentaid.gov/h/apply-for-aid/fafsa>, California Dream Act Application (CADAA) at <https://dream.csac.ca.gov>, or the CCPG application (refer to the CCCApply online CCPG application).
- Meet the following 2023-2024 Income Standards:

Family Size 2021 Income

1 \$20,385

2 \$27,465

3 \$34,545

4 \$41,625

5 \$48,705

6 \$55,785

7 \$62,865

8 \$69,945

For each additional family member

Add \$7,080

- These standards are based upon the federal poverty guidelines, as published each year by the US Department of Health and Human Services. Under Title 5 of the California Code of Regulations, the student or the student's family must have a total income in the prior year (in this case 2020) that is equal to or less than 150% of the U.S. Department of Health and Human Services Poverty Guidelines based on family size.
- These income standards are for the 2023-2024 academic year and are to be used to determine BOGFW-B eligibility EFFECTIVE July 1, 2023.

CCPG Method C

- Be a California resident.
- Apply with the FAFSA (Free Application for

Federal Student Aid) at

<https://studentaid.gov/h/apply-for-aid/fafsa>, or the California Dream Act Application (CDAA) at <https://dream.csac.ca.gov>.

- Demonstrate minimum need threshold of \$1,104.00 based upon FAFSA data.
- The "minimum need" threshold will be established annually by the California Community College Chancellor's Office. The minimum need threshold shall be in effect for 2023-2024.
- CCCApply online CCPG application is available for CCPG A & B. Refer to the CCCApply online CCPG application.

CCPG ACADEMIC & PROGRESS STANDARDS

Students who qualified for the CCPG, must meet the following ACADEMIC and PROGRESS STANDARDS in order to avoid losing it:

- **ACADEMIC:** Sustain a GPA of 2.0 or higher: If your cumulative GPA falls below 2.0 for two (2) consecutive primary terms (Fall/Spring semesters), you may lose your fee waiver eligibility.
- **PROGRESS:** Complete more than 50% of your coursework: If the cumulative number of units you complete is not more than 50% in two (2) consecutive primary terms (Fall/Spring semesters), you may lose your fee waiver eligibility.
- **COMBINATION of ACADEMIC and PROGRESS STANDARDS:** Any combination of two (2) consecutive terms of cumulative GPA below 2.0, and/or cumulative unit completion of not more than 50% may result in loss of CCPG eligibility.

NOTIFICATION

Students will be notified within 30 days of the end of each term if they are being placed on either Academic (GPA) and/or Progress (Course Completion) probation. The notification will include the information that a second term of probation will result in loss of fee waiver eligibility. After the second consecutive term of probation, students may lose eligibility for the fee waiver at the next registration opportunity.

How to regain eligibility:

Students who lose eligibility for the CCPG, can have it reinstated in the following ways:

Improve your GPA or Course Completion measures to meet the academic and progress standards.

- Successful appeal regarding extenuating circumstances.
- Not attending your school district for two

consecutive primary terms.

The appeals process for extenuating circumstances includes:

- Verified accidents, illness or other circumstances beyond your control.
- Changes in economic situation
- Evidence of inability to obtain essential support services.
- Special consideration factors for CalWORKs, EOPS, SAS and veteran students.
- Disability accommodations not received in a timely manner.

Students Exempt from Loss of CCPG:

1. Foster youth and former foster youth (age 24 years and under)
2. Veterans (F1-F5)

Students who have questions or need assistance, should contact the Enrollment Services/Financial Aid office or stop by the Enrollment Services Office at either Campus to pick-up an informational brochure.

AB540 STUDENTS

The California Dream Act of 2011 (AB130/131) allows eligible undocumented and documented students to apply for and receive institutional scholarships and state administered financial aid (AB-130) and community college fee waivers (AB 131), effective January 2013 (Spring 2013).

FINANCIAL AID ASSISTANCE

Financial Aid Assistance is available through the federal and state government, as well as scholarships offered by the institution, private and non-profit foundations. Financial aid may help to offset the cost of higher education such as tuition, fees, books, supplies, housing, transportation and personal expenses.

Be aware that financial aid does not fully support a student with all expenses. Financial Aid is one of many tools to help students achieve their educational and career goals. Here is a listing of financial aid programs available through College of Marin:

TITLE IV FEDERAL AND STATE STUDENT AID PROGRAM

College of Marin School Code 001178:

Grants (free money for college)

- Pell Grant
- Supplemental Educational Opportunity Grant (SEOG)
- Work-Study (cash earned while you learn)
- Loans (borrowing requires repayment)
- California State Aid
- Cal Grant B, C, Transfer
- Chafee Grant for Foster Youth

California Community Colleges:

- SSCG Student Success Completion Grant (CA residents/AB540)
- Extended Opportunity Programs & Services (EOPS)
- Foster Youth Success Initiative (FYSI)

Scholarships:

- Private foundations and non-profit organizations
- Institutional (colleges/universities)

NOTE: New State Financial Aid Programs are introduced or sunset, due to the ever-changing nature of the state financial programs, please see their website for the latest grant offerings:
<https://www.csac.ca.gov/financial-aid-programs>.

Eligibility:

Eligibility for financial aid is based on financial need and on several other factors. To be eligible to receive Federal Title IV financial aid assistance, students must:

- Demonstrate financial need (except for certain loans).
- Have a high school diploma or the equivalent such as a General Education Development (GED) certificate, meet other standards your state establishes that the Department approves; complete a high school education in a home school setting that is treated as such under state law; or have completed 6 semester units in a post-secondary degree or certificate program prior to July 1, 2012.
- Be a U.S. citizen or eligible noncitizen.
- Have a valid Social Security Number or Alien Registration Number (ARN).
- Maintain Satisfactory Academic Progress (SAP).
- Not in default on a federal student loan and do not owe money on a federal student grant.

Short Term Loans

College of Marin maintains a short-term student loan fund to make funds available to students who have been approved for federal based financial aid (e.g., Pell, Direct Student Loans) or certified for veteran related benefits, but the aid/benefits have not yet disbursed. The fund is monitored by fiscal services personnel, but loans are initiated by the Enrollment Services Office. The loans are secured by requiring the student to be approved for federal financial aid and/or veteran related benefits in advance. This program provides 60-day loans of up to \$500.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Federal and State financial aid regulations require College of Marin (COM) to establish, publish, and apply qualitative, quantitative and incremental standards by which COM can determine whether a student

requesting and/or receiving financial aid is maintaining Satisfactory Academic Progress (SAP) in his/ her course of study. Financial Aid requires a declared major and enrollment in a Title IV eligible program (16 or more units in length).

College of Marin's Financial Aid Office evaluates all three standards along with specific institutional policies to determine a student's eligibility. Satisfactory Academic Progress (SAP) will be evaluated at the end of each semester. Each SAP evaluation includes both the semester and cumulative GPA and pace of progression completion rate.

Satisfactory Academic Progress (SAP) Standards:

- Grade Point Average (GPA)
- Pace of Progression
- Maximum Time Frame
- Institutional Policies

Qualitative-Grade Point Average (GPA):

- Students must have a cumulative GPA of 2.0 at each SAP evaluation.
- Grades for remedial and ESL courses count in the GPA calculation.

Quantitative-Pace of Progression:

- Students must complete at least 66.67% of the cumulative number of units attempted at each SAP evaluation.
- Completion rate is computed by dividing the total number of units completed by the total number of units attempted.
- Must include courses with earned "W" and units transferred into the institution, as well as academic renew/amnesty courses.

Quantitative-Maximum Time Frame:

- A period of time that is no longer than 150% of published length of the program in which the student is enrolled.
- For degree and transfer programs of 60 units, maximum time frame is 90 units.
- For eligible certificate programs, maximum time frame varies (i.e. 30 unit program = 45 units maximum, 18 unit program = 27 units maximum).
- Requires that the student be enrolled in a Title IV eligible program leading to degree, certificate or transfer (basic financial aid requirement).
- Must include courses with earned "W" and units transferred into the institution, as well as academic renew/amnesty courses.

Warning:

- Students not making SAP will be automatically placed on one term of "Warning" status.
- Students may receive financial aid during the warning period.
- Students not making SAP at the end of the warning period are determined to be ineligible for federal and state financial aid until they meet SAP standards.

Re-establishing Eligibility:

- Students may reestablish their eligibility by meeting the Pace of Progression- 67% completion rate standard along with a minimum cumulative GPA of 2.0.
- Sitting out one semester or longer will not reestablish eligibility Student.

Appeals for Extenuating Circumstance:

- Should include an explanation of why the student failed to meet SAP.
- Should explain what has changed that will allow the student to make SAP.
- Additional documentation required; see appeals form.
- Outcome is a Professional Judgment decision, case-by-case and not capricious nor discriminatory.
- Progress Report may be required prior to final determination.
- Students may be granted only one (1) appeal.
- Remedial Courses: Remedial courses are eligible for funding only if recommended on a student's educational plan by an academic counselor. **A maximum of 30 remedial course units will be eligible for financial aid funding.**

Probation:

- Approved appeals result in the student being placed on SAP probation.
- Students may receive financial aid during terms of probation.
- Students can regain eligibility by making SAP at the end of one term of probation.
- Students must complete 66.67% of the units attempted along with a 2.0 GPA each semester while on probation.
- Students must follow their Student Educational Plan while on probation.
- The institution will verify each term that the student is following the Student Educational Plan and/or meeting terms of probation; if not, the student becomes ineligible for federal and state student aid until SAP standards are met.

MYCOM PORTAL AND FINANCIAL AID COMMUNICATION

All information related to financial aid including documents needed, award letters, and satisfactory progress will be sent through the MyCOM student portal. Students must check their portal on a regular basis.

SCHOLARSHIPS

Each year scholarships reward students for academic achievement, financial need, academic field of study, community service, campus activities, and outside interests.

A number of endowed and annual scholarships have been established to benefit College of Marin students in support of their academic studies. The Enrollment Services Office serves as an information center for students interested in scholarship opportunities.

Students interested in applying for these scholarships should go to the scholarship page of the COM website for information. Current students apply for scholarships by filling out an application through AcademicWorks located on their MyCOM portal.

ACADEMIC INFORMATION

ATTENDANCE

Regular attendance is necessary for satisfactory progress in college. Failure to attend regularly may result in a failing grade. **Students who are late in attending the first class meeting may lose their place to another student on the waiting list.** For any absence, the student must make up all work missed. Such work must be completed to the satisfaction of the instructor. It is the student's responsibility to check on all assignments.

Students may be dropped from classes as a result of excessive absences, however, nonattendance does not constitute an automatic drop. Students are responsible for processing their own drops/withdrawals.

UNITS OF CREDIT

The conventional measurement of college work is called a unit. It represents one lecture hour per week for one semester (together with two hours of preparation outside class) or three hours of laboratory work per week for one semester.

Full-time students are enrolled in at least 12 units in the spring and fall and four units in the summer.

COURSES USED FOR HIGH, MIDDLE, & ELEMENTARY SCHOOL CREDIT

College-level course work that students have elected to use for high, middle and elementary school credit will also be counted, when applicable, toward the degree or certificate requirements and will be given as college credit.

Concurrently enrolled high, middle and elementary school students are restricted from physical education classes and basic skills classes.

GRADING SYMBOLS, DEFINITIONS & GRADE POINTS SYMBOL DEFINITION

A: Excellent

B: Good

C: Satisfactory

D: Passing, less than Satisfactory

F: Failing

P: Pass (at least satisfactory= C grade; units awarded, but not used to calculate GPA)

NP: No Pass (less than satisfactory or failing; used to determine progress probation and dismissal, but not to calculate GPA)

SP: Satisfactory Progress towards completion of a non-credit course | Incomplete (used to determine progress probation and dismissal, but not to calculate GPA)

IP: In Progress (not used to determine progress probation or dismissal, or to calculate GPA)

RD: Report Delayed (not used to determine progress probation or dismissal, or to calculate GPA)

W: Withdrawal (used to determine progress probation and dismissal but not to calculate GPA)

EW: Excused Withdrawal

FW: Failing for nonattendance withdrawal (used to determine academic probation and dismissal)

MW: Military Withdrawal GRADE/QUALITY POINTS

Each letter grade has the following point assignment for each unit:

A+ = 4.0

A = 4.0

A- = 3.7

B+ = 3.3

B = 3.0

B- = 2.7

C+ = 2.3

C = 2.0

D+ = 1.3

D = 1.0

D- = 0.7

F+ = 0.3

F = 0.0

FW = 0.0

Grades Required for Major

Effective Fall 2012, courses applied toward a student's major area of emphasis must be completed with a final grade of C or better, or a Pass (P) if the course is taken on a Pass/ No Pass (NP) basis. This requirement applies to all students applying for graduation

regardless of their catalog rights.

Grade Point Average (GPA)

Divide the total grade points earned by the number of units attempted. In calculating GPA, do not include I, IP, W, P, NP, or nonprogress Grades (NPG) of I, NC, or W.

Consecutive Semesters

Semesters shall be considered consecutive based on a student's enrollment pattern.

Probation

A warning that a student's grades do not meet acceptable standards.

Dismissal

A student is not allowed to continue at the college unless the student receives special permission from the Dean of Enrollment Services or the College Petitions Committee.

Midterm Grade

Midterm grades are available for students online at mycom.marin.edu (check calendar).

Final Grade

Enrollment, evaluation, and credit for courses shall be entered on a student's official academic record in accordance with college policy and state law. Final grades are only available to students online at mycom.marin.edu (check calendar).

Pass (P)/No Pass (NP)

A student electing to be evaluated on the "pass/no pass" basis will receive both course credit and unit credit upon satisfactory completion of the course. No changes (election to "pass/no pass" or reversal of "pass/no pass") to the evaluation method can be made after 30% of the term or session has passed. A "pass" grade is granted for performance that is equivalent to the letter grade of "C" or better. A student who fails to perform satisfactorily will be assigned a "no pass" grade. Students are held responsible for all assignments and examinations required in the course. The standards of evaluation are identical for all students in the course.

Note: The Pass/No Pass grading option is the sole responsibility of the student. Check the Calendar of Important Dates for the deadline for full-term classes and the Schedule of Classes for the deadline dates for short-term classes.

Incomplete Grades

An Incomplete grade may be assigned to a student who cannot complete a small portion of the required academic work for justifiable emergencies or

unforeseeable reasons at the end of the semester. This will result in an "I" symbol being entered in the student's record. The decision to give an Incomplete rests solely with the instructor. A student who receives an Incomplete must make arrangements with the instructor and must make up the work by the last day of final examinations of the following fall or spring semester, in which the "I" was assigned. In extenuating circumstances, and with the instructor's and the Dean of Enrollment Services' approval, the student may petition for an extension of not more than one additional semester. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.

The instructor for the class shall submit a copy of the Incomplete Form to the Office of Enrollment Services. This form shall contain the conditions for the removal of the "I" and the grade assigned if the work is not completed. The instructor shall submit a Change of Grade form to the Office of Enrollment Services when the work is completed. If the "I" is not removed by the end of the subsequent fall or spring semester, and no extension has been granted, it shall be changed to the grade originally assigned by the instructor. See BP 4250 titled Probation, Disqualification, and Readmission, AP 4250 titled Probation, AP 4231 titled Grade Changes, AP 4255 titled Dismissal and AP 5530 titled Student Rights and Grievances for additional information regarding "I" grades and other related matters.

In Progress Grades

In progress: The "IP" symbol shall be used only in those courses which extend beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of an evaluative symbol (grade) must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative symbol (grade) and unit credit shall be assigned and appear on the student's permanent record for the term in which the course is completed. The "IP" shall not be used in calculating grade point averages. If a student enrolled in an "open-entry, open-exit" course is assigned an "IP" at the end of a term and does not re-enroll in that course during the subsequent term, the appropriate faculty will assign an evaluative symbol (grade) in accordance with the list of evaluative grades to be recorded on the student's permanent record for the course.

Report Delayed Grade

The RD symbol may be assigned only by the Office of Enrollment Services and is used when there is a delay by the faculty member in reporting the grade of a

student. RD shall be a temporary notation to be replaced by a permanent symbol as soon as possible. It shall not be used in calculating grade point average or determining progress probation/ dismissal.

Withdrawals

Withdrawals are authorized through the last day of the fourteenth week of instruction or 75% of the term, whichever is less. Students may withdraw from class using the online process described in the current class schedule or they may submit a Drop Form to the Office of Enrollment Services. It is the student's responsibility to withdraw from class by the official deadline dates published in the most recent Catalog, Schedule of Classes, and the website. Students who withdraw or drop classes during the first four weeks or 30% of the term, whichever is less, will receive no notation on their academic record. Students who withdraw after 30% of the term and before 75% of the term, whichever is less will receive a "W."

A student who remains in a course beyond the time allowed by district policy must receive a symbol or grade for that course on his or her academic record, as authorized in Title 5 section 55023, other than a "W."

The "W" shall not be used in calculating grade point averages, but shall be used in determining probation and dismissal pursuant to article 3 of this subchapter.

Pursuant to Title 5 Section 58004, instructors shall clear their rolls of inactive students not later than the end of the last business day before the census day for all students. Students who are dropped by instructors after 30% of the term will receive a "W."

"Inactive students" include:

- "No-shows" are defined as students who did not attend courses at any time.
- Students who have (a) initiated action to cancel enrollment in all courses or (b) have been dropped by authorized college personnel in accordance with Board policies.
- Students who are no longer participating in a course.

Instructors may clear their rolls of any student who does not attend the first class meeting, including mandatory orientation sessions for distance education courses. Students not attending the first class meeting must notify the instructor in writing to request that their place be held in the class. Students who do not notify their instructors that they are not attending the first class meeting may lose their place in the class. Students who do not provide proof of meeting course prerequisites at the first class meeting may also be removed from the roll. For online courses, a student may comply with these requirements electronically by accessing the course website or emailing the instructor during the first official week of the semester.

Excused Withdrawal

Excused Withdrawal (EW) occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting his or her ability to complete a course(s) and may include a job transfer outside the geographical region, an illness in the family where the student is the primary caregiver, when the student who is incarcerated in a California state prison or county jail is released from custody or involuntarily transferred before the end of the term, when the student is the subject of an immigration action, or other extenuating circumstances as described in Title 5 Section 55024 (a)(2), making course completion impracticable. In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student's behavioral violation or if the student requested and was granted a midsemester transfer. Upon verification of these conditions and consistent with the district's required documentation substantiating the condition, an excused withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. The withdrawal symbol so assigned shall be an "EW."

Military Withdrawal

Military withdrawal (MW) occurs when a student, who is a member of active or reserve United States military services, receives orders compelling a withdrawal from courses. A symbol of "MW" will be assigned and military withdrawals shall not be counted for the permitted number of course withdrawals nor in progress probation or dismissal calculations. In no case would a military withdrawal result in a student being assigned an "FW" grade.

Withdrawals after 75% of the term or 14th week

Students may petition to withdraw from classes due to documented extenuating circumstances after the last day of the 14th week or 75% of the term (whichever is less) and, after consultation with appropriate faculty, shall be recorded as a "W." Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student. All supporting documents must be attached to the petition at the time of submission to the Office of Enrollment Services.

A "W" symbol shall not be assigned, or if assigned shall be removed, from a student's academic record when a

- Determination is made pursuant to Title 5 Sections 59300 et seq. that the student withdrew from the course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment.

- Student withdrew from one or more classes, where such withdrawal was necessary due to fire, flood or other extraordinary conditions and the withdrawal is authorized by the district pursuant to Title 5 section 58509.

Successfully Completed Successful completion of a course is defined as receiving a grade of Pass (P), Credit (CR), C or higher letter grade.

NON-REPEATABLE COURSES (SUBSTANDARD GRADES OR THE “W” SYMBOL)

Students are allowed a maximum of three enrollments in a non-repeatable course in which the final grade has resulted in either a substandard grade below a “C,” “NP,” “NC,” or the “W” symbol as outlined below:

1. A student who receives a substandard grade or the “W” symbol on the first attempt of a non-repeatable course taken at College of Marin may enroll in that course one more time without a petition in an effort to successfully complete the course with a passing grade.
 2. After receiving any combination of two substandard grades or the “W” symbol in the course, a student may submit a petition to the Office of Enrollment Services to enroll in the course for a third enrollment providing there is verifiable documentation that extenuating circumstances occurred. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.
 3. For the petition to be reviewed, the student is required to meet with a counselor to complete the petition.
 4. All supporting verifiable documents must be attached to the petition at the time of submission to the Office of Enrollment Services.
 5. With an approved petition, the student must wait one week after the start of new and returning student registration to register for the course.
 6. With the following exception, when a student repeats a class to alleviate substandard academic work, only the first two substandard grades and units shall be disregarded in the computation of the cumulative grade point average (GPA).
- When a student successfully completes the course at another regionally accredited college, the student may submit a petition to the Office of Enrollment Services to have the third substandard grade below a “C,” “FW,” “NC,” and “NP” excluded.

Students receiving a substandard grade below a “C,” “FW,” “NC,” and “NP” in the third attempt may not petition to alleviate the substandard grade under Academic Renewal. (See AP 4240 titled Academic

Renewal, last revised April 18, 2023.)

Students may also petition to repeat under the following circumstances:

1. Legally Mandated Training: Students may repeat a course any number of times where it is required for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment, regardless of whether the student recorded substandard work.
2. Significant Change in Industry or Licensure Standards: Students may petition to repeat a course needed for employment or licensing because of a significant change in the industry or licensure standards. Students may take these courses any number of times.
3. Extenuating Circumstances and Extraordinary Conditions (Title 5 Sections 55045 and 58509): Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.
4. Extraordinary conditions are those which would justify the District providing the student a refund.
5. Cooperative Work Experience (general work experience and occupational work experience): See Repeatable Courses.
6. Students with Disabilities: See Repeatable Courses.
7. Due to Significant Lapse of Time: See Course Repetition – Significant Lapse of Time. With an approved petition, the student must wait one week after the start of returning student registration to register for the course. Grades and Non-Progress (NPG) percentages awarded for courses repeated under these provisions are included when calculating a student's grade point average.

Nothing can conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors, or with Title 5 or District procedures relating to retention and destruction of records.

Annotating the permanent academic record shall be done in a manner that all work remains legible, ensuring a true and complete academic history

COURSE REPETITION - SIGNIFICANT LAPSE OF TIME

Students may be permitted or required to repeat courses in which a “C” or higher letter grade, “CR,” or “P” was earned where there was a significant lapse of time of not less than 36 months since the grade was earned and either:

1. A recency prerequisite for a course or program has been established which the student cannot satisfy without repeating the course; or

2. An institution of higher education to which a student seeks to transfer has established a recency requirement that the student cannot satisfy without repeating the course. When course repetition is necessary for transfer to an institution of higher education, the student may be allowed to repeat the course where less than three years have elapsed.

Under these provisions:

- With an approved petition, students must wait one week after the start of returning student registration to register for the course.
- Students requesting to repeat for number 1 above must submit verifiable documentation with the petition.
- Students requesting to repeat for number 2 above are only allowed one repeat for each course and all verifiable documentation from the transfer institution must be attached to the petition at the time of submission to the Office of Enrollment Services.
- When a course is repeated due to a significant lapse of time, the previous grade and units will be disregarded and the current grade will be used when computing a student's cumulative grade point average (GPA).
- Students receiving a substandard grade (grades below "C," "FW," "NC," and "NP," or the "W" symbol) in the repeated course may not petition to alleviate the substandard grade under Course Repetition-Non Repeatable Courses (AP 4225).
- Annotating the permanent academic record shall be done in a manner that all work remains legible, insuring a true and complete academic history.

REPEATABLE COURSES

Under the following special circumstances, students may repeat courses in which a grade of "C" or higher or "CR" or "P" was earned.

- Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree.
- Intercollegiate athletics, as defined in Title 5 Section 55000; and
- Intercollegiate academic or vocational competition, as defined in Title 5 Section 55000, where enrollment in the course and courses that are related in content, as defined in Title 5 Section 55000, is limited to no more than four times for semester courses. This enrollment limitation applies even if the student receives a substandard grade or "W" during one or more of the enrollments in such a course or petitions for repetition due to special circumstances as provided in Title 5 Section 55045.

Legally Mandated Courses

Students are allowed to repeat a course with a petition when repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of volunteer or paid employment.

Students can repeat such courses any number of times, even if they receive a grade of "C" or higher or "CR" or "P"; however, the grade received by the student each time will be included in the calculations of the student's grade point average or NPG percentage. Prior to enrollment, the student must submit a Petition to Repeat a Legally Mandated Course along with verifiable documentation to Enrollment Services.

With an approved petition, students must wait one week after the start of new and returning student registration to register for the course.

Activity Courses

Students may enroll in activity courses in physical education, kinesiology, visual arts and performing arts. Such courses may not be repeated for more than four semesters. This limit applies even if the student receives a substandard grade "W" during one or more enrollments, or if a student petitions for repetition due to extenuating circumstances.

Courses for Students with Disabilities

Students with disabilities may repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for one of the reasons specified in Title 5 Section 56029.

Cooperative Work Experience Courses

For the satisfactory completion of all types of Cooperative Work Experience Education, students may earn up to a total of 16 semester credit hours, subject to the following limitations:

1. **General Work Experience Education:** A maximum of six semester credit hours may be earned during one enrollment period in general work experience education.
2. **Occupational Work Experience Education:** A maximum of eight credit hours may be earned during one enrollment period in occupational work experience education.

If a college offers only one course in occupational work experience in a given field and that course is not offered as a variable unit open-entry/open-exit course, the district policy on course repetition adopted pursuant to section 55040 may permit a student to repeat that course any number of times so long as the student does not exceed the limits on the number of units of cooperative work experience education set forth in

subdivision (a). Consistent with section 58161, attendance of a student repeating cooperative work experience course pursuant to this subdivision may be claimed for state apportionment.

Each time a repeatable course is repeated, the grades and units earned will be computed in the student's cumulative grade point average (GPA).

Annotating the permanent academic record shall be done in a manner that all work remains legible, insuring a true and complete academic history.

COURSE AUDIT

In conformity with California Education Code 76370, and College of Marin Board Policy, in order to attend classes on a continuous or regular basis, individuals must either enroll as a regular student or register as an auditor. The procedures and conditions for auditing a class are as follows:

1. Courses in which auditing is allowed will be posted each semester in the Office of Enrollment Services and the online Schedule of Classes. The list of auditable courses is maintained by the Office of Instructional Management.
2. Appropriate unit fees, based on Education Code (plus any additional course costs) must be paid.
3. Students currently enrolled in 10 or more units may audit up to 3 units free of charge.
4. Auditor status will be allowed only if a student has exhausted repeat possibilities as a regular student in selected classes.
5. Auditors must be eligible for admission to college as regularly enrolled students.
6. Auditors must meet the course prerequisite.
7. Auditors will be allowed to register only after the first census date for the course in order to give priority to students registering for credit. Auditors will not be permitted to attend the course until enrollment is secured after first census. Auditors must submit an Audit Card signed by the instructor to the Offices of Enrollment Services to secure enrollment.
8. Auditors may NOT change their status to regular student in the class (or reverse).
9. Once the auditor fee is paid, it will not be refunded.
10. Students registered as auditors only will not be entitled to the regular student health services (other than emergencies).
11. No grades can be earned or transcripts maintained.
12. The instructor and student auditor will agree upon the auditor's level of participation in the class.

BASIC SKILLS CLASSES

Students may enroll in a maximum of 30 units of Basic Skills classes (pre-collegiate English and Mathematics) – courses numbered 100 or lower. Students with documented functional limitations associated with learning related disabilities, which have shown significant measurable progress toward appropriate skill development in Basic Skills classes, may receive special approval for additional enrollments but will be limited to a specific period of time or number of units. Students are encouraged to contact the Disabled Students Program for more information.

Note: There is no 30-unit limit for ESL courses.

GRADE CHANGES

The instructor of a course shall determine the grade to be awarded to each student. The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith or incompetency. "Mistake" may include, but is not limited to, errors made by an instructor in calculating a student's grade and clerical errors. "Fraud" may include but is not limited to, intentional inaccurate recording of a change of a grade by any person who gains access to grade records without authorization. "Bad Faith" exists where there is fraud or the conscious doing of a wrong with a dishonest or interested motive. Bad Faith is not simply bad judgement, or judgement that others may view as harsh. "Incompetence" is the unintentional dereliction of one's duties resulting in gross negligence.

Instructors may choose to change a student's grade by submitting a Change of Grade form to the Office of Enrollment Services stating the reason for the change. No grade change will be made more than two years after the final grade was issued. Refer to **Administrative Procedure 4231** for specific administrative procedures relating to final grade disputes and consult with the Dean of Enrollment Services for guidance.

ACADEMIC RENEWAL

Academic renewal provides students with an opportunity to reverse the negative impact of past academic failures at College of Marin without course repetition.

- Academic renewal is not automatic.
- Academic renewal actions are irreversible.

All course work granted academic renewal status shall not be computed in the student's grade point average (GPA) or non-progress grade percentage, and this shall be noted on the student's permanent record.

Academic renewal does not guarantee that other institutions outside the District will approve such action.

This determination will be made by the respective transfer institution.

Specific courses and/or categories of courses that are exempt from academic renewal will be described in the current College Catalog.

Academic renewal procedures may not conflict with the District's obligation to retain and destroy records or with the instructor's ability to determine a student's final grade.

Academic renewal may not be applied to any course that has been used to satisfy associate degree, certificate of achievement, IGETC or CSU-GE transfer general education breadth requirements.

Students who have been awarded Certificates of Achievement may apply for academic renewal providing the courses requested for academic renewal were not applied towards the Certificate of Achievement.

Students may request academic renewal for substandard academic performance under the following conditions:

1. At least one semester, (excluding summer session) must have elapsed since the last substandard grades were recorded.
2. The student has subsequently completed:
 - a. 24 units at a satisfactory level (minimum 2.00 GPA) with no more than 6 units of physical activity courses used to demonstrate improved academic ability or
 - b. 12 letter-graded units (minimum of 3.00 GPA) with no more than 3 units of physical activity courses used to demonstrate improved academic ability.
3. A maximum of 36 units of substandard course work may be eliminated from consideration in the cumulative grade point average. Substandard grades are any grades lower than a "C," "CR," or "Pass."
4. A student's most recent semesters utilized to demonstrate that the substandard work is not a reflection of the student's ability must not include grades below "C," "I," "IP," "FW," "NC," or "NP." (Semesters with lined out grades below "C," "FW," "NC," and "NP" do not count toward academic renewal.)
5. Work from other colleges with recognized accreditation may be considered. If using course work from another regionally accredited college, official transcripts must be attached. Transcripts will be evaluated according to the terms outlined in this procedure.
6. Academic renewal does not allow a student to repeat courses they have already repeated the maximum number of times.
7. All students are urged to consult a counselor with questions regarding academic renewal procedures

before submitting the Request for Academic Renewal to the Office of Enrollment Services.

Annotating the permanent academic record shall be done in a manner that all work remains legible, ensuring a true and complete academic history.

FINAL EXAMINATIONS

Any student who is needlessly absent from any examination held at any time during a semester thereby forfeits any right to make up the work by re-examination. In case of illness or, if for some other unavoidable reason a student is unable to be present at an examination at the scheduled time, the student may be permitted to take the examination at a later date by arrangement with the instructor. To make up "I" symbols, the examination must be completed by the last day of final examinations of the subsequent second semester.

HONOR LIST

Students will be placed on a semester honor list when their semester GPA is 3.0 or higher. These students may not be on probation or have any I, NC, NP, F or FW grades, and must be enrolled in 12 units of letter-graded classes at the college.

INDEPENDENT STUDY

Independent Study courses are designed for independent, motivated students to pursue intellectual inquiry outside of regularly scheduled course offerings. These are to be supervised by instructors, generally involving substantial, student-instructor interaction. Each course shall be initiated on an individual basis via an agreement between the student and an instructor.

These courses are not designed to substitute for other courses offered by the academic departments. Enrollment shall be through courses numbered 249A (1 semester unit), 249B (2 semester units), and 249C (3 semester units). One unit of credit requires a minimum of 48 hours of lecture, study or laboratory work.

Academic Standards

Academic standards applicable to courses of independent study shall be the same as those applied to other credit courses as appropriate at the District.

Procedures for Evaluation

Procedures for evaluation of student progress shall be in accordance with regulations established by the District. A grade report by an instructor on appropriate records bearing the student's name for purposes of state apportionment shall certify the adequate and proper progress toward accomplishment of the course

objectives is being maintained by the student.

Availability of Instructor

Independent study students shall have access to the instructor equivalent to access given to students enrolled in course conducted by other instructional methods, including office hours.

Instructors are responsible for assisting the student in developing the proposal, granting instructor approval of the proposal, assisting the student in the independent study as necessary, evaluating the results of the study, and submitting the final grade to the Office of Enrollment Services.

Independent study courses may be repeated more than once for credit provided the same topic is not repeated. An independent study course cannot be used to satisfy core requirements unless specified by the department to a maximum of three (3) units.

Procedures for Approval of Independent Study:

- Students must have completed 12 degree applicable credit units at College of Marin.
- Students must be in good academic and progress standing, and have earned a cumulative GPA of 2.0 at College of Marin.
- The Independent Study Contract must be completed by the student, approved by the instructor, and signed by the department chairperson.
- The Independent Study Contract must be submitted to Enrollments Services by the add deadline last day to add full-term classes.

Students are limited to one independent study course per semester, six (6) units of independent study per discipline, to a maximum of twelve (12) units overall unless specified by a department to obtain a local certificate.

STUDENT PETITIONS

Appeals and grievances in the following areas should be submitted through the Petition Request channel of the MyCOM Student portal: Academic/Progress Dismissal, Admission, Attendance, Graduation, Fee Payment, Refund, Residence Determination, and Student Records. All petitions are reviewed by the Dean of Enrollment Services except Grade Changes and Academic Renewal.

PROBATION

PLACEMENT ON PROBATION

Progress Probation

After enrolling in at least 12 units at College of Marin, if the percentage of a student's recorded entries of W, I, NC, and NP reaches or exceeds 50 percent of all units in which a student has enrolled in College of Marin, he/she shall be placed on progress probation at the end of the term.

Academic Probation

After attempting at least 12 units at College of Marin, a student shall be placed on academic probation at the end of the term in which the student's cumulative grade point average (GPA) falls below 2.0 in all units enrolled in at College of Marin.

REMOVAL FROM PROBATION

Progress Probation

A student will be removed from progress probation when the student's cumulative Non-progress Grade (NPG) drops below 50 percent.

Academic Probation

A student will be removed from academic probation when the student's cumulative GPA reaches 2.0 or higher.

A student who is on academic probation and earns a term grade point of 1.75 or better shall not be dismissed as long as this minimum term grade point average is maintained.

Notification of Probation

Students will be notified of their probationary status prior to the start of the next term.

The notice will consist of, at the minimum, the following: the significance of being on probation, enrollment limits, appeal procedures, and a description of the support services and classes available to prevent dismissal.

Enrollment Limits

Students on probation may not register in more than 15 units total for that entire fall or spring term. For the summer term, students may enroll in one class regardless of the unit value or multiple classes not to exceed 5 units.

Students who have exceeded the unit limit and filed an appeal, as described in the Appeal Procedure below, must drop the necessary class(es) to comply with the notification. If the student does not drop by the beginning of the semester or session, the College will reduce the course load to meet the maximum units

allowed by random selection.

Appeal Procedures

A student placed on probation may file a petition with the Office of Enrollment Services only if the student can provide evidence that additional units beyond the enrollment limits are needed to:

1. Graduate or transfer at the end of that term and/or
2. Meet a legally mandated training requirement

Enrollment limits may not be appealed beyond the College Petitions Committee.

DISMISSAL AND READMISSION

Standards for Academic Dismissal

A student who has been placed on academic probation shall be subject to academic dismissal if the student has less than a cumulative grade point average of less than 2.0 in all units attempted in two consecutive terms (not including summer terms). For purposes of this section, terms shall be considered consecutive on the basis of the student's enrollment pattern rather than the calendar pattern. For example, the terms of a student enrolled Fall, not Spring but again in Fall are considered to be consecutive.

Standards for Progress Dismissal

A student who has been placed on progress probation shall be subject to progress dismissal if the percentage of units in which the student has been enrolled for which entries of W, I, NC or NP are recorded in two consecutive terms reaches or exceeds 50 percent (including summer terms). For purposes of this section, terms shall be considered consecutive on the basis of the student's enrollment pattern rather than the calendar pattern. For example, the terms of a student enrolled Fall, not Spring but again in Fall are considered to be consecutive.

Dismissal Notification

The notification that a student is subject to academic and/or progress dismissal will cover, at a minimum, reference to this procedure, explanation of what academic and progress dismissal means, procedure for reinstatement, and procedure to appeal the academic and progress dismissal notice.

Readmission Procedures

1. A student who has been dismissed and did not attend College of Marin for one term, may request readmission by submitting a petition to Enrollment Services that demonstrates a minimum of one term of non-attendance has passed
2. A student who has been dismissed and wants to continue at College of Marin the following term may submit a petition to Enrollment Services only under

the following conditions:

- a. Documented extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student
- b. Improved GPA as a result of grade changes, fulfillment of incomplete courses, or academic renewal

Procedures for Filing the Petition to Return After Dismissal

A student must file a Petition to Return After Dismissal with the Office of Enrollment Services within two weeks of the start of the fall and spring term and within one week of the start of the summer term. As a condition to return, the student must meet with a counselor to complete a Student Educational Plan with no more than 15 units requested for that entire fall or spring term. For the summer term, students may request one class regardless of the unit value or multiple classes not to exceed 5 units. A copy of the Student Educational Plan and all supporting documents must accompany the Petition to Return After Dismissal.

Standards for Evaluating the Petition to Return

After Dismissal In considering whether or not students may return after dismissal, the following criteria should be considered:

- Verified evidence that the student did not attend the following fall, spring or summer term after receiving the dismissal notification.
- Documented extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.
- Improved GPA as a result of grade changes, fulfillment of incomplete courses, or academic renewal.
- GPA calculation error.
- Evidence that the posting of final grades was in error which contributed to the academic and/or progress dismissal action.

Within ten (10) working days from the date the petition was submitted to Enrollment Services for review, the student will be notified in writing by email of the decision.

- If the Petition to Return After Dismissal is approved, the student will be notified of the terms and conditions of the petition and allowed to continue on academic and/or progress probation for an additional term. At the end of that term, the student's academic record will be evaluated to determine whether the student may be removed from academic and/or progress probation, should be dismissed, or should continue on academic and/or progress probation.
- If the Petition to Return After Dismissal is denied, the student will be notified of the decision and procedures to appeal the

decision.

Appeal Procedures

The student has the right to appeal an academic and/or progress dismissal action, if the student can provide evidence that warrants a review of the dismissal action. The student may appeal this decision by making an appointment with the College Petitions Committee within (5) five working days of the notice of the denied petition.

- If the student fails to make the appointment within the specified time, the student waives all future rights to appeal the dismissal action for that term.
- If the student makes an appointment, the student will continue on academic and/or progress dismissal until the student meets with the College Petitions Committee. A decision to either uphold the original dismissal decision or approve the appeal will be made at the conclusion of the meeting.

Enrollment limits may not be appealed beyond the College Petitions Committee.

Standards for Evaluating Appeals

Dismissal appeals may be granted under the following circumstances:

- If the dismissal determination is based on the academic record for one term in which the record does not reflect the student's usual level of performance due to accident, illness, or other circumstances beyond the control of the student. Verification must be submitted with the appeal.
- Where there is evidence of significant improvement in academic achievement.

CREDIT FOR PRIOR LEARNING

Credit for prior learning may be earned for eligible courses approved by the district for students who satisfactorily pass an authorized assessment. Authorized assessments may include the evaluation of approved external standardized examinations, Joint Services Transcripts, student-created portfolios, and credit by examination. The Superintendent/President shall consult with the Faculty Senate and rely primarily on the recommendations of the Faculty Senate to establish administrative procedures to implement this Board Policy.

Students may demonstrate proficiency in a course eligible for Credit for Prior Learning and receive college credit through the approved alternative methods for awarding credit listed below:

- Achievement of a satisfactory score on an Advanced Placement (AP) examination;
- Achievement of a satisfactory score on the College Level Examination Program (CLEP);
- Evaluation of Joint Service Transcripts (JST);
- Achievement of an examination administered by other agencies approved by the district;
- Evaluation of industry-recognized credential documentation;
- Evaluation of student-created portfolios; or
- Satisfactory completion of an institutional examination, known as Credit by Examination, administered by the college in lieu of completion of an active course listed in the current college catalog.

Determination of Eligibility for Credit for Prior Learning

The following criteria shall be used to determine eligibility for credit for prior learning:

- The student must be in good standing in the district;
- The student must have previously earned credit or noncredit from the district or be currently registered in the district;
- Current students must have an education plan on file;
- The course is listed in the current college catalog;
- The student is not currently enrolled in the course to be challenged; or
- Credit by Examination: The student is registered in the district and not currently enrolled in nor received credit for a more advanced course in the same subject (may be waived by department). Credits acquired by examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veterans, or Social Security benefits.

Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an associate's degree.

Prior Learning Assessment Grading Policy

Grading shall be according to the regular grading system in accordance with AP 4230 Grading and Academic Record Symbols and AP 4231 Grade Changes. Students shall be offered a "Pass/No Pass" option, in accordance with AP 4232 Pass/No Pass Grading Option, if that option is ordinarily available for the course. Students shall be given the opportunity to accept, decline, or appeal the grade assigned by the faculty, and in cases of Credit by Examination, pursuant to AP 4231.

Transcription of Credit for Prior Learning

The student's academic record shall be clearly annotated to reflect that credit was earned by

assessment of prior learning.

Advanced Placement

Achievement of a score of 3 or higher on an Advanced Placement Examination administered by the College Entrance Examination Board.

College Level Examination Program

Students requesting Credit for Prior Learning using the College Level Examination Program shall receive credit for completing a satisfactory score on a district-approved College Level Examination Program (CLEP) under the following circumstances:

- Official CLEP transcripts must be on file in Enrollment Services; or
- The student achieved a minimum acceptable score on the CLEP examination as recommended by the district's CLEP Equivalency Guide.

Credit for Military Service/Training

Students interested in Credit for Prior Learning using Joint Service Transcripts shall receive credit as recommended by the American Council on Education (ACE) Directory and approved by the appropriate discipline faculty of the college under the following circumstances:

- The student shall complete the Credit for Prior Learning assessment petition available in the Counseling Department or Enrollment Services;
- Official transcripts must be on file in Enrollment Services. These may include Joint Services Transcript (JST), Sailor/Marine American Council on Education Registry Transcript (SMART), Army and American Council on Education Registry Transcript Service (AARTS), Community College of the Air Force (CCAF), Coast Guard Institute (CGI), DANTES/USAFI, Defense Language Institute Foreign Language Transcripts (DLIFLC), Defense Manpower Data Center (DMDC), DLPT Examinee Results, DA Form 330 Language Proficiency Questionnaire, or verified copies of DD214 or DD295 military records; and
- Credit course equivalency shall be determined by the faculty of the appropriate discipline.

Industry Recognized Credentials

Students interested in Credit for Prior Learning using industry-recognized credential(s) shall receive credit as recommended by the appropriate department chair or faculty designee:

- The student shall complete the Credit for Prior Learning assessment petition available in the

Counseling Department or Enrollment Services;

- Enrollment services shall grant credit for industry recognized credential(s) that have already been evaluated and approved by the appropriate department chair or faculty designee;
- If an industry recognized credential(s) has not yet been evaluated and approved by the appropriate faculty, the student shall meet with the department chair or faculty designee to receive further instructions for industry recognized credential(s) assessment;
- The student shall submit all industry recognized credential documents to the department chair or faculty designee for assessment of prior learning; and
- If the department chair or faculty designee determine the industry certification adequately measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the recorded grade, attach the industry recognized credential(s), and forward the completed petition and supporting documents to Enrollment Services to be kept on file and recorded on the student transcript.

Student-Created Portfolio Assessment

Students interested in Credit for Prior Learning using a student-created portfolio shall receive credit as recommended by the appropriate department chair or faculty designee under the following circumstances:

- A department approved portfolio assessment rubric for the course is on file;
- The student shall complete the Credit for Prior Learning assessment petition available in the Counseling Department or Enrollment Services;
- The student meets with the department chair or faculty designee to receive further instructions for student-created portfolio assessment;
- The student submits all portfolio documents to the department chair or faculty designee for assessment of prior learning; and
- If the department chair or faculty designee determine the student-created portfolio adequately measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the appropriate grade and forward it to Enrollment Services to be kept on file and recorded on the student transcript.

Credit by Examination from Within the District

The department chair or faculty designee shall determine whether or not a student requesting Credit by Examination is sufficiently well prepared to warrant being given this opportunity.

This determination is based upon a review of previous course work and/or experience.

Students wishing to take a course through Credit by Examination are encouraged to informally discuss the matter with the department chair or faculty designee and instructor prior to initiating the formal process. All steps must be completed in the order listed or the Petition for Credit by Examination shall not be processed. The Petition for Credit by Examination must be completed prior to the end of the current semester or session.

The district will award college course credit for successful completion of a district examination administered by the appropriate departmental faculty under the following circumstances:

- Credit by satisfactory completion of an examination administered by the district in lieu of completion of a course listed in the College of Marin catalog is obtained by the student.

The District Credit by Examination Process

In order to permit students to demonstrate that they have met the objectives of a course through experience in the work place, foreign language proficiency, or some other process outside the conventional academic setting, students may earn credit by receiving a passing grade on an examination administered by the appropriate instructional department/ program. The completion of Credit by Examination may require the demonstration of other skills or the completion of assignments in addition to an examination.

Upon completion of an education plan, students interested in Credit for Prior Learning using Credit by Examination shall receive credit as recommended by the appropriate department chair or faculty designee under the circumstances stated immediately below.

The Credit by Examination Procedures

- Student shall complete the Credit for Prior Learning assessment petition available in the Counseling Department or Enrollment Services;
- Student shall meet with the department chair or faculty designee further instructions for Credit by Examination; and
- If the department chair or faculty designee determine the Credit by Examination assessment measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the recorded grade and forward to Enrollment Services to be kept on file and recorded on the student transcript. Completed exam materials must remain on file with the department/program for three years.

EXTERNAL EXAM CREDIT (AP/IB/CLEP)

College of Marin grants credit towards Associates Degrees (AA/AS), Associates Degrees for Transfer (ADT), and General Education Certification for Advanced Placement (AP), International Baccalaureate (IB), and College-Level Examination Placement (CLEP). To receive credit, students must:

1. Have successfully completed 12 units of residency at College of Marin
2. Submit a Student Petition to Enrollment Service
3. Have an **official copy** of their test scores sent to Enrollment Services

Important Notes about External Exams:

- **VERY IMPORTANT:** Course credit and units granted at COM may differ from credit awarded at transfer institutions. Each university determines how exams will apply toward credit will apply in a specific major. **Many transfer schools do not accept AP as preparation for the major! Please see a counselor to discuss your specific major and transfer institution.**
- Duplicate credit limitations: Students who receive AP credit and then take the comparable College of Marin course will NOT receive duplicate credit at COM or their transfer institutions. For example, a student will receive credit for one of the following: AP English Language or ENGL 150 at COM, not both.
- For all Associate Degrees for Transfer (ADTs) a score of 3 or higher is acceptable for credit for a comparable course in the ADT major. Students must be advised, however, that this does NOT mean it will be accepted at all transfer institutions as major preparation (see note above).

Advanced Placement (AP) Exam Credit

College of Marin grants credit towards Associate Degrees (AA/AS), Associates Degrees for Transfer (ADTs), and IGETC or CSU Breadth Certification with a score of 3, 4 or 5 on the AP exam. An acceptable AP score for IGETC or CSU Breadth equates to either 3 semester or 4 quarter units for certification purposes. Each AP exam may be applied to one IGETC or CSU Breadth area as satisfying one course requirement, except for Language other Than English (LOTE) and laboratory requirements. Students who have earned credit from an AP exam should not take a comparable college course because transfer credit will not be granted for both.

Please see a counselor about using AP exam scores and credits to meet graduation and/or transfer requirements. (See AP Chart on next page.

AP Examination	IGETC AREA	CSU Breadth AREA	COM Local GE AREA
Art History	3A or 3B	C1 or C2	C
Biology	5B and 5C	B2 and B3	A
Calculus AB	2A	B4	E
Calculus BC	2A	B4	E
Calculus BC/AB subscore	2A	B4	E
Chemistry	5A and 5C	B1 and B3	A
Chinese Language and Culture	3B and 6A	C2	C
Comparative Government & Politics	4	D	B
Computer Science A	N/A	N/A	N/A
Computer Science AB	N/A	N/A	N/A
Computer Science Principles	N/A	B4	E
English Language and Composition	1A	A2	D
English Literature and Composition	1A or 3B	A2 and C2	C and D
Environmental Science	5A and 5C	B1 and B3 (B2 and B3 if taken prior to F09)	A
European History	3B or 4	C2 or D	B
French Language and Culture (Previously French Language or French Lit.)	3B and 6A	C2	C
German Language and Culture (Previously German Language)	3B and 6A	C2	C
Human Geography	4	D	B
Italian Language and Culture	3B and 6A	C2	C
Japanese Language and Culture	3B and 6A	C2	C
Latin Literature (Previously Latin Literature or Latin: Vergil)	3B and 6A	C2	C
Macroeconomics	4	D	B
Microeconomics	4	D	B
Music Theory (if taken before FA09)	N/A	C1	C
Physics 1, Physics 2, Physics B, or Physics C (electricity/magnetism or mechanics)	5A and 5C	B1 and B3	A
Precalculus (New 2023)		B4	E
Psychology	4	D	B
Seminar	N/A	N/A	N/A
Spanish Literature and Culture (Previously Spanish Language or Spanish Literature)	3B and 6A	C2	C
Statistics	2A	B4	E
Studio Art – 2D Design	N/A	N/A	C
Studio Art – 3D Design	N/A	N/A	C
Studio Art - Drawing	N/A	N/A	C
U.S. Government & Politics	4 and US-2	D and US-2	B or F
U.S. History	(3B or 4) and US- 1	(C2 or D) and US- 1	(B or C) and F
World History – Modern	3B or 4	C2 or D	B or C

International Baccalaureate (IB)

College of Marin will grant credit for International Baccalaureate exams. A score of 5,6, or 7 on a Higher-Level exam is required to grant credit for IGETC or CSU Breadth Certification. An acceptable IB score for IGETC equates to either 3 semester or 4 quarter units for certification purposes.

Students who have earned credit from an IB exam should not take a comparable college course because transfer credit will not be granted for both.

Please see a counselor about using IB exam scores and credits to meet graduation and/or transfer requirements.

International Baccalaureate (IB)	IGETC AREA	CSU Breadth AREA	COM Local GE AREA
IB Biology HL	5B	B2	A
IB Chemistry HL	5A	B1	A
IB Economics HL	4	D	B
IB Geography HL	4	D	B
IB History (any region) HL	3B or 4	C2 or D	C or B
IB Language A: Literature (any language, except English) HL	3B and 6A	C2*	C*
IB Language A: Language and Literature (any language, except English) HL	3B and 6A	C2*	C*
IB Language A: Literature (any language) HL	3B	C2*	C*
IB Language A: Language and Literature (any language) HL	3B	C2*	C*
IB Language B (any language) HL	6A	N/A	N/A
IB Mathematics: Analysis and Approaches HL	2A	B4*	E*
IB Mathematics: Applications and Interpretations HL	2A (select UCs only)	B4*	E*
IB Physics HL	5A	B1	A
IB Psychology HL	4	D	B
IB Theatre HL	3A	C1*	C*
IB Theatre HL	3A	C1*	C*

*Score of 4 is acceptable for CSU Breadth credit and COM's local GE pattern

College Level Examination Program (CLEP)

The College Level Examination Program (CLEP) is a credit-by-examination program that measures a student's level of comprehension of introductory college-level material and consecutively earn college credit. The CSU requires a passing score of at least 50

on the CLEP exam. Each campus in the CSU system determines how it will apply external examinations towards credit in the major.

CLEP cannot be used on IGETC

CLEP Exam	Passing Score	CSU Units	CSU Breadth AREA	COM Local GE AREA
American Government	50	3	D	B
American Literature	50	3	C2	C
Analyzing and Interpreting Literature	50	3	C2	C
Biology	50	3	B2	A
Calculus	50	3	B4	E
Chemistry	50	3	B1	A
College Algebra/Algebra-Trigonometry	50	3	B4	E
College Composition/Composition-Modular	N/A	0	N/A	N/A
College Mathematics	N/A	0	N/A	N/A
English Composition w/ or w/o essay	N/A	0	N/A	N/A
English Literature	50	3	C2	N/A
Financial Accounting	50	3	N/A	N/A
French Level I**	50	6	N/A	N/A
French Level II** (until FA15)	59	12	C2	C
French Level II** (after FA15)	59	9	C2	C
Freshman College Composition	N/A	0	N/A	N/A
German I**	50	6	N/A	N/A
German II** (until FA15)	60	12	C2	C
German II** (after FA15)	60	9	C2	C
History, United States I	50	3	D & US-1	B
History, United States II	50	3	D & US-1	B
Human Growth and Development	50	3	E	B
Humanities	50	3	C2	C
Information Systems and Computer Applications	50	3	N/A	N/A
Introduction to Educational Psychology	50	3	N/A	N/A
Introductory Business Law	50	3	N/A	N/A
Introductory Psychology	50	3	D	B
Introductory Sociology	50	3	D	B
Natural Sciences	50	3	B1 or B2	A
Pre-Calculus**	50	3	B4	E
Principles of Accounting	50	3	N/A	N/A
Principles of Macroeconomics	50	3	D	B
Principles of Management	50	3	N/A	N/A
Principles of Marketing	50	3	N/A	N/A
Social Sciences and History	50	0	N/A	N/A
Spanish Level I**	50	6	N/A	N/A

CLEP Exam	Passing Score	CSU Units	CSU Breadth AREA	COM Local GE AREA
Spanish Level II** (until FA15)	63	12	C2	C
Spanish Level II** (after FA15)	63	9	C2	C
Spanish with Writing I**	50	6	N/A	N/A
Spanish with Writing II**	63	9	C2	C
Trigonometry**	50	3	B4	E
Western Civilization I	50	3	C2 or D	B
Western Civilization II	50	3	D	B

**If a student passes more than one CLEP test in the same language other than English (e.g., two exams in French), calculus, computer science, or physics then only one examination may be applied to the baccalaureate degree.

OTHER ACADEMIC CREDITS

Administration of Justice

After successful completion of 12 units at College of Marin, students who have completed P.O.S.T. Basic Academy may petition for 6-12 units of Basic Academy Credit (200 hours = 6 units, 400 hours = 8 units, 560 hours = 10 units and 800 hours = 12 units).

Students may transfer credits for other police academy work only if the academy is fully accredited (as listed in the ACCRAO Guide) or if another fully accredited college or university has granted credit for the work. Courses must closely parallel those in the Major requirements to be substituted.

Automotive Technology

After successful completion of 12 units at College of Marin, students may request a waiver of AUTO 110 by providing verification, on a Student Petition, of completion of one year of Auto Shop with a B or better grade in a course meeting ATTS standards in the Marin County High School Regional Occupations Program (ROP). Upon completion of two years of Auto Shop with a B or better grade in a course meeting ATTS standards, a student can receive a waiver of AUTO 111 by providing verification on a student petition (includes San Rafael High School, Terra Linda High School, Tamalpais High School, San Marin High School, and Novato High School).

Registered Nursing

Thirty units of credit may be granted to students who have attended unaccredited diploma schools and graduated. The students must have a current California nursing license. These students must have completed 12 units in residence and secure the approval of the

Director of Health Sciences.

Marin County High School Articulation

High school students may petition to receive Credit by Examination, if they have successfully completed the following classes with a grade of "B" or better, for a College of Marin approved equivalent class taught at their high school.

- San Marin High School: AUTO 110, 3 units; AUTO 111, 3 units; ECE 114, 3 units; ECE 115, 3 units
- Novato High School: MMST 111, 3 units; MMST 142, 3 units; MMST 150, 3 units; MMST 160, 3 units
- Tamalpais High School: AUTO 110, 3 units; AUTO 111, 3 units
- Terra Linda High School: AUTO 110, 3 units; AUTO 111, 3 units
- Tomales High School: MACH 130, 2 units; MACH 131, 2 units

ACADEMIC RECORDS

State and federal legislation permits students to have access to their academic and educational records. The College's policies and procedures pertaining to student records are contained in BP 5040, AP 5040, and AP 5045, copies of which are available at <http://policies.marin.edu/policies-procedures/chapter/chapter-5>.

TRANSCRIPTS

Official Transcripts

Official transcripts can be ordered online through the MyCOM portal or at www.marin.edu. Students may request two free regular service transcripts (3 business days). After the first two, the fee is \$6 per regular service copy. Rush service (next business day) is available for \$15 per copy.

Unofficial Transcripts

Students with active MyCOM portal accounts may print their own unofficial transcripts or submit a request for

Unofficial Transcript form to the Office of Enrollment Services.

Transcripts From Other Colleges

Students must submit official transcripts from all institutions attended during the admissions process. Official transcripts must arrive in the original sealed envelope from the issuing institution and have an embossed or water seal. Official transcripts should be sent via U.S. Mail or hand carried to: Enrollment Services, College of Marin, 835 College Ave, Kentfield, CA 94904. Transcripts from other colleges received by the College of Marin will not be copied or released to the student.

Students may only transfer degree applicable units from fully accredited colleges or universities as listed in the AACRAO Transfer Credit Practices of Selected Educational Institutions. Upper division units may not be used toward an Associate degree. Students may, however, petition for a waiver of requirements with relevant upper division work. The student must still have 60 lower division units.

Foreign College Transcripts

Transcripts from foreign colleges and universities will be accepted only when evaluated by UC, CSU, or an evaluating service recognized by College of Marin. The service recommended by the college is International Education Research Foundation, Inc., P.O. Box 66940, Los Angeles, CA 90066, (310)

390-6276. Credit will be granted when the academic level of the course work is deemed to be comparable to that of classes taught in fully accredited U.S. colleges and universities.

Forged/Altered College of Marin Transcripts

"Furnishing false information, forgery, falsification, alteration or misuse of college documents, records, or identification" is a violation of college policy. When it comes to the attention of college personnel that a forged or altered College of Marin transcript has been submitted to a third party, a hold will be immediately placed on that academic record, if an actual record exists. An attempt will be made to contact, by phone or mail, the individual whose name appears on the forged or altered transcript requiring that individual to meet with the Dean of Enrollment Services/designee within 10 days. If the Dean of Enrollment Services/ designee determines, after investigation, that the individual whose name appears on the forged or altered transcript is responsible for preparing/submitting same, the individual will be barred from attending any future credit classes at College of Marin. An appeal of the decision to permanently bar the student from attending any future credit classes may be made in writing to the

College Petitions Committee within ten days of the decision of the Dean of Enrollment Services/ designee. In the event there is no approval of the appeal and the College Petitions Committee upholds the determination of the Dean of Enrollment Services/designee, the College Petitions Committee will then recommend a permanent bar from attending credit classes at the College of Marin to the Board of Trustees. The individual will be notified at the last known address, if available, of the decision to bar attendance.

Further, an annotation will be placed on the student's actual academic record, if any, stating, "Not to be Released to Student." In addition, when the individual has actually taken classes at College of Marin, future release of a transcript will be at the sole discretion of the Dean of Enrollment Services/ designee. No transcripts will be released directly to the student.

The college reserves the right to take all appropriate legal action.

Forged Signatures

Students who are determined to have filed an official form with a forged faculty member's signature will be subject to disciplinary action including but not limited to at least one full regular semester of nonattendance.

The college reserves the right to also take appropriate legal action.

TYPES OF RECORDS & LOCATIONS

The Office of Enrollment Services will maintain documents completed by the student, such as applications, petitions, and Advanced Placement and CLEP scores, for the period of time required by law. These records, as well as a permanent record of all academic work completed at the college, are maintained by the Dean of Enrollment Services. Students may request two free transcripts of their College of Marin permanent academic record. See Official Transcripts heading on this page for details. Copies of transcripts from other colleges are kept in Enrollment Services. Copies must be requested from the issuing institution and cannot be released from College of Marin.

Student Privacy Rights Related to Academic Records

The privacy of student records and exceptions under which the college may authorize access to student records are set forth in AP 5040 (Additional information regarding the U.S. Department of Education, Family Policy Compliance office is at: <https://www2.ed.gov/policy/gen/guid/fpc/index.html> A student may file a written complaint with the Family Policy Compliance Office regarding an alleged violation

under the Federal Educational Rights and Privacy Act ("FERPA"). The complaint must be timely (submitted to the office within 180 days of the date that the complainant knew or reasonably knew of the violation) and state clearly and succinctly specific allegations of fact giving reasonable cause to believe that the school has violated FERPA.

Review, Inspection, and Challenge of Records

Any currently enrolled or former student has the right of access to all of the student's College of Marin academic records. Students wishing to inspect their records may obtain forms from staff in the Office of Enrollment Services; access shall be granted no later than 45 days following receipt of the written request to the Dean of Enrollment Services at College of Marin, 835 College Ave., Kentfield, CA 94904. The Dean of Enrollment Services will make arrangements for access and notify the student of the time and place where records may be inspected. Qualified personnel will assist the students in interpreting their records, if necessary. If the records are not maintained by the Dean of Enrollment Services, the student will be advised of the correct office to which the student's request should be addressed.

The Dean of Enrollment Services will provide forms for any student who wishes to challenge the content of the student's records, excluding grades, if the student believes the information to be (1) inaccurate, (2) misleading, (3) an unverifiable personal conclusion or inference outside of the observer's area of competence, or (4) not based on the personal observation of a named person with the time and place of the observation noted. The student should clearly identify the part of the record the student wants changed and specify why it is inaccurate or misleading. If the student is not satisfied with the results of the challenge procedure, a written request for a formal hearing may be filed with the College Superintendent/President, or designee.

Within 30 days of receipt of such a request, the College Superintendent/President, or designee, shall meet with the student and employee who recorded the information in question, if any, and if such employee is presently employed by the college. The Superintendent/President, or designee, shall then sustain or deny the allegations in writing. If the President, or designee, denies any or all of the allegations and refuses to order the correction or removal of the information, the student will be notified that the student may, within 30 days of the refusal, appeal the decision in writing to the College of Marin Board of Trustees. Within 30 days of receipt of such an appeal, the College of Marin Board of Trustees shall, in closed session with the student and the employee (if

presently employed by the college), determine whether to sustain or deny the allegations. If the Board of Trustees sustains the allegations, it shall order the President, or designee, to immediately correct or remove and destroy the information.

Additional information regarding the hearing procedure will be provided to the student when notified of the right for hearing.

Directory Information

Directory information includes: the student's name, level of education, academic major, enrollment status by term(enrolled/ not enrolled, participation in officially recognized activities and sports, weight and height of members of athletic teams, and degrees and awards received, most recent previous public or private school attended. Currently enrolled students may request that directory information be permanently kept confidential by filing a Request to Withhold Directory Information with the Office of Enrollment Services.

Release of Student Records

No instructor, official, employee, or Board member shall authorize access to student records to any person except under the following circumstances:

- Student records shall be released pursuant to a student's written consent by completing and submitting an Authorization for Release of Information Form to the Office of Enrollment Services.
- Directory information may be released in accordance with the definitions in BP 5040 titled Student Records, Directory Information and Privacy.
- Student records shall be released pursuant to a judicial order or a lawfully issued subpoena. Upon receipt of a judicial order or lawfully issued subpoena the Office of Enrollment Services will notify the student of the request. If there is no written objection from the student within two weeks of notification, the requested records will be released. (34 Code of Federal Regulations, Part 99.31)
- Student records shall be released pursuant to a federal judicial order that has been issued regarding an investigation or prosecution of an offense concerning an investigation or prosecution of terrorism.
- Student records may be released to officials and employees of the District only when they have a legitimate educational interest to inspect the record. Officials and employees of the District having a legitimate educational interest to inspect the records of a student must receive authorization from the Dean of Enrollment Services.
- Student records may be released to authorized representatives of the Comptroller General of

the United States, the Secretary of Education, an administrative head of an education agency, state education officials, or their respective designees or the United States Office of Civil Rights, where that information is necessary to audit or evaluate a state or federally supported educational program or pursuant to state or federal law. Exceptions are that when the collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner that will not permit the personal identification of students or their parents by other than those officials, and any personally identifiable data shall be destroyed when no longer needed for that audit, evaluation, and enforcement of federal legal requirements. A request to release student records to the agencies listed above must be made in writing to the Dean of Enrollment Services.

- Student records may be released to officials of other public or private schools or school systems, including local, county, or state correctional facilities where education programs are provided, where the student seeks or intends to enroll or is directed to enroll. The release is subject to the conditions in Education Code Section 76225. A request to release student records to the agencies listed above must be made in writing to the Dean of Enrollment Services.
- Student records may be released to agencies or organizations in connection with a student's application for, or receipt of, financial aid, provided that information permitting the personal identification of those students may be disclosed only as may be necessary for those purposes as to financial aid, to determine the amount of the financial aid, or conditions that will be imposed regarding financial aid or to enforce the terms or conditions of financial aid. A request to release financial aid records to agencies and organizations must be made in writing to the Dean of Enrollment Services.
- Student records may be released to organizations conducting studies for, or on behalf of accrediting organizations, educational agencies, or institutions for the purpose of developing, validating, or administering predictive tests, administering financial aid programs, and improving instruction, if those studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of those organizations and the information will be destroyed when no longer needed for the purpose for which it is conducted. Requests of student records for the purposes as described above must be made in writing to the Dean of Enrollment Services

and/or the Director of Planning, Research and Institutional Effectiveness.

- Student records may be released to appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons, subject to applicable federal or state law. Student records may be released for the purposes as described above by making a verbal or written request to the Dean of Enrollment Services, Campus Police or other responsible District administrator.
- The following information shall be released to the federal military for the purposes of federal military recruitment: student names, addresses, telephone listings, e-mail address, dates and places of birth, levels of education, degrees received, prior military experience, and/or the most recent previous educational institutions enrolled in by the students. The District will not release student recruiting information to military recruiters for those students who request that directory information not be released.

Access to Student Records for Immigration Enforcement Purposes

The District must obtain a student's written consent before disclosing educational records, unless the information is relevant for a legitimate educational interest or includes directory information only.

Neither exception permits disclosing information for immigration enforcement purposes; no student information shall be disclosed for immigration enforcement purposes without a court order or judicial warrant. Without a court order or a judicial warrant, written consent must be signed and dated by the student, or (if the student is a minor) by the student's parent or guardian, before disclosure of the information, and must specify the records that may be disclosed, the purpose of the disclosure, and the party or class of parties to whom the disclosure may be made.

Access Log

A log is maintained in the Office of Enrollment Services, as specified in Section 76222, California Education Code, for each student's record which lists authorized persons, agencies or organizations requesting or receiving information from a student's record without a judicial order, or a legal subpoena, or the student's consent.

Withholding of Student Records

The District may withhold diplomas, and registration privileges from any student or former student who fails to pay a proper financial obligation. The student shall be given written notification and the opportunity to explain if the financial obligation is in error.

Student Services

Topics covered in this section:

CAMPUS SERVICES

- Bookstore
- Cashiering Services
- Computer Labs
- Counseling Services
- Food Service
- Libraries
- Psychological Services
- School & Community Partnerships
- Student Health Services
- Transportation & Parking
- Welcome Center

STUDENT SUPPORT PROGRAMS & SERVICES

- CalWORKs
- Child Development Program EOPS/CARE
- Puente Project
- Student Accessibility Services (SAS)
- Transfer & Career Center
- Tutoring & Learning Center
- UMOJA Program
- Reading and Writing Lab

STUDENT LIFE

- Clubs
- Intercollegiate Athletics Performing Arts
- Student Activities & Advocacy
- STANDARDS OF STUDENT CONDUCT
- Student Conduct
- Smoking in District Facilities
- Drug-Free & Alcohol-Free Campus
- Student Conduct Regarding Academic Dishonesty
- Student Discipline Procedures

PROHIBITION AGAINST DISCRIMINATION & HARASSMENT

- Sexual Assault & Other Assaults on Campus
- Discrimination or Harassment Complaints
- Campus Security Report

STUDENT RIGHTS, RESPONSIBILITIES, & GRIEVANCES

- Academic Freedom

ADDITIONAL PHONE & OFFICE NUMBERS

Some services are offered at both campuses. Please refer to class schedule for specific locations and office hours.

CAMPUS SERVICES

BOOKSTORE

The Bookstore is located at the Kentfield Campus. The bookstore sells all required texts and supplies that instructors order for their classes. In addition, the Bookstore also stocks gift items, imprinted shirts, and art supplies.

The Bookstore offers several options for students buying textbooks, including a full range of new textbooks, a large selection of used textbooks, a number of textbook rentals, and a variety of eTEXTBOOKS. Students can save 25% by purchasing quality used books, 50% by renting textbooks, and up to 60% on available eTEXTBOOKS. Students may purchase or rent textbooks online at <https://www.bkstr.com/collegeofmarinstore/home> or in the bookstore.

Refund Policy

1. Please read refund policy (including refund dates) in store for the most current information.
2. Refunds are given only for textbooks purchased for classes of the current semester.
3. A CASH REGISTER RECEIPT IS ABSOLUTELY REQUIRED FOR TEXTBOOK REFUNDS.
4. To be refunded, new texts must be in brand new condition.
5. Refunds for supplies and technology products given only if defective at time of purchase.

Buyback Policy

At the end of each semester, students may sell their texts back to the bookstore for up to 50% of the price for which the text was purchased, provided the store needs the text. The buyback days and hours will be posted.

Kentfield Campus

415-485-9394

CASHIERING SERVICES

Contact or visit Cashiering Services for information regarding account balances, payments, payment plans, and refunds.

Kentfield Campus

Welcome Center 830 College Ave.
(415) 457-8811, ext. 7806

Indian Valley Campus

Building 27, 1st Floor, East Hall
(415) 457-8811, ext. 8137

COMPUTER LABS

Science Math Nursing Center Computer Labs

The SMN Center Computer Labs provide students with easy, open access to computers. Although there are regularly scheduled classes in the labs, there are plenty of opportunities during the week for individual work. In addition to software for science, math, and engineering classes, the computers are networked to the Internet and have typical word processing, spreadsheet, database, and presentation software. The center consists of two labs with a total of 45 computers; both labs have an instructor station connected to a projector, and one lab includes 11 computers connected to diagnostic physiology equipment. The labs are open during the week to all students at College of Marin, with extended hours at the end of the fall and spring semesters.

Kentfield Campus

SMN Center, Rooms 130 and 132

Computer Information System (CIS) Lab

The Computer Information System Lab provides Windows-based personal computers. The workstations have access to laser printing and a variety of application software in support of classes offered. Students enrolled in Computer Information Systems have access to the lab facilities.

The CIS Lab at IVC campus is open 2:30 pm – 10:00 pm Monday and Wednesday.

Indian Valley Campus

Building 7, Room 103

415-883-2211 ext. 8205

Multimedia Studies Audio/Video Lab Suites

In addition, there are two individual Lab Suites for independent and advanced student work. Each Lab Suite contains both a high-end Macintosh workstation, and an advanced Windows-based workstation. Access to these labs must be pre-arranged with a Multimedia Studies Instructor.

Indian Valley Campus

Building 27, Room 129, Audio Lab Suite Building 27, Room 129, Video Lab Suite

COUNSELING SERVICES

Counseling Services are available to all students; however, special programs such as EOPS and SAS serve only those officially identified by those programs.

Counselors work with students to help them set goals and design plans for achieving those goals. Students should come for counseling when they need help with any kind of problem that might affect their academic performance. Services and resources are located in the Counseling Services area at both campuses and include the following:

- Information on transfer, degree and certificate programs;
- Transfer workshops;
- Career planning and college success courses;
- Counseling for international students (F-1 Visa), veterans, athletes, and ESL students.

Because course selection is so important and four-year university requirements change so frequently, students should consult with a counselor each semester before registering for classes.

For appointments on either campus, call 415-485-9432. Students may also schedule appointments through their MyCOM Portal or ss.marin.edu/counseling

Kentfield Campus

Counseling Office SS 206

Indian Valley Campus

Building 27, Rooms 105 and 106

FOOD SERVICE

Fresh and Natural offers a variety of food selections throughout the year on the Kentfield Campus. Daily selections include freshly made sandwiches, salads, soups, and hot entrees. Coffee and tea are available in the Career Study Center at the Indian Valley Campus, Building 17. Vending machines are available on both campuses.

Kentfield Campus

First Floor, Cafeteria, Student Services Center
(415) 456-7661

Indian Valley Campus

Vending Machines

Building 27, Room 121 and

Building 3, First Floor Lobby

LIBRARIES

College of Marin has libraries at both the Kentfield and Indian Valley Campuses. Our friendly staff can help you borrow a textbook, get a library card, or check out a book. The faculty librarians provide information literacy instruction both one-on-one and in a classroom setting; we are here to ensure your research assignments are a success.

Looking for a comfortable place to read, write, study, or just relax? The libraries provide computers, Wi-Fi access, printers, photocopiers, scanners, and plenty of study space.

Getting a library card takes just a few minutes and allows you to check out some of our 70,000+ items. Our many electronic resources are available anywhere, anytime on the "Student Support Hub" in Canvas and on the library website: library.marin.edu. Students can request books, DVDs, and more from Dominican University or any Marin County Public Library and have them delivered to College of Marin. All members of the public may use their MARINet library card to check out items from the COM Library.

Need help online? Please e-mail us at askalibrarian@marin.edu or visit our website at library.marin.edu.

Kentfield Campus

Fusselman Hall
(415) 485-9756 ext. 7756 and 7656\

Indian Valley Campus

Building 27, Room 124
(415) 457-8811 ext. 8505

library.marin.edu

PSYCHOLOGICAL SERVICES

Psychological Services are available to all enrolled students and provide short-term therapy, crisis support, consultation, and referral to off-campus providers. Therapists are available to support students with a variety of difficulties, including:

- Stress Management
- Anxiety
- Depression
- Loss Trauma
- Family and Relationship Difficulties
- Cultural Concerns
- Identity Issues
- Academic/Career issues

Psychological Services adhere to strict confidentiality standards. To find out more or for an appointment, call 415-485-9350. Services are provided by appointment only. ss.marin.edu/counseling/psychological-services

If you are in need of immediate support and/or are having serious thoughts of hurting yourself or others, please call 911 or Psychiatric Emergency Services (PES) at 415-473-6666.

SCHOOL & COMMUNITY PARTNERSHIPS

The Office of School and Community Partnerships develops and fortifies relationships with public and private high schools in and outside of Marin County; builds and sustains partnerships with community based organizations serving prospective College of Marin students in support of their college and career readiness efforts; networks with elementary and middle schools in Marin County to support a college-going culture for future students and their parents; sustains the Student Ambassador program as a primary recruitment tool for the college; develops and produces events that highlight college programs and opportunities for potential students, including families and schools; serves as a community public relations agent for the college; facilitates recruitment and retention programs for under-represented students; and provides educational presentations to the community on issues of higher education access, financial aid/scholarships, advocacy, equity, diversity, college life, careers, and more.

Kentfield Campus

Welcome Center
830 College Ave

415-485-9663

outreach@marin.edu marin.edu/departments/outreach

Student Ambassador Phone

415-457-8811 ext. 7860

STUDENT HEALTH SERVICES

Student Health Services is staffed by a Nurse Practitioner and Health Services Assistants who are ready to help students maintain their health. Student Health Services provides first aid, care for short-term illnesses and urgent health concerns, tuberculosis assessment, health education, and more.

Full-Time credit students have coverage under the Marin Community College District's student accident insurance policy for accidents occurring on either campus, or site where College of Marin courses are offered, or at other College of Marin sponsored and

supervised activities. Students participating in athletic competition are insured under this accident policy.

Students who sustain an injury or accident should report it immediately to their instructor or supervising authority. Students must complete the Student Accident and Injury report form within ten days of the injury in order to be properly covered for reimbursable expenses in accordance with policy coverage.

Note: The student accident insurance is supplementary to the student's own personal medical insurance and does not guarantee full coverage.

Kentfield Campus

Student Health Services Portable, Parking Lot 6 415-485-9458

Indian Valley Campus

By appointment only 415-485-9458

ss.marin.edu/health-services

TRANSPORTATION & PARKING

Transportation

All enrolled College of Marin students receive unlimited free rides on local Marin Transit buses using their College of Marin Student I.D. card with a current validation sticker. Marin Transit provides bus service from all areas of Marin County to College of Marin. Route 122 offers an express connection between the San Rafael Transit Center, San Anselmo Hub, and the Kentfield campus. Bus schedules are available in the Student Services areas on both campuses. For more information visit marintransit.org/COM.

Please note that validation stickers are only good for the semester indicated. New validation stickers will be available to enrolled students at the beginning of each Fall and Spring semester. College of Marin Student I.D. cards and validation stickers are available at:

Cashiering Services Kentfield Campus Welcome Center 830 College Ave.

415-457-8811, ext. 7806

Parking

Vehicles on campus are subject to parking and traffic regulations established by the Board of Trustees, Marin Community College District. All cars must have an active parking permit on file or display a daily parking permit which may be purchased from the parking ticket dispensers located in parking lots. Overnight parking is prohibited.

Motorcycle and disabled parking are available with no fee.

Parking permits are required at all times, including evenings (except Sundays and school holidays). Be sure to read the signs at the entrances to parking lots. The signs explain what type of permit is allowed in the lot (staff or student) and include any additional parking regulations. For student parking lot locations, see the campus maps.

Daily permits and term permits are valid at either campus. All California Vehicle Codes will be enforced in campus parking lots. Obey all signs and markings. All vehicles improperly parked will be cited and may be towed.

Daily Parking Permits

A daily parking permit may be purchased from dispensers located in several student parking lots. In the event of a dispenser malfunction, a daily permit must be purchased from a different machine. Please report all malfunctions to the campus police at 415-485-9696. The cost for a daily permit is \$4 (subject to change) and must be visible on the driver side of the vehicle dashboard.

Term Parking Permits

A term permit is more convenient and will save you money compared to a daily permit. A term permit is \$46 for fall or spring semester or \$30 for summer session (subject to change) and is available to enrolled students only.

Financial Aid Students Parking

Students receiving Financial Aid are permitted to purchase parking permits at half price. Online orders are automatically adjusted to half price for eligible students.

Welcome Center

The Welcome Center is a one-stop service hub for new and returning students to get connected with campus programs and resources. Our friendly staff and student ambassadors are ready to help with everything from quick questions, completing online applications, and navigating the transition to COM and beyond.

Kentfield Campus

830 College Ave

415-485-9469

welcome@marin.edu

ss.marin.edu/welcome

STUDENT SUPPORT

PROGRAMS AND SERVICES

CALWORKS PROGRAM

College of Marin, in partnership with the County of Marin, provides education and support services to students who are participants in the CalWORKs program.

To participate, students must be referred by the Marin County CalWORKs office. Services may include educational programs, internship opportunities, books, and parking vouchers. The CalWORKs program is intended to support student success and entry into the workforce. Academic and employment counseling is available.

Kentfield Campus

SS 202

415-485-9605

ss.marin.edu/eops-calworks

CHILD DEVELOPMENT PROGRAM

The Child Development Program provides early education for the preschool age children of College of Marin students, with priority going to low income student families. A student discount is available. The center, located on the Kentfield campus and provides care during fall and spring semesters.

The preschool center serves as demonstration classrooms that provide child observation, research and practicum opportunities, student teacher training, and Work Study jobs for College of Marin students who are taking courses in Early Childhood Education, Pediatric Nursing, Child Psychology/Human Development, Behavioral Science and related fields.

Kentfield Child Study Center

1144 Magnolia Avenue, Larkspur

415-485-9468

cdpinfo@marin.edu ss.marin.edu/cdp

EOPS/CARE PROGRAM

EOPS offers assistance to educationally and economically disadvantaged students to help them reach their educational goals. Support services may include counseling (academic, career and personal), book grants, a textbook lending library, and scholarships.

CARE is an additional support program for EOPS students who are single parents currently participating in CalWORKs or TANF. Services may include

textbooks and school supplies, parking permits, transportation grants and lunch vouchers.

Kentfield Campus

SS 202

415-485-9605

ss.marin.edu/eops-calworks

PUENTE PROJECT

College of Marin has been certified to implement the Puente Project, a highly acclaimed English and mentoring program that supports underserved students transferring to four-year universities. The one-year program is a learning community offering instruction in English 120 in the fall along with a counseling course, and English 150 in the spring; students are also paired with a mentor, often from the business/professional community in a field of interest to the student. The mission of the Puente Project is to increase the number of educationally underrepresented students who enroll in four-year colleges and universities, earn degrees, and return to their respective communities as leaders and mentors to future generations. For more information, call 415-485-9432.

SCIENCE, ENGINEERING AND MATH (STEM) LEARNING COMMUNITY

Students considering majoring in science, engineering and math-related (STEM) subjects are welcome to join the STEM Learning Community. Weekly gatherings with fellow students include problem solving and review sessions, study groups and opportunities to informally chat with faculty about content or career goals.

Monthly activities include science movie nights and presentations by scientists and others who incorporate STEM into their daily lives. Through internship and summer research opportunities, students will get paid to get valuable research experiences and strengthen their science portfolio. Through these conversations and experiences, students can gain the tools to turn their STEM-related career goals into a reality! Interested students are welcome to contact a STEM Learning Community Staff member for more information and an application.

Kentfield Campus

SMN 127

415-485-9510

STUDENT ACCESSIBILITY SERVICES (SAS)

This program supports an accessible and welcoming

environment for individuals with disabilities (temporary or permanent) while ensuring compliance with federal and state regulations. To request SAS accommodations services, students must make an appointment to meet with an SAS counselor and be prepared to provide verification of disability. Students then participate in an interactive exchange with the counselor to determine what may be appropriate accommodations.

SAS also oversees the Adapted Physical Education (APE) Program. More information may be found at marin.edu/DSPS/index.html, by emailing SAS at sas@marin.edu or by directly contacting APE at 415-485-9654.

Students and/or members of the general public who have a disability and wish to access College of Marin outside of their coursework (e.g., for events) are not required to self-disclose their disability or use the educational accommodations process in order to do so. A person having difficulty accessing the campus in this regard and/or needing to make a special access request as a result, should contact Student Activities & Advocacy at 415-485-9376.

Kentfield Campus

SS 146
415-485-9406
marin.edu/sas

Disabilities related documentation may be faxed to 415-457-4791 or emailed to sas@marin.edu

TRANSFER AND CAREER CENTER

The Transfer and Career Center provides transfer, career exploration, and employment services and resources to students. The center houses an extensive library of online and print resources with information on universities and colleges, scholarships, majors, careers, labor markets, employment trends, résumés, cover letters, and more. Workshops are offered to help students in planning their transfer path, choosing a major and/or career, and preparing for employment.

Annual College and Job Fairs introduce students to the numerous transfer and career opportunities available. There is an online job board listing employment opportunities in the local area including full-time, part-time, temporary, and volunteer positions. Other activities and resources provided by the center include an internship program, university campus tours, transfer representative visits, employer of the day events, and interactive online programs and tutorials. Drop-ins are welcome and appointments are available.

Kentfield Campus

SS 206

415-485-9424

ss.marin.edu/tcc

TUTORING AND LEARNING CENTER

The Tutoring and Learning Center (TLC) offers FREE drop-in peer tutoring for currently enrolled College of Marin students in a wide range of academic subjects. All tutoring sessions are small groups and schedules for individual subjects are posted at both campuses and online.

All tutors are faculty recommended and have completed a course in tutor training. Tutoring helps students improve understanding of course material, earn higher grades, improve study skills and study habits, and get to know fellow students in a dynamic learning environment.

Kentfield Campus

AC 249
415-485-9620

Indian Valley Campus

Bldg 27, Internet Cafe (Career Study Center)
ss.marin.edu/tlc

UMOJA PROGRAM

The College of Marin Umoja program is part of a statewide community of educators and learners committed to the academic success, personal growth, and self-actualization of African American and other students.

The Umoja program provides a variety of support services to support student retention, graduation, transfer to four-year institutions, and overall academic success. These include first-year classes which students take together as a learning cohort, academic counseling, student mentoring, financial support (including course materials and potential scholarships), special seminars, cultural workshops, and field trips.

The program is open to all College of Marin students. If students have already taken the coursework, they are still eligible for other services and participation.

For more information contact umojaprogram@marin.edu or visit Portable Village 1.

READING AND WRITING LAB

The Reading and Writing Lab provides students in all disciplines with tutoring to improve reading and writing skills, as well as access to computers, the Internet, and printing. We encourage students from all courses to

take advantage of the services we have available. The RWL also assists students with transfer, scholarship, and job applications, including resumes and cover letters. Writers may work with instructors and instructional specialists in a one-on-one tutoring session at any point in the reading and writing process, from understanding an assigned reading, to brainstorming for a topic, to developing and organizing ideas, to learning effective editing strategies. Students may also submit their written work for feedback on the Online Writing Center.

The RWL offers Academic Support workshops in many reading, writing, and grammar topics, as well as quiet study and group study spaces. All students working on reading and writing projects in any discipline are welcome.

Kentfield Campus

Portable Village 4

415-485-9609

STUDENT LIFE

CLUBS

Under the sponsorship of the Associated Students (ASCOM), and with oversight and guidance by the Office of Student Activities and Advocacy, students may participate in special interests by joining or forming student clubs on campus. Student clubs are an important part of campus activities.

Eligibility to become an officer of a student club requires that the student be in good academic standing, meet the requirements outlined in the respective Associated Students' constitution, by-laws, and any other requirements set by individual student clubs. Each student club is required to have a faculty or staff advisor and to meet operating standards set by the District Business Office in the collection and distribution of club funds.

To find more information, go to ss.marin.edu/saa/student-clubs or email studentactivities@marin.edu.

Kentfield Campus

SS 254

415-485-9376

INTERCOLLEGIATE ATHLETICS

Eligibility for Intercollegiate Athletics is governed by the California Community College Athletic Association. A student must have an active Educational Plan on file and be actively enrolled in a minimum of 12 credit units

during the season of competition, 9 of which must count toward their Educational Plan.

A student who has previously participated at another college or university should check with the Athletic Director to clarify eligibility requirements for further participate at College of Marin.

Kentfield Campus

PE Complex

415-485-9580

athletics.marin.edu

PERFORMING ARTS

The Performing Arts Department (Music, Drama, and Dance) presents many fine concerts, plays, and dance performances every year for the college community and the public. College of Marin students are encouraged to attend. Many events are free, but for those with an admission charge, students are offered discounted ticket rates. E-mail COMmusic@marin.edu to receive announcements of music department events, or contact the office at 415-485-9460. For information about drama and dance events, call 415- 485-9555.

Even if you are not majoring in the performing arts, participating in an artistic production is a fun way to express yourself, and to meet new friends. If you have a talent in music, dance, or drama, are interested in small paid jobs in concert or stage management or audio/video recording, or would like to volunteer to usher for one of our productions, please call one of the above numbers for additional information.

STUDENT ACTIVITIES & ADVOCACY

Beyond the classroom, the college encourages students to initiate and join in activities and programs that develop leadership ability, interpersonal skills and community involvement.

Through involvement with the Associated Students, clubs or organizations, and leadership and social justice programs, students may participate in a "hands-on" curriculum designed for personal and professional development. Students may learn how to run effective meetings, work successfully with others to achieve common goals or resolve differences, manage their time and commitments, assume or delegate responsibility, turn conflict into cooperation, and gain self-confidence. Learning how to build, develop and manage budgets, participating in special projects, and volunteering are often highlights of the college learning experience. This experience is fun and helps prepare students for better success in career planning and skill building.

Students who wish to take advantage of this unique aspect of the college should visit the College of Marin Student Activities and Advocacy web page. For further information about activities and organizations, students should consult the semester credit class schedule.

Kentfield Campus

Student Activities and Advocacy Office

SS 254

415-485-9376

Associated Students (ASCOM)

Kentfield Campus

SS 247

415-485-9390

Indian Valley Campus

Building 27, Room 120

415-883-2211 ext. 8416

Emeritus Students (ESCOM)

Kentfield Campus

SS 111

415-485-9652

Indian Valley Campus

Building 10

415-883-2211 ext. 8322

STANDARDS OF STUDENT CONDUCT

All members of the college community are subject to state and federal laws, as well as policies and procedures established by the Board of Trustees.

An important policy that all students should be aware of is the Student Conduct Policy. BP 5500, Standards of Student Conduct and is briefly described below, it can be found at:

<https://policies.marin.edu/sites/default/files/BP5500-StandardsofStudentConduct.pdf>

Questions regarding BP 5500 should be referred to the Office of Student Activities and Advocacy. A hard copy is available at the Office of Student Activities & Advocacy Office in the Student Services Center 247.

STUDENT CONDUCT

Upon enrolling in the College, students assume an obligation to conduct themselves in a manner compatible with the educational purposes of the

College.

The following conduct will not be tolerated and shall constitute good cause for discipline, including, but not limited to, removal, suspension or expulsion of a student.

- Assault, battery, or attempted assault or battery, or any threat of force or violence upon a student or District personnel.
- Possession, sale or otherwise furnishing any firearm, dirk, dagger, ice pick, knife, explosive or other dangerous object, including but not limited to any facsimile of the foregoing objects, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from the Chief of Police who has the concurrence of the Superintendent/President. Also see BP/AP 3530 titled Weapons on Campus.
- Unlawful possession, use, sale, offering to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or any poison defined in Business and Professions Code Section 4240, or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
- Committing, or attempting, or being an accomplice to robbery or extortion.
- Causing or attempting to cause damage to District property or to private property on campus.
- Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property, or knowingly receiving stolen private property on campus.
- Willful or persistent smoking in any area where smoking has been prohibited by law or regulation of the District.
- Committing sexual harassment as defined by law or by District policies and procedures.
- Engaging in harassing or discriminatory behavior based on ethnic group identification, national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, genetic information, or on the basis of one or more of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.
- Engaging in intimidating conduct or bullying against another student or District personnel through words or actions including direct physical contact, verbal assaults such as teasing or name-calling, social isolation or manipulation, or cyberbullying.
- Willful misconduct which results or has the

potential to result in injury or death to a student or to District personnel or which results in cutting, defacing, or other damage to any real or personal property owned by the District or on campus. The District may require students who cause damage to replace property or pay the cost of damages.

- Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent interruption or abuse of District personnel.
- Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.
- Unauthorized possession, duplication, or use of keys to any District premises or unauthorized entry upon or use of District facilities.
- Engaging in expression which is libelous or slanderous; or which so incites others as to create a clear and present danger of the commission of unlawful acts on District premises or at District-sponsored or supervised functions, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
- Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
- Unauthorized preparation, giving, selling, transferring, distributing, or publishing for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District Policy or Administrative Procedure.
- The use by a student of any electronic listening or recording device in any classroom without the prior consent of the instructor.
- Violation of BP/AP 3720 titled Information Technology Use or any conduct that constitutes a computer-related crime pursuant to Penal Code Section 502.
- The offering of any inducement or item of value to influence the awarding of any grade or to alter any official District record.
- Solicitation or acceptance of money or other item of value as an inducement, encouragement, or reward for intercollegiate participation in violation of Education Code Section 67361 or false declarations regarding eligibility for participation in intercollegiate athletics under Education Code Section 67362.
- Accessing and/or disclosing confidential District information, including student records, without authorization.
- Failure to obey federal, state, and local laws in connection with District attendance or activity.

- Tampering with the election of any student organization recognized by the District.
- Hazing, which is defined as a “method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by the College, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil.”
- Abuse of the Student Conduct System, including but not limited to:
 - a. Failure to obey the summons of the Student Conduct Hearing Committee or District official.
 - b. Falsification, distortion, or misrepresentation of information.
 - c. Disruption or interference with the orderly conduct of a judicial proceeding or Student Conduct Hearing Committee.
 - d. Attempting to discourage an individual’s proper participation in, or use of, the District judicial system.
 - e. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding or Student Conduct Hearing Committee.
 - f. Failure to comply with the sanctions imposed under the Standards of Conduct and/or Education Code.

SMOKING IN DISTRICT FACILITIES

The Board of Trustees of College of Marin recognizes that smoking presents a health and safety hazard that can have serious consequences. Furthermore, a strong link between environmental tobacco smoke or “secondhand smoke” and health risks has also been demonstrated. Therefore, the Board and the California Education Code prohibits smoking by staff, students, and visitors at all times on District property, except in designated smoking areas. Violation of this policy could lead to disciplinary action under usual disciplinary procedures. Vaping is considered smoking and is not allowed, except in designated smoking areas.

DRUG-FREE & ALCOHOL-FREE CAMPUS

It is the policy of the District to maintain a drug-free and an alcohol-free awareness program. The program has and will continue to include the distribution of information on the dangers of drug and alcohol abuse, and referral resources for counseling and rehabilitation dealing with drug abuse problems. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited on any of the College of Marin campuses. The term “controlled substance” is defined in the Health and Safety Code 11007.

Students who violate these prohibitions will be subject to disciplinary action up to and including expulsion from the college, in addition to criminal prosecution.

STUDENT CONDUCT REGARDING ACADEMIC DISHONESTY

The following conduct is considered academic dishonesty, will not be tolerated, and shall constitute good cause for discipline, including, but not limited to, a failing grade on an assignment or exam, removal, suspension or expulsion of a student. Cheating, plagiarism (including plagiarism in a student publication), or knowingly engaging in other forms of academic dishonesty, including, but not limited to:

- Copying, in part or whole, from someone else's quiz, examination, or work. For purpose of this item, "examination" includes quizzes, tests, and other graded or evaluated exercise.
- Submitting work presented previously in another course, if contrary to the rules of either course.
- Altering or interfering with grading.
- Using or consulting any sources or materials, including electronic devices, not authorized by the professor during an examination.
- Committing other acts which defraud or misrepresent one's own academic work.
- Incorporating sentences, paragraphs, or parts of another person's writing, without giving appropriate credit, and representing the product as one's own work.
- Representing another's artistic/scholarly works (such as musical compositions, computer programs, photographs, paintings, drawings, or sculptures) as one's own.
- Submitting an academic assignment purchased from a research/term paper service, or written by another individual; or work obtained electronically (e.g. via the internet) and representing it as own work.
- Purposefully allowing another student to copy from your paper during an examination.
- Giving your homework, term paper, or other academic work to another student to plagiarize.
- Having another person fraudulently submit any work in your name.
- Lying to an instructor or District official to improve your grade.
- Allowing other persons to misrepresent themselves as the student for any purpose, including interacting with any District employees, submission of work, attendance, or taking examinations.
- Misrepresenting circumstances in an effort to improve a grade.
- Altering graded work after it has been returned and then submitting the work for re-grading without their instructor's permission.

- Removing tests or examinations from the classroom or other area without the approval of the instructor.
- Stealing or being an accomplice to stealing tests or examinations.
- Forging signatures on drop/add slips or altering other District documents.
- Students should meet with the faculty member first, if there are any questions or concerns about academic dishonesty.

STUDENT DISCIPLINE PROCEDURES

The District's procedures for addressing alleged violations of the Standards of Student Conduct are set forth in AP 5520. The purpose of AP 5520 is to provide an equitable means to address violations of the Standards of Conduct (BP 5500 titled Standards of Conduct) and to ensure that students are afforded due process as protected by state and federal constitutions, laws, and regulations.

AP 5520 Student Discipline and Due Process

<https://policies.marin.edu/sites/default/files/AP5520-StudentDisciplineandDueProcess.pdf>

A hard copy is available at the Office of Student Activities & Advocacy Office, Student Services Center 254.

PROHIBITION AGAINST DISCRIMINATION AND HARASSMENT

College of Marin prohibits all forms of discrimination or harassment based on one or more of the following actual or perceived characteristics: age, ancestry, color, religious creed, family & medical care leave, disability (mental and physical) including HIV and AIDS, marital status, medical condition (including cancer and genetic characteristics), genetic information, military and veteran status, national origin (including language use restrictions), race, sex (which includes pregnancy, childbirth, breastfeeding, and medical conditions related to pregnancy, childbirth, or breastfeeding), gender, gender identity, gender expression, and sexual orientation.

Prohibited sexual harassment includes any sexual assault or physical abuse, including, but not limited to, rape, domestic violence, dating violence, sexual assault, or stalking. The College prohibits discrimination and harassment occurring in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in College facilities or at another location, or at an off-campus site or facility maintained by the College or on grounds or facilities maintained by a College student organization. College of Marin Board Policy 3430 prohibits verbal, physical,

visual, and sexual harassment of any applicant, employee, or student by any District employee on the basis of any category or combination of discriminatory categories prohibited by state or federal law. Non-employees while on the District property or in connection with any District program or activity are also expected to follow these guidelines.

The Marin Community College District is committed to compliance with the requirements of Title IX of the 1972 Education Amendments, the Equal Employment Opportunity Act of 1972 (Title VII of the Civil Rights Act of 1964 as amended), the Civil Rights Act of 1991, and Section 504 of the Rehabilitation Act of 1974, the Americans with Disabilities Act, the California Fair Employment and Housing Act of 1980, the California Fair Employment and Housing Commission rules and regulations, and the Vietnam Veteran's Readjustment Act of 1974. The Title IX/EEO/ADA Compliance Officer for the College District is the Assistant Director of Human Resources (please see contact information below).

For more information, see BP 3410 – Nondiscrimination <https://policies.marin.edu/sites/default/files/BP3410-Nondiscrimination.pdf> and BP 3430 - Prohibition of Harassment <https://policies.marin.edu/sites/default/files/BP3430-ProhibitionofHarassment.pdf>

SEXUAL ASSAULT & OTHER ASSAULTS ON CAMPUS

Any sexual assault or physical abuse, including, but not limited to, rape, domestic violence, dating violence, sexual assault, or stalking as defined by California law, whether committed by an employee, student, or member of the public, occurring on District property in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District facilities or at another location, or on an off-campus site or facility maintained by the District or on grounds or facilities maintained by a student organization, is a violation of Board policies and administrative procedures and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. (See AP 3540)

Information about the District's policies and procedures pertaining to sexual and other assaults, and other forms of discrimination or harassment, is available at: www.marin.edu/rights.

Additional information on assistance for victims of sexual assaults is available at: marin.edu/police/sexual-assault.html. If you are the victim of, or become aware

of, a sexual assault on College property or in connection with any College program or activity, please contact the District's Director of Human Resources at 415-485-9520 or the District's Police Department at 415-485- 9696.

DISCRIMINATION OR HARASSMENT COMPLAINTS

If you have experienced discrimination or harassment, including any incident of sexual violence, based on one or more of the above-referenced characteristics, or are aware of any discrimination or harassment based on one or more of these characteristics, contact:

Nekoda Harris

Executive Director of Human Resources Indian Valley Campus

Bldg. 11, 2nd Floor

415-485-9520

Executive Director Harris' responsibilities include serving as the College's:

- Title IX Officer: to address harassment or assault based on gender and to ensure equal access to all College programs and services regardless of gender; and
- ADA Coordinator: (Americans with Disabilities Act) to ensure equal access to College facilities, programs and services for people with disabilities, including students, employees, and others who may visit District facilities.

Students who believe that the prohibition against discrimination or harassment has been violated have the right to file a complaint with: (1) the District; (2) the United States Department of Education Office of Civil Rights ("OCR"), or (3) United States Equal Employment Opportunity Commission or the California Department of Fair Employment and Housing.

Complete information on the District's Discrimination and Harassment Complaint Procedures is set forth in Administrative Procedure 3435, a copy of which can be found at <https://policies.marin.edu/sites/default/files/AP3435-DiscriminationandHarassmentInvestigations.pdf>. This and further Administrative Procedures and Board Policies, including those listed below, can be found on the college website, on the "Policies and Procedures" page, under the "About the College" tab.

AP 3410 Nondiscrimination:

<https://policies.marin.edu/sites/default/files/AP3410-Nondiscrimination.pdf>

AP 3430 Prohibition of Harassment:

<https://policies.marin.edu/sites/default/files/AP3430->

ProhibitionofHarassment.pdf

AP 3435 Discrimination and Harassment Investigations:

<https://policies.marin.edu/sites/default/files/AP3435-DiscriminationandHarassmentInvestigations.pdf>

AP 3540 Sexual and Other Assaults on Campus:

<https://policies.marin.edu/sites/default/files/AP3540-SexualandOtherAssaultsonCampus.pdf>

Hard copies are also available at:

Kentfield Campus - Office of the Director of Student Activities & Advocacy Student

Services Center 254

and

Indian Valley Campus - Office of the Executive Director of Human Resources

Bldg. 11, 2nd Floor

CAMPUS SECURITY REPORT

College of Marin's annual Campus Security Report is available online at marin.edu/police/security-report.html. This report is required by federal law and contains policy statements and crime statistics for the school. The policy statements address the school's policies, procedures, and programs concerning safety and security; for example, policies for responding to emergency situations and sexual offenses.

Three years' worth of statistics are included for certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by the school, and on public property within or immediately adjacent to the campus. You may also request a paper copy from the Police Department, Kentfield Campus. The District publishes and distributes the Annual Security Report to all students and employees each year by October 1, and is available to be downloaded from the College of Marin website under the "Administration/Campus Police" tab.

STUDENT RIGHTS, RESPONSIBILITIES, AND GRIEVANCES

Governing policies and procedures have been created by the College to foster a healthy environment for student empowerment and success. Students are expected to review and understand their rights and responsibilities.

STUDENT RIGHT TO KNOW (SRTK)

Student Right-to-Know Rates for Fall 2019 Cohort

College of Marin Completion Rate: 32.73 %

Statewide Completion Rate: 34.28 %

College of Marin Transfer Rate: 13.67 %

Statewide Transfer Rate: 8.62 %

In compliance with the Student Right-to-Know and Campus Security Act of 1990 (Public Law 101- 542), it is the policy of our college district to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2019, a cohort of all certificate, degree-, and transfer-seeking first-time, full-time students were tracked over a three year period. Their completion and transfer rates are listed above. These rates do not represent the success rates of the entire student population at the College nor do they account for student outcomes occurring after this three year tracking period.

Based upon the cohort defined above, a Completer is a student who attained a certificate or degree or became 'transfer prepared' during a three year period, from Fall 2019 to Spring 2022. Students who have completed 60 transferable units with a GPA of 2.0 or better are considered 'transfer prepared '. Students who transferred to another post-secondary institution, prior to attaining a degree, certificate, or becoming 'transfer prepared' during a five semester period, from Spring 2020 to Spring 2022, are transfer students. Information about Student Right-to- Know rates for College of Marin and how they should be interpreted can be found at the California Community Colleges Student-Right-to-Know Information Clearinghouse website:

<http://srtk.cccco.edu/index.asp>

ACADEMIC FREEDOM

Academic freedom protects a teacher's right to teach and a student's right to learn, and is necessary in order for College of Marin to fulfill its mission of providing excellent educational opportunities for all members of our diverse community.

The exercise of academic freedom allows society to enjoy the benefits of honest intellectual discourse and the transmittal of knowledge. College of Marin's academic employees must be free from pressures and demands that restrict intellectual discovery and the dissemination of knowledge. The college shall promote and protect an educational climate in which teachers and students can assert their ideas without fear of reprisal. By the same token, College of Marin faculty and students have a responsibility, under the guidelines of academic freedom, to engage in teaching and learning that honors, respects, and supports divergent viewpoints.

Penal Code Section 290.01 Responsibility

As set forth in District Administrative Procedure 3516, students who are required to register with the campus Police Department per Penal Code section 290.01 must do so within five working days of enrollment. The Police Department is located at 835 College Avenue, Kentfield, CA 94904, Building VS1, Parking Lot 12.

Student Grievances

The purpose of District Administrative Procedure 5530 is to provide a prompt and equitable means of resolving student grievances when no other administrative procedure, Marin Community College District departmental procedure, collective bargaining agreement, or statutory procedure applies. See Section III of AP 5530 for a list of other procedures applicable to concerns related to harassment, discrimination, unsafe assignments, grade changes, academic probation, dismissal and readmission, student discipline, student records, residency, and police department citations. Any students or applicants who have questions about which procedure applies to their particular concerns are encouraged to go to the Office of the Vice President of Student Learning and Student Services for assistance.

AP 5530 Student Grievances

<https://policies.marin.edu/sites/default/files/AP5530-StudentGrievances.pdf>

A hard copy is available at the Director of Student Activities & Advocacy Office, Student Services Center 254.

ADDITIONAL PHONE AND OFFICE NUMBERS

KENTFIELD CAMPUS (KTD)

To call a Kentfield office while on campus, dial 9 plus the last three digits of the direct number. When calling from outside the campus, dial the switchboard at 415-457-8811 or the direct number as listed below.

Alumni Association, 415-485-9686

Associated Students College of Marin (ASCOM), SS 241, 415-485-9390 Bookstore, 415-485-9394

CalWORKs, SS 202, 415-485-9605

Cashiering Services, College of Marin Welcome Center, 830 College Ave, 415-457-8811, ext. 8822

Child Development Program and Study Center (Pre-School), CSC 102, 415-485-9468 Community Education, College of Marin Welcome Center, 830 College Ave, 415-485-9305 Counseling, SS 206, 415-485-9432

Emeritus Students College of Marin, (ESCOM), SS 111, 415-485-9652

English as a Second Language (ESL), AC 109, 415-485-9642

Enrollment Services, College of Marin Welcome Center, 830 College Ave, 415-457-8811 ext. 8822

EOPS/CARE, SS 202, 415-485-9605

Library, Fusselman Hall, 415-485-9756, ext. 7756/7656

Lost and Found/Campus Police, VS 1, 415-485-9455

Math Lab, SMN 129, 415-485-9608

Parking Permit Purchase, College of Marin Welcome Center, 830 College Ave, 415-457-8811, ext. 7806

Police, Campus, VS 1, 415-485-9455

Registered Nursing Program, SMN 301B, 415-485-9319

School & Community Partnerships, College of Marin Welcome Center, 830 College Ave, 415-485-9663

Student Accessibility Services, SS 146, 415-485-9406

Student Activities and Advocacy, SS 247, 415-485-9376

Student Ambassadors, College of Marin Welcome Center, 830 College Ave, 415-457-8811, ext. 7860

Student Health Services, HS Portable, Lot 6, 415-485-9458

Swimming Pool, PE, 415-485-9587

Test Proctoring Center, SS 119, 415-485-9706

Transfer/Career Center, SS 206, 415-485-9424

Tutoring and Learning Center (TLC), AC 249, 415-485-9620

Undocumented Student Services, SS 231, 415-485-9616

Veterans Services (Enrollment Services), 415-487-8811, ext. 8822

Welcome Center, 830 College Ave, 415-485-9469

INDIAN VALLEY CAMPUS (IVC)

Calls to IVC from outside the IVC or KTD Campus, dial 415-457-8811, plus the extension. Affirmative Action/Compliance Officer, Bldg 11 Floor 2, (415) 883-2211, ext. 7520

Associated Students College of Marin (ASCOM), Bldg. 17, Rm 120, 415-485-9390

Career Education, Pomo 7, 415-883-2211, ext. 8205

Cashiering Services, Bldg 27, 1st Floor, East Hall, 415-883-2211, ext. 8

Community Education, Bldg 27, 1st Floor, East Hall, 415-485-9305

Counseling, Bldg 27, Rm 105, for appointments: 415-485-9432

Emeritus Students College of Marin (ESCOM), Bldg 10, R140, 415-457-8811, ext. 8322 Enrollment Services, Bldg 27, 1st Floor, East Hall, 415-883-2211, ext. 8822 EOPS/CARE, KTD, 415-485-9605

Food Vending Machines, Bldg 3, 1st Floor Lobby and Bldg 27, R121

Learning Center – Math, Bldg 17, R100, 415-883-2211, ext. 8510

Library, Bldg 27, R124, 415-457-8811, ext. 8505

Lost and Found/Campus Police, Bldg 17, 457-8811, ext. 8154

Police, Bldg 17, 457-8811, ext. 8154

School & Community Partnerships, KTD, 415-485-9663

Student Accessibility Services, KTD, 415-485-9406

Student Health Services, By appointment only, 415-485-9458

Workforce and Economic Development, Pomo 7, 415-883-2211, ext. 8205

Graduation and Degree Requirements

The catalog sets forth graduation requirements for achieving an associate degree, and these requirements may change from one catalog to the next. Catalog rights are established for any semester that a student is in attendance. The specific catalog employed toward graduation requirements for Associate Degrees or Certificates of Achievement and all implied rights cease after two consecutive semesters of nonattendance. State of California and federal law, as well as College of Marin Board Policy, shall take precedence over catalog rights. Students not enrolled when applying for an Associate Degree or Certificate of Achievement and who have maintained their catalog rights may use that catalog or any subsequent catalog, up to and including the current catalog.

GRADUATION REQUIREMENTS

For students who have maintained catalog rights prior to Fall 2009, please refer to prior years' catalogs:

The Associate in Arts (A.A.) degree or Associate in Science (A.S.) degree will be awarded to any student upon satisfactory completion of all of the following requirements:

1. Competence in reading, written expression, and mathematics.
 - a. A satisfactory score on the Math Competency Test,
 - b. Enroll and pass a transfer-level math course with a grade of "C," "P," or higher, or
 - c. Complete an Advanced Placement (AP) math (calculus AB, BC or statistics) exam with a score of "3" or higher, or
 - d. Other means as written in this catalog, and
 - e. Completion of English 150 with a grade of "C" or higher.
2. The student must satisfactorily complete at least sixty (60) semester units of college work. A definition of "college work" that provides that courses acceptable toward the associate degree include those that have been properly approved pursuant to Title 5 Section 55002(a), or, if completed at other than a California community college, would reasonably be expected to meet the standards of that section.
 - a. College of Marin courses (except PE and

STSK courses) numbered 0-99 do not apply toward the 60 units required for graduation, even though they may be listed as part of a vocational program major.

- b. Students who have maintained catalog rights prior to Fall 2009 must have an overall grade point average (GPA) of 2.0 or higher in all courses taken at College of Marin and all courses transferred from other colleges used toward a degree or Certificate of Achievement, and be in good academic standing at the college.
 - c. All students entering Fall 2009 or any term thereafter, each course applied towards the major or area of emphasis must be completed with a grade of "C" or higher, "CR," or "P" if the course is taken on a "pass/no pass" basis (Title 5 Section 5063 (a)(2)).
3. A minimum of 19 semester units in general education and at least 18 semester units in an approved major as described in this college catalog. For general education, students may use COM's local GE pattern, CSU GE Breadth or IGETC. Courses in the major can double count as general education courses.
 4. A minimum of 12 units successfully completed in residence at the College of Marin.

Associate in Arts or Associate in Science for Transfer (AA-T/AS-T) Degrees

To earn an Associates in Arts or Associates in Science for Transfer (AA-T/AS-T) Degree, as described in the college catalog, a student must:

1. Complete a minimum of sixty (60) lower division CSU-transferable semester units.
 - a. Complete required units in the major, and
 - b. Complete either the CSU GE Breadth or IGETC pattern.
2. Each course required for the major or area of emphasis must be completed with a grade of "C" or higher, "CR" or "P" if the course is taken on a "pass/no-pass" basis (Title 5 Section 5063 (a) (2)).
3. Maintain a minimum grade point average (GPA) of 2.0 or higher in all CSU-transferable coursework.
4. A minimum of 12 degree-applicable units must be completed at the College of Marin.

Certificates of Achievement

A Certificate of Achievement will be awarded upon satisfactory completion of the following requirements:

1. Successful completion of a course of study or curriculum that consists of 18 or more semester units of degree-applicable credit coursework as described in this college catalog.
2. Students who have maintained catalog rights prior to Fall 2009 must have an overall grade point average (GPA) of 2.0 or higher in all courses taken at College of Marin or transferred from other colleges, which are to be applied toward the

Certificate of Achievement.

3. All students entering Fall 2009 or any term thereafter must complete each course applied towards the major and/or area of emphasis with a grade of "C" or higher, "CR," or "P" if the course is taken on a "pass/no pass" basis (Title 5 Section 5063 (a)(2)).
4. Courses numbered 0-99 are non-degree applicable but may be used for a Certificate when listed as a major requirement.

Skills Certificates

Requirements for skills certificates are less than 18 units and are listed in the college catalog. Students should check with the director or department chair for the process to receive completed certificates.

Awarding a Degree or Certificate of Achievement

Upon completion of all degree or certificate requirements as specified in this catalog, a student may qualify for more than one degree or certificate, provided that 12 of the required units for the major are not applied toward any other major and are completed at the College of Marin.

A student who receives a Certificate of Achievement may subsequently complete requirements and earn a degree in the same discipline, since the degree represents a higher level of accomplishment. A Certificate of Achievement in a discipline will not be granted after receipt of a degree in the same discipline. A student, who at the time of applying is eligible for a degree, will not be issued a certificate. Degrees and certificates are not awarded retroactively.

Deleted Degrees and Certificates of Achievement

1. Students who have maintained their catalog rights:
 - a. After a degree or certificate has been deleted, it may still be conferred for 3 years beyond the deletion date if the degree or Certificate of Achievement is not out of compliance with Title 5.
 - b. If courses that are part of a deleted degree or Certificate of Achievement have also been phased out, students and counselors should work with the discipline Department Chair or coordinator to determine suitable/appropriate courses to substitute for requirements that are no longer offered.
2. Students who have not maintained their catalog rights must follow the college's policy on Catalog Rights.
3. Degrees or Certificates of Achievement that are out of compliance with Title 5 cannot be conferred past the deletion date.

The District may obtain approval of a direct assessment competency-based program from the California Community College Chancellor's office.

For additional information pertaining to deleted degrees and Certificates of Achievement, please consult a College of Marin counselor.

Course Substitution/Waiver

Substitution/Waiver for any required course must be approved through student petition. An official transcript and catalog description must accompany the petition. For noncomparable courses, Department Chairs will be consulted to determine course acceptability. Even with an approved waiver, students must complete a minimum of 60 units for graduation, have a minimum of 18 units in the major, 19 units in general education and complete the residency requirement.

Official Transcripts

In order to apply units completed at another institution toward a degree or Certificate of Achievement, official transcripts may be mailed or hand delivered, provided they arrive in an original sealed and stamped envelope from the issuing institution. College of Marin will also accept faxed or e-mailed official transcripts from a district-approved secured credentialing service.

Official transcripts have an embossed or water seal. Official transcripts, if mailed, should be sent via U.S. Mail to the College of Marin Counseling Department, Kentfield, CA 94904. Transcripts from other colleges received by the College of Marin will not be copied for release to the student.

Transfer Units

- U.S. Accredited Colleges: Students may only transfer lower division units from a regionally accredited college or university.
- Foreign Colleges: Transcripts from foreign colleges and universities will be accepted only when evaluated by U.C., C.S.U., or an evaluating service recognized by the College of Marin. Lower division credit will be granted when the academic level of the course work is deemed to be comparable to that of classes taught in regionally accredited United States colleges and universities.
- Upper division units may not be used toward an AA or AS degree. Students may, however, submit a petition to the Office of Enrollment Services for a waiver of requirements with relevant upper division work. Even with an approved waiver, students must complete a minimum of 60 units for graduation, have a minimum of 18 units in the major, 19 units in general education and complete the residency requirement.

General Education (GE) Certification for Transfer

Students requesting GE Certification must complete:

1. All courses with a "C" or higher "CR" or "P" for IGETC Certification.
2. All courses with a 2.0 grade point average (GPA) or higher with a minimum of 30 units completed with a "C" or higher for CSU Certification.

Graduation Applications

The completion of an Application for Graduation/Certificate of Achievement and any relevant official transcripts and petitions must be submitted by the established deadline.

- Graduation requirements must come from a single catalog. Students who have maintained their catalog rights may use that catalog or any subsequent catalog up to and including the current catalog.
- Students who have been awarded a degree and/or Certificate of Achievement in a major and want to be awarded the AA-T/AS-T degree in that same discipline must complete all requirements for that major to be awarded the degree.
- A student who receives a Certificate of Achievement may subsequently complete requirements and earn a degree in the same major, since the degree represents a higher level of accomplishment. A Certificate of Achievement in the same major will not be granted after receipt of a degree in the same major. A student, who at the time of applying is eligible for a degree, will not be issued a certificate in the same major.

Outstanding Debt

A Diploma, Certificate of Achievement and official transcripts may not be released until the student has paid all outstanding debts to the college.

GENERAL EDUCATION

A minimum of 19 units of general education is required for the A.A. or A.S. degree. Please note: One of the general education courses must be a cross-cultural studies course. Most cross-cultural studies courses will satisfy the Cross-Cultural Studies Requirement and one other general education requirement. If a cross-cultural studies course is not found in another general education category, then additional units of general education are needed to meet the A.A. or A.S. degree. Likewise, courses counted for two general education requirements may not be used to fulfill a major requirement.

COLLEGE OF MARIN'S COMMITMENT TO AN EXCELLENT EDUCATIONAL FOUNDATION

Students come to College of Marin to achieve a wide variety of goals, including obtaining foundational skills in Math, English and ESL, Career or Technical training, an A.A. or A.S. degree, and transfer, as well as for lifelong learning and cultural enrichment. No matter what a student's reasons are, the college is committed to the educational growth of all undergraduates and the development of the following academic skills that allow students to pursue any major:

Communication (Written, Oral, Visual)

Effectively and critically understand and communicate visually, in writing, and orally using traditional and/or modern information resources and supporting technology.

Scientific and Quantitative Reasoning

Locate, identify, collect, and organize data in order to then analyze, interpret or evaluate it using mathematical skills and/or the scientific method.

Critical Thinking

Differentiate between facts, influences, opinions, and assumptions to reach reasoned and supportable conclusions. Recognize and identify the components of a problem or issue, look at it from multiple perspectives, and investigate ways to resolve it.

Information Literacy

Formulate strategies to locate, evaluate and apply information from a variety of sources - print and/or electronic.

Cultural Awareness and Community Engagement

Become ethically responsible, equity-minded participants in society, informed and involved in civic affairs and environmental stewardship locally, nationally, and globally. Demonstrate understanding and appreciation of the diversity of cultural works, practices, and beliefs.

Personal and Professional Development

Engage in healthful living and wellness physically, intellectually, emotionally and socially; enhance skills for the workplace and marketplace.

These serve as both the College's college-wide outcomes and as the outcomes for our General Education Program.

COLLEGE OF MARIN GENERAL EDUCATION STATEMENT OF PURPOSE

While college students choose a specific field of study, part of their educational experience and requirements include a program of general education. This well-rounded, student driven educational package is intended to be complementary to, but different in emphasis from, the specialized education received for a job or a profession, or from focusing on a particular field of study. By completing a general education program, students expand their knowledge of the content and methodologies in a variety of disciplines.

College of Marin General Education Descriptors

A. NATURAL SCIENCES

These courses examine the physical universe, its life forms and natural phenomena and enable students to develop a greater appreciation of the world around them. Through exposure to the broad range of sciences—physical science, biological science, and earth science—students learn how to acquire scientific information to develop their understanding of the nature of science and the relationship between humans and the natural world. In the courses listed for this area, students learn to:

- Apply the scientific method to explore physical and biological phenomena, including observation, hypothesis development, measurement, data collection, experimentation and analysis.
- Articulate core concepts in a biological or physical science discipline.

B. SOCIAL AND BEHAVIORAL SCIENCE

These courses examine people as members of society by exploring the diversity in peoples, cultures, politics, histories, and the complex forces that influence individuals and groups as well as shape and change human societies. These courses teach students how to evaluate these concepts through scientific and social inquiry.

In the courses listed for this area, students learn to:

- Apply the approaches social and behavioral scientists use to explore social phenomena and human behavior, including observation, hypothesis development, measurement, data collection, experimentation, evaluation of evidence, and analysis.
- Analyze and articulate core concepts in a specific social or behavioral science discipline.

C. ARTS AND HUMANITIES

The arts and humanities study human culture,

creativity, and thought in all its forms, including significant works of art, literature, performance, language, and philosophy from around the world. An arts and humanities education may also include creating aesthetic works to develop a broader contextual understanding of the arts. In the courses listed for this area, students learn to:

- Recognize, analyze, and reflect on significant cultural works.
- Foster a greater understanding of aesthetic, intellectual, linguistic, political, and religious dimensions of various cultures.

D. WRITTEN COMPOSITION

The study of written composition helps students build the skills and strategies necessary to read and write at the college level and in everyday life. In the courses listed for this area, students learn to:

- Communicate complex ideas to a variety of audiences through clear and effective writing.
- Support one's ideas with compelling, logical, and credible evidence and analysis from readings and research.
- Develop a successful writing process adaptable to diverse writing situations.
- Document sources appropriately to build credibility as a scholar.

E. COMMUNICATION AND ANALYTICAL THINKING

These courses promote advanced level communication and analytical thinking through writing, speech, logic, and/or quantitative problem solving. These critical thinking skills are applicable throughout one's academic, professional, and personal experiences. In the courses listed for this area, students learn to:

- Evaluate information critically and express concepts and reasoning clearly.
- Build clear and logical arguments to support or refute hypotheses.
- Develop and apply analytical and reasoning skills to define, plan and solve complex problems.

F. AMERICAN INSTITUTIONS

These courses build a foundation necessary for being an engaged citizen. Assignments ask students to think critically, ethically, independently, and creatively about American society. In the courses listed for this area, students learn to:

- Explore the history and evolution of the core concepts in American social, political and economic institutions.
- Articulate how individuals connect to and affect their community, state, nation and the world.

G. CROSS-CULTURAL STUDIES

These courses develop a political and historical understanding of the experiences of ethnic and racial groups in the United States. Students interpret historical events from the perspectives of these groups. Students may also use interdisciplinary concepts to explore the diversity of visual and performing arts, the literary creative process, and literary tools and techniques among ethnic groups with shared cultural histories, languages, and traditions. In the courses listed for this area, students learn to:

- Analyze and evaluate the organizations, movements, and roles of a broad range of ethnic and racial groups in the United States.
- Evaluate misconceptions and stereotypes about cultural groups in the United States and recognize the influence of their own cultural group.

H. PHYSICAL HEALTH

Students taking these Dance, Kinesiology, or Health Education courses gain fitness and wellness benefits from cardiorespiratory strength, muscular strength, and endurance training.

In the courses listed for this area, students learn one or more of the following:

- Implement a cardiorespiratory, muscular strength and endurance plan compatible with their goals and lifestyle.
- Identify how much and the types of physical activity one should do for optimal health and wellness.
- Identify basic principles of health and wellness to develop an informed, personal approach to mental and physical health.

GENERAL EDUCATION COURSES

One course from each category required for graduation (19 units minimum).

A. NATURAL SCIENCES

Select one course from the following. (Three units minimum)

ANTH 101 - Intro to Physical/Biological Anthropology

ANTH 101L - Physical/Biological Anthropology Lab

ASTR 101 - Intro to Astronomy

ASTR 117L - Intro to Astronomy Lab

BIOL 100 - Nutrition

BIOL 101 - Field Biology

BIOL 107/KIN 107 - Human Biology*

BIOL 110 - Intro to Biology BIOL 110L - Intro to Biology Lab

BIOL 112A – Majors' Biology I: Animals

BIOL 112B – Majors' Biology II: Plants

BIOL 112C – Majors' Biology III: Molecules

BIOL 120 - Human Anatomy

BIOL/ENVS138 - Intro to Environmental Sciences*

BIOL/ENVS/GEOG 141 - Global Climate Change*

BIOL 162 - General Ecology

BIOL 169A - Intro to Ornithology A

BIOL 169B - Intro to Ornithology B

BIOL 224 - Human Physiology

BIOL 235 - General Marine Biology

BIOL 240 - Microbiology

CHEM 105 - Chemistry in the Human Environment

CHEM 105L - Chemistry in the Human Environment Lab

CHEM 110 - Chemistry for Allied Health Sciences

CHEM 114 - Intro to Chemistry

CHEM 115 - Survey of Organic/Biochemistry

CHEM 131 - General Chemistry I

CHEM 132 - General Chemistry II

CHEM 132E - General Chemistry II, Lecture Only

CHEM 231 - Organic Chemistry I

CHEM 232 - Organic Chemistry II

CHEM 232E - Organic Chemistry II, Lecture Only

ENVS/BIOL 138 - Intro to Environmental Sciences*

ENVS/BIOL/GEOG 141 - Global Climate Change*

GEOG 101 - The Physical Environment

GEOG 101L - Physical Environment Lab

GEOG 109 - Geography of California

GEOG 112 - Meteorology and Climatology

GEOG/BIOL/ENVS 141 - Global Climate Change*

GEOL 103 - Environmental Geology

GEOL 109 - General Oceanography

GEOL 114 - Geology of California

GEOL 120 - Physical Geology

GEOL 120L - Physical Geology Lab

GEOL 121 - Historical Geology

KIN 107/BIOL 107 - Human Biology*

PHYS 108A - General Physics I
 PHYS 108AC - General Physics I, Calculus Supplement
 PHYS 108B - General Physics II
 PHYS 108BC - General Physics II, Calculus Supplement
 PHYS 110 - Introductory Physics
 PHYS 110L - Conceptual Physics Lab
 PHYS 207A - Mechanics and Properties of Matter
 PHYS 207B - Electricity and Magnetism
 PHYS 207C - Heat, Light, Sound, and Modern Physics

B. SOCIAL AND BEHAVIORAL SCIENCE

Select one course from the following. (Three units minimum)

AJ 204 - Crime and Delinquency
 ANTH 102 - Intro to Cultural Anthropology
 ANTH 110 - Intro to Archeology and Prehistory
 ANTH 208 - Magic, Folklore, and Healing
 ASL 110 - History/Culture of Deaf People in America
 BEHS 103 - Human Sexuality
 BEHS/SOC 130 - Race and Ethnicity*
 BEHS/SOC 223 - Gender and Society*
 BIOL 251/PSY 251 - Biological Psychology*
 BUS 101 - Intro to Business
 COMM 110 - Intro to Mass Communication
 COMM 160 - Legacy of Class, Ethnicity and Identity in Media and Society
 ECE 110 - Child Development
 ECE 112 - Child, Family and Community
 ECON 101 - Macroeconomics
 ECON 102 - Microeconomics
 ECON 120 - Intro to Environmental Economics
 ETST 110 - Intro to Ethnic Studies
 ETST 111 - History of African Americans A
 ETST 112 - Introduction to African American Studies
 ETST 121 - Introduction to Chicana/o Studies
 ETST/HIST 151 – Ethnic Studies: Native American History*
 ETST 154 – Ethnic Studies: Native American Literature
 ETST/HIST 214 - History of Latin America*

ETST/HIST 216 - History of Mexico*
 GEOG 100 - World Regional Geography
 GEOG 102 - The Human Environment
 GEOG 109 - Geography of California
 HIST 100 - Major Trends/American History
 HIST 101 - World History I
 HIST 102 - World History II
 HIST 103 - Science, Technology and Civilization
 HIST 110 - Western Civilization I
 HIST 111 - Western Civilization II
 HIST 112 - Western Civilization III
 HIST 117 - History of the US I
 HIST 118 - History of the US II
 HIST/ETST 151 - Ethnic Studies: Native American History*
 HIST/POLS 211 - Women/American History/Politics*
 HIST/POLS 212 - History/Politics of Modern Asia*
 HIST/ETST 214 - History of Latin America
 HIST/ETST 216 - History of Mexico
 HIST 238 - History of Africa
 POLS 100 - American Political Institutions
 POLS 101 - Intro to the Government of the US
 POLS 102 - Comparative Political Systems
 POLS 103 - Political Theory
 POLS 104 - International Relations
 POLS 117 - The Middle East: A Political Perspective
 POLS 201 - Understanding Globalization
 POLS 203 - Understanding Terrorism
 POLS 210 - War, Peace and the United Nations
 POLS/HIST 211 - Women/American History/Politics*
 POLS/HIST 212 - History/Politics of Modern Asia*
 POLS 219 - Politics of the US Presidency
 POLS 220 - American Foreign Policy
 PSY 110 - Intro to Psychology
 PSY 111 - Personality Dynamics and Effective Behavior
 PSY 112 - Child and Adolescent Psychology
 PSY 114 - Psychology of Human Development/Lifespan

PSY 116 - Theories of Personality
 PSY/SOC 140 - Family and Intimate Relationships*
 PSY 204 - Abnormal Psychology
 PSY/SOC 205 - Introduction to Research Methods*
 PSY/SOC 230 - Social Psychology*
 PSY/BIOL 251 - Biological Psychology*
 SOC 110 - Intro to Sociology
 SOC 112 - Modern Social Problems
 SOC 114 - Global Social Issues
 SOC/BEHS 130 - Race and Ethnicity*
 SOC/PSY 140 - Family and Intimate Relationships*
 SOC/PSY 205 - Introduction to Research Methods*
 SOC/BEHS 223 - Gender and Society*
 SOC/PSY 230 - Social Psychology*

C. ARTS AND HUMANITIES

Select one course from the following. (Three units minimum)

ARCH 100 - History of Architecture I
 ARCH 101 - History of Architecture II
 ARCH 102 - History of Architecture III
 ART 101 - History of Western Art: Ancient - Medieval
 ART 102 - History of Western Art: Medieval - 19th Century
 ART 103 - History of Western Art: 19th and 20th Cent.
 ART 105 - Intro to Contemporary Art and Visual Culture
 ART 107 - Art of the United States: A Diverse History
 ART 108 - Arts of the Americas
 ART 110 - History of Islamic Art
 ART 111 - History of Art: A Global Perspective
 ART 112 - 2-D Art and Design Foundations
 ART 113 - 3-D Art and Design Foundations
 ART 116 - Jewelry & Small Metals I
 ART 118 - Art Gallery: Exhibit Design & Art Installation I
 ART 130 - Drawing & Composition I
 ART 134 – Introduction to Life Drawing
 ART 140 - Painting I
 ART 144 - Watercolor I
 ART 146 - Life Painting I
 ART 148 - Color Theory

ART 152 – Introduction to Printmaking
 ART 165 - Fiber Sculpture I
 ART 170 - Ceramics I
 ART 180 - Sculpture I
 ART 185 - Life Sculpture I
 ART 197 – A History of Photography
 ASL 101 - Elementary Sign Language I
 ASL 102 - Elementary Sign Language II
 ASL 110 - History /Culture of Deaf People in America
 ASL 203 - Intermediate Sign Language III
 ASL 204 - Intermediate Sign Language IV
 DANC 101 - African American Dance History
 DANC 108 - Dance History
 DRAM 110 - Intro to the Theatre
 DRAM 116 - Survey Dramatic Lit: Ancient Greek/Present
 DRAM 117 - Survey Dramatic Lit: Shakespeare
 DRAM 150 - Intro to Stagecraft
 ENGL 151 - Advanced College Writing about Literature (1B)
 ENGL 202 - Creative Writing I
 ENGL 203 - Creative Writing II
 ENGL 208 - Short Fiction
 ENGL 212 - Intro to Poetry
 ENGL 214 - The Popular Novel
 ENGL 220 - Detective Fiction
 ENGL 221A - Survey of American Literature I
 ENGL 221B - Survey of American Literature II
 ENGL 222 - Survey of English Literature I
 ENGL 223 - Survey of English Literature II
 ENGL 224 - Survey of World Literature I
 ENGL 225 - Survey of World Literature II
 ENGL 230 - Survey of Shakespeare
 ENGL 235 - Women in Literature
 ENGL 237 - Literature of American Cultures
 ENGL 240 - Classic Children's Literature
 ETST 154 – Ethnic Studies: Native American Literature
 ETST 156 - Native American Philosophy and Sacred Ceremony

FILM 109A - History of Cinema: Beginning to World War II

FILM 109B - Introduction to Humanities: Renaissance to the Modern Period

FREN 101 - Elementary French I

FREN 102 - Elementary French II

FREN 108A- French Culture/Lit/Cinema

FREN 203 - Intermediate French III FREN 204 - Intermediate French IV

FREN 228A - French Conversation and Culture Through Films of the Twentieth Century FREN 228B - French Conversation and Culture Through Film of the New Millennium

HIST 110 - Western Civilization I

HIST 111 - Western Civilization II

HIST 112 - Western Civilization III

HIST/POLS 212 - History/Politics of Modern Asia*

HUM 100A - Intro Humanities: Ancient Greece/Medieval

HUM 100B - Intro Humanities: Renaissance/Modern

HUM 101 - The Human Condition

HUM 118 - Intro to World Religions

HUM 125 - Myth, Symbol and the Arts

ITAL 101 - Elementary Italian I

ITAL 102 - Elementary Italian II

ITAL 108A - Italian Conversation and Culture Through Film of the Twentieth Century

ITAL 203 - Intermediate Italian III

ITAL 204 - Intermediate Italian IV

JPNS 101 - Elementary Japanese I

JPNS 102 - Elementary Japanese II

JPNS 203 - Intermediate Japanese III

JPNS 204 - Intermediate Japanese IV

MUS 101 - Intro to Classical Music

MUS 102 - Music Masterworks

MUS 105 - Rock, Pop and Jazz

MUS 106 - Music Fundamentals

MUS 109 - Music in Society

PHIL 110 - Intro to Philosophy

PHIL 111 - Intro to Ethics

PHIL 112 - Intro to Logic

PHIL 115 - Hist./Philosophy: Ancient

PHIL 116 - Hist./Philosophy: Medieval

PHIL 117 - Hist./Philosophy: Late Modern/Contemporary

PHIL 118 - Aesthetics

POLS/HIST 212 - History/Politics of Modern Asia*

SPAN 101 - Elementary Spanish I

SPAN 102 - Elementary Spanish II

SPAN 108A - Latin American/Hispanic Culture/Film

SPAN 128A - Spanish Conv./Culture/Film

SPAN 203 - Intermediate Spanish III

SPAN 204 - Intermediate Spanish IV

SPAN 228C - Adv. Spanish Conv./Culture/Film

D. COMPOSITION, WRITTEN (Three units minimum)

ENGL 150 - College Writing and Reading (1A)

E. COMMUNICATION AND ANALYTICAL THINKING

Select one course from the following. (Three units minimum)

COMM 100 - Intro to Communication

COMM 101 - Interpersonal Communication

COMM 102 - Intercultural Communication

COMM 103 - Public Speaking

COMM 104 - Argumentation and Persuasion

COMM 105 - Small Group Communication

COMP/MATH 117 - Discrete Mathematics*

COMP 130 - Intro to Computer Programming Using C++

COMP 135 - Intro to Programming in JAVA

COMP 160 - Computer Organization/Assembly Language

COMP 220 - Data Structures and Algorithms

COMP 232 - Advanced Programming in JAVA

COMP 235 - Advanced Programming in C++

CIS 215 - Visual BASIC Programming

ENGL 151 - Advanced College Writing about Literature (1B)

ENGL 155 - Critical Thinking and Composition

MATH 104 - Plane Trigonometry

MATH 105 - College Algebra
 MATH 109 - Pre-Calculus College Algebra/Trig.
 MATH 115 - Probability and Statistics
 MATH 116 - Linear Algebra
 MATH/COMP 117 - Discrete Mathematics*
 MATH 121 - Calculus I with Applications
 MATH 122 - Calculus II with Applications
 MATH 123 - Analytic Geometry and Calculus I
 MATH 124 - Analytic Geometry and Calculus II
 PHIL 112 - Intro to Logic
 PSY/SOC 205 - Intro to Research Methods
 STAT 106 - Statway II
 STAT 115 - Intro to Statistics for Business

F. AMERICAN INSTITUTIONS

Select one course from the following. (Three units minimum)

ETST 111 - History of African Americans A
 ETST 112 - Introduction to African American Studies
 ETST 121 - Introduction to Chicana/o Studies
 ETST/HIST 151 – Ethnic Studies: Native American History*
 HIST 100 - Major Trends/American History
 HIST 117 - History of the US I
 HIST 118 - History of the US II
 HIST/ETST 151 – Ethnic Studies: Native American History*
 HIST/POLS 211 – Women/American History/Politics*
 POLS 100 - American Political Institutions
 POLS 101 - Intro to the Government of the US
 POLS/HIST 211 - Women/American History/Politics*

G. CROSS-CULTURAL STUDIES

Cross-cultural studies courses, which are listed in other general education categories, will satisfy both the Cross-Cultural Studies requirement and the requirement of one other category such as B, C, or F.

ART 107 - Art of the United States: A Diverse History
 ART 108 - Arts of the Americas

ASL 110 - History/Culture/Deaf People in America
 BEHS/SOC 130 Race and Ethnicity*
 COMM 160 - Legacy of Class, Ethnicity and Identity in Media and Society
 DANC 101 African American Dance History
 ENGL 235 - Women in Literature
 ENGL 237 - Literature of American Cultures
 ETST 110 - Intro to Ethnic Studies
 ETST 111 - History of African Americans A
 ETST 112 - Introduction to African American Studies
 ETST 121 - Introduction to Chicana/o Studies
 ETST/HIST 151 – Ethnic Studies: Native American History*
 ETST 154 – Ethnic Studies: Native American Literature
 ETST 156 - Native American Philosophy/Ceremony
 HIST 109 - History of California
 HIST/ETST 151 – Ethnic Studies: Native American History*
 HIST/POLS 211 - Women/American History/Politics*
 MUS 105 - Rock, Pop and Jazz
 POLS/HIST 211 - Women/American History/Politics*
 SOC/BEHS 130 Race and Ethnicity*

H. PHYSICAL HEALTH

One unit minimum; select one course.

This requirement may be satisfied by any degree applicable activity course in Kinesiology or Dance, or one course from the following:

HED 130 - Contemporary Health Issues
 HED 140 - Stress Management and Health
 HED 150 - Women's Health Issues

Note: When courses are cross-listed in more than one discipline, credit is awarded for only one course. For example, a student may receive credit for either COMP 117 or MATH 117, but not both courses. Cross-listed courses are indicated with an asterisk (*) in the listings above.

ASSOCIATE DEGREE PROGRAMS

ASSOCIATE IN ARTS AND ASSOCIATE IN SCIENCE

The College of Marin offers a variety of associate degree programs. A “Major” is required for either the AA or AS degree and is comprised of a concentration of courses (a minimum of 18 units). Students receiving an associate degree must complete a major as described under each discipline in the catalog. All major units can double count for the College of Marin General Education. Depending upon the goal, the attainment of the associate degree may fulfill all of the student’s educational needs.

The Associate in Science occupational degree programs, which require a minimum of 60 units, provide instruction in the skills and knowledge needed to enter or progress in an occupation. These programs are developed through the cooperation of advisory committees composed of representatives from specific occupational areas and the college. These advisory committees review course content and make recommendations to assure that the instruction and curriculum provide current skills.

INTERDISCIPLINARY DEGREE PROGRAMS

The following is a list of interdisciplinary degrees at College of Marin that require a minimum of 18 degree-applicable units to which, in addition to other graduation requirements, only the Associate in Arts (AA) degree is granted.

Liberal Arts Degree

The Associate degree in Liberal Arts is designed for students who wish to have a broad, general education, plus additional coursework in one of three “Areas of Emphasis.” This degree would be an ideal choice for students planning on transferring to the CSU or UC campus, as students can satisfy both general education and lower division major requirements at these institutions. Please consult with a counselor for information regarding your intended major at the specific college or university of your choice. Students may also refer to ASSIST.org to get detailed requirements for specific colleges and universities.

To meet the requirements for the Associate of Arts in Liberal Arts, a student must complete:

1. One of the following General Education patterns:
 - a. College of Marin General Education Requirements (Minimum of 19

- units), or
- b. CSU General Education Requirements (CSU GE Pattern) (Maximum of 39 units), or
- c. Intersegmental General Education Transfer Curriculum (IGETC) pattern (UC or CSU transfer 30-39 units).

For students using the College of Marin General Education Requirements, please note that NO General Education units may be used to meet the Area of Emphasis requirements. Students using College of Marin’s General Education Requirements may not yet be prepared to transfer. Students should work with a counselor to complete these requirements. For students using the CSU GE or IGETC options, please note that no more than 12 of the units used to meet the general education requirements may be double-counted as part of the Area of Emphasis. Students should work with a counselor to complete these requirements.

Important: For students using the CSU GE or IGETC options, students must meet the following College of Marin Graduation Requirements:

- Math proficiency
- Grade point average
- Total units
- Residency
- Cross-cultural studies

These students are exempt from completing the following College of Marin General Education requirements:

- Physical Activity
- American Institutions
- 2. A minimum of 18 units from one of the following Emphasis areas with a grade of C or higher, Pass or Credit.
 - a. Language and Communication
 - b. Natural Science
 - c. Social Science and Behavioral Sciences

Emphasis in Language and Communication

(Associate in Arts in Liberal Arts: Emphasis in Language and Communication)

These courses emphasize both the content and form of communication, while providing an understanding of the psychological basis and social significance of communication including the use of modern languages. Students will be able to assess communication as the process of human symbolic interaction. This degree can be a good preparation for students transferring to a four-year university with a major in World Languages

and Cultures, Communication, and English, among others. Students who complete the requirements listed below, plus additional general education and graduation requirements, will be awarded the associate degree. All students should consult a counselor.

Students must successfully complete 18 units of study across 3 disciplines listed below: American Sign Language 101, 102, 203, 204

Business 144

Communication 100, 101, 102, 103, 104, 105, 106, 110, 160

English 202, 203

Film 109AB

French 101, 102, 108A, 203, 204

Italian 101, 102, 108A, 203, 204

Japanese 101, 102, 203, 204

Spanish 101, 102, 203, 204

Program Learning Outcomes

- Utilize different oral competency techniques to manage or minimize communication apprehension in a variety of contexts.
- Demonstrate critical thinking and understand that effective communicators adapt messages by evaluating language, culture, relationship, and context.
- Effectively and critically understand and communicate in writing, orally, and/or verbally using traditional and/or modern information resources and supporting technology.

Emphasis in Natural Science

(Associate in Arts in Liberal Arts: Emphasis in Natural Science)

These courses emphasize the study of mathematical and quantitative reasoning skills; they impart knowledge of the facts and principles that form the foundation of living and non-living systems. Students recognize and appreciate the methodologies of science as investigative tools, as well as the limitations of scientific endeavors. This degree can be a good preparation for students who have a general interest in science but are majoring in areas other than science. This degree may not adequately prepare a student transferring in a science major. Students intending to transfer to a four-year university with a science major in Biology, Chemistry, Engineering, Geography, Geology, Physics, or Pre Med., among others, should select course work in conjunction with a

counselor.

Students must successfully complete 18 units of study across 3 disciplines listed below: Anthropology 101, 101L

Astronomy 101, 117L

Biology 100, 107*, 110, 110L, 120, 138*, 162, 171, 224, 235, 240

Chemistry 105, 110, 114, 115, 131, 132, 231, 232

Environmental Science 138*

Geography 101, 101L, 112, 125

Geology 103, 109, 114, 120, 120L, 121

Kinesiology 107*

Math 105, 109, 115*, 121, 122, 123, 124, 223, 224

Physics 108A, 108B, 110, 207A, 207B, 207C

Statistics 115*

Note:

*Credit is awarded for only one course in each of the following groups:

Biology 107 or Kinesiology 107

Biology 138 or Environmental Science 138

Math 115 or Statistics 115

Program Learning Outcomes

- Apply mathematical and quantitative reasoning skills to questions in the natural sciences, including the fields of biology, geology, geography, astronomy, physics and/or anthropology.
- Demonstrate basic understanding of the facts and principles that form the foundation of living and non-living systems.
- Predict likely changes to local communities and ecosystems under different conditions.

Emphasis in Social Science and Behavioral Sciences

(Associate in Arts in Liberal Arts: Emphasis in Social Science and Behavioral Sciences)

These courses emphasize a multidisciplinary approach to the understanding and study of human behavior. Students will explore and examine the nature and multitude of interactive relationships amongst and between individuals and their social environment, ranging from the development of the individual, to the nuances of interpersonal interaction, to the dynamic structures of national and global communities. Students will gain a heightened awareness of the nature of their individuality, attain a greater understanding and appreciation of the complexities and diversity of the

world in which they live and become better equipped to succeed in an increasingly diverse and complex society.

This degree can be a good preparation for students transferring to a four-year university with a major in African-American Studies, Anthropology, Chicano Studies, Child Development, Cognitive Science, Criminal Justice, Developmental Studies, Ethnic Studies, Family and Consumer Studies, Global Studies, History, International Relations, Legal Studies, Peace and Conflict Studies, Political Science, Psychology, Social Work, Social Science, and Sociology, among others.

Students must successfully complete 18 units of study across 3 disciplines listed below: Administration of Justice 110, 111, 204

Anthropology 102, 110, 208

Behavioral Science 103

Biology 251*

Business 101

Communication 102, 110, 160

Computer Information Systems 110

Counseling 114, 130

Early Childhood Education 110, 112

Economics 101, 102

Education 110, 111

Ethnic Studies 110, 111, 112, 121, 151, 154, 214, 216

Geography 102, 109

Health Education 130

History 100, 101, 102, 110, 111, 112, 117, 118, 151, 214, 216, 238

Math 115*

Political Science 100, 101, 102, 103, 104, 117, 201, 203, 210, 215, 220

Psychology 110, 111, 112, 114, 116, 140, 204, 205*, 230, 251*

Sociology 110, 112, 114, 140, 205*, 230

Statistics 115*

Note:

*Credit is awarded for only one course in each of the following groups:

Math 115 or Statistics 115

Psychology 205 or Sociology 205

Psychology 251 or Biology 251

Ethnic Studies 151 or History 151

Ethnic Studies 214 or History 214

Ethnic Studies 216 or History 214

Program Learning Outcomes

- Demonstrate through written and oral work an understanding of key concepts, terminology, principles and/or theories within the social and behavioral sciences.
- Demonstrate through written and oral work an understanding of methodological approaches used by the social and behavioral sciences to investigate and analyze human behavior.
- Understand and articulate how culture, society, politics and diversity shape the role of the individual within society.
- Describe and analyze how individuals, or groups, are influenced by, or interact with social, cultural or political intuitions.
- Articulate and critically evaluate how social and behavioral scientists view the ways that individuals and societies are interconnected within social, historical, political, and cultural environments.

Associate in Arts in Public Safety

College of Marin's Associate in Arts in Public Safety Degree is designed to provide students, as well as current public safety workers, with the knowledge and skills necessary for entrance or advancement within various public service sectors. This breadth of study allows a student to explore courses across the field of public safety and supports associate degree completion for existing law enforcement, emergency medical service, and fire personnel. All students should consult a counselor. See major requirements under FIRE section.

Major Requirements (Total 18 – 20 Units)

Required Core (Total 10 Units)

FIRE 215, 112

List A: Health and Wellness (Choose 3 Units)

BIOL 100, 107, 108A

HED 115, 130, 140, 150

SOC 110

PSY 110, 118

List B: Cultural Competency (Choose 3 Units)

COMM 102

ETST 110, 111, 112, 121

SOC 130

List C: Public Service Professional Competencies (may choose from List A or B if not already taken) (Choose 2 – 4 Units)

CHEM 105

COMM 101

MEDA 165, 166

WE 298A, 298B, 298C

SPAN 101
AJ 110, 118, 215
SOC 112, 140
FIRE 255

Program Learning Outcomes

- Analyze and demonstrate critical thinking in evaluating emergency incidents, safety guidelines, patient assessment, medical and trauma, and emergency management.
- Perform the assessments and skillsets expected per the US Department of Transportation mandated performance standards for pre-hospital medical care of patients.
- Demonstrate workplace skills to promote community and cultural awareness in a public safety setting.
- Demonstrate community and cultural awareness in community centered public safety issues with vulnerable or at risk populations.
- Identify, describe, and evaluate personal health, public health and social concerns.

ASSOCIATE IN SCIENCE DEGREE: PHYSICAL SCIENCES

The Physical Sciences degree is designed for students who wish to have a broad foundation in the physical sciences and mathematics that is ideal for building a more advanced understanding of a particular field of science or engineering, and to gain experience in multiple science courses and build math skills. Consequently, this degree can be a good option for students planning to transfer to a four-year university with a major in Biology, Chemistry, Computer Science, Engineering, Math, or Physics, providing the knowledge and skills to make academic success possible in these fields. It provides the flexibility for students to satisfy both the appropriate level of general education and the lower division major requirements for specific universities, while still meeting associate degree requirements. For more detailed information on transfer requirements, students should speak with a counselor to ensure courses are transferable and refer to ASSIST.org.

To complete the requirements for the Associate in Science for this major, a student must complete:

1. One of the following General Education patterns:
 - a. College of Marin GE (minimum 19 units), or
 - b. CSU GE (30-39 units), or
 - c. IGETC (37 units), or
 - d. The following pattern (minimum of 21 units) that is recommended for most science and engineering students pursuing this degree:
 - two transferable college

courses (four semester units each) in English composition - English 150 and 151 or 155; and

- one transferable college course (three semester units) in mathematical concepts and quantitative reasoning (see course list for IGETC Area 2); and
- four transferable college courses (three semester units each) chosen from the following three subject areas (at least one course from each): the arts and humanities (see course list for IGETC Area 3, Group A or B), the social and behavioral sciences (see course list for IGETC Area 4), and the physical and biological sciences (see course list for IGETC Area 5, Group A or B).

Important: For students using the CSU GE or IGETC options, students must meet the following College of Marin Graduation Requirements:

- Math proficiency
- Grade point average
- Total units
- Residency
- Cross-cultural studies

These students are exempt from completing the following College of Marin General Education requirements:

- Physical Activity
- American Institutions
- 2. A minimum of 18 units that include at least three different disciplines from those courses outlined below. Each course used to meet this requirement must be completed with a grade of C or higher, Pass or Credit. Note that courses used to satisfy this 18-unit major requirement may NOT also be used to satisfy the GE requirements above.

Biology 112ABC

Chemistry 131, 132, 231, 232

Computer Science 117*, 130, 135, 150*, 160, 220, 232, 235

Engineering 110, 125, 150*, 220, 235, 245

Math 116, 117*, 123, 124, 223, 224

Physics 108A, 108AC, 108B, 108BC, 207A, 207B, 207C

*For courses cross-listed in more than one discipline, only one discipline may be counted toward degree. (Example: students may count either COMP 117 or MATH 117, but not both, toward a degree.)

Program Learning Outcomes

- Solve problems by applying mathematical and scientific theories, concepts, and methods.
- Critically analyze, interpret, and evaluate data to draw valid scientific conclusions.
- Communicate analytical reasoning and conclusions in a clear and articulate manner.

ASSOCIATE DEGREES FOR TRANSFER

College of Marin offers associate degrees specifically designed for transfer to the California State University. California Senate Bill 1440, the Student Transfer Achievement Reform Act, guarantees admission to a California State University campus for any community college student who completes an “associate degree for transfer.” The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is designed for students who plan to complete a bachelor’s degree in a similar major at a CSU campus. Students who complete the AA-T or AS-T are guaranteed admission to the CSU system but not to a particular campus or major.

The following ADTs are offered at College of Marin:

- AS-T in Administration of Justice
- AA-T in Anthropology
- AA-T in Art History
- AS-T in Business Administration 2.0
- AA-T in Communication Studies
- AA-T in Communication Studies 2.0 (coming soon; check the online Catalog)
- AS-T in Early Childhood Education
- AA-T in English
- AA-T in Economics
- AS-T in Film/Television/Electronic Media
- AA-T in Geography
- AS-T in Geology
- AA-T in Global Studies
- AA-T in History
- AS-T in Hospitality Management
- AA-T in Kinesiology
- AS-T in Math
- AA-T in Philosophy
- AS-T in Physics
- AA-T in Political Science
- AA-T in Psychology
- AA-T in Sociology
- AA-T in Spanish
- AA-T in Theatre Arts

All students should consult with a counselor before

participating in the Associate Degree for Transfer Program to determine if it is the best option for transfer. For universities and colleges that are not part of the CSU system, the Associate Degree for Transfer Program may not provide adequate preparation for upper division transfer admissions.

APPRENTICESHIP PROGRAMS

College of Marin in cooperation with the California Division of Apprenticeship Standards (DAS) and local Joint Apprenticeship Committees offers "related training" apprenticeship programs in designated trades or occupations. Apprenticeship includes paid, on-the-job training offered by employers who participate in apprenticeship programs.

Apprenticeship prepares individuals as highly qualified, professionally trained workers with specific, technical skills for occupations in a variety of fields. Upon completion of an apprenticeship program, the State of California Department of Apprenticeship Council awards a Certificate of Completion of Apprenticeship in the trade. If applicable, students who successfully complete apprenticeship programs and related supplemental instruction may also be eligible to receive additional industry recognized credentials and academic certification from College of Marin and/or the California Community Chancellor’s Office.

Bus Operator Apprenticeship Program (BOAP)

The Bus Operator Apprenticeship Program (BOAP) offers a comprehensive career pathway that equips students with the necessary skills and knowledge to thrive in the public transit industry. This program meets the growing demand for bus operators and provides paid study and practice for bus and/or motor coach driving, including regular route operations of the Golden Gate Bridge Highway and Transportation District.

CERTIFICATE OF ACHIEVEMENT PROGRAMS

A Certificate of Achievement is attainable in occupational programs. The certificate is widely recognized by employers as verification of job preparedness. Certificates of Achievement prepare students to enter the careers designated on their certificates. These programs generally require a year or more of study and include at least 18 units. At least 12 of the units must be taken at College of Marin. It is the student's responsibility to submit an "Application for a Certificate of Achievement" by making an appointment with the Counseling Department.

Certificate of Achievement programs and requirements are listed under each discipline in the catalog.

Granting of Additional Certificates of Achievement

Upon completion of all Certificates of Achievement requirements as specified in this catalog, a student may qualify for more than one certificate provided that 12 of the required units for a certificate are not applied toward any other certificate.

Basic Skills Courses

Courses numbered below 100 are nondegree applicable (except PE, STSK courses) but may be used for a Certificate of Achievement when listed as a major requirement. Basic skills courses under 100 do not apply toward the 60 units required for graduation, even though they may be listed as part of a vocational program.

SKILLS CERTIFICATES

Skills certificates may be part of a "ladder" of skills, beginning with job entry skills and leading to a full Certificate of Achievement or may constitute a skill set that enables students to upgrade or advance in an existing career. These programs are shorter in duration and narrower in scope than the Certificates of Achievement and consist of fewer than 18 units.

Generally, all required courses must be completed at College of Marin. The appropriate Department Chair must approve transfer work. All work must be completed within two years. Skills certificates and requirements are listed under each discipline in the catalog.

Note: See table on next page.

TABLE OF A.S./A.A. DEGREES

PROGRAMS, TRANSFER, CERTIFICATES OF ACHIEVEMENT, AND SKILLS CERTIFICATES

PROGRAM/DISCIPLINE	A.S. Degree	A.A. Degree	A.S.-T Degree	A.A.-T Degree	Transfer	Certificates of Achievement	Skills Certificates
Administration of Justice	X		X		X	X	
American Sign Language					X		
Anthropology				X	X		
Architecture	X				X		
Art	X	X		X	X		
Astronomy					X		
Automotive Collision Repair Technology	X				X	X	
Automotive Technology	X				X	X	
Behavioral Science					X		
Biology	X				X	X	X
Business	X		X		X	X	X
Business Administration			X		X		
Business, Applied Accounting					X	X	
Chemistry					X		
Communication		X		X	X		
Computer Information Systems	X				X	X	X
Computer Science	X				X		
Counseling					X		
Court Reporting	X				X	X	
Dance		X			X		
Dental Assisting: Registered	X				X	X	X
Drama / Theatre Arts		X		X	X	X	
Early Childhood Education	X		X		X	X	X
Economics				X	X		
Education					X		X
Electronics Technology					X		
Engineering					X		
English				X	X		
Environmental Science					X		X
Ethnic Studies					X		
Film / Video		X	X		X		
Fire Technology; Emergency Medical Technician					X		X
French		X			X		X
Geography				X	X		

TABLE OF A.S./A.A. DEGREES

PROGRAMS, TRANSFER, CERTIFICATES OF ACHIEVEMENT, AND SKILLS CERTIFICATES

PROGRAM/DISCIPLINE	A.S. Degree	A.A. Degree	A.S.-T Degree	A.A.-T Degree	Transfer	Certificates of Achievement	Skills Certificates
Geology	X		X		X		
Global Studies				X			
Graphic Design		X			X	X	
Health Education					X		X
History				X	X		
Humanities		X			X		
Hospitality Management			X		X	X	
Italian		X			X		X
Japanese					X		
Kinesiology		X		X	X		X
Liberal Arts: Language and Communication		X			X		
Liberal Arts: Natural Science		X			X		
Liberal Arts: Social Science and Behavioral Sciences		X			X		
Machine and Metals Technology	X				X	X	
Mathematics			X		X		
Medical Assisting	X				X	X	
Multimedia Studies	X				X	X	
Music		X			X		
Nursing, Registered	X				X		
Philosophy				X	X		
Physical Science	X				X		
Physics			X		X		
Public Safety		X					
Political Science				X	X		
Psychology				X	X		
Public Safety		x					
Real Estate	X				X	X	X
Social Science					X		
Sociology				X	X		
Spanish		X		X	X		X
Statistics					X		
Study Skills					X		
Work Experience					X		

Transfer Information

Students planning to transfer from College of Marin to another college or university should plan their program to include both general education requirements and the specific major requirements of a particular college or university. Transfer students are advised to work closely with a counselor, in order to make appropriate course choices that will permit transfer to a California public university after completing 60 transferable units at College of Marin. The admission requirements for lower and upper division transfer to private and out-of-state colleges and universities vary from school to school. Careful planning will ensure students avoid taking classes that do not meet requirements. Students are encouraged to explore and narrow down their choices for their major and transfer campus early. This will help them to meet any campus-specific requirements in a timely manner. For most updated transfer information, please refer to ss.marin.edu/tcc.

ASSIST (ONLINE STUDENT TRANSFER INFORMATION SYSTEM)

Detailed information regarding specific majors and course transferability between College of Marin and the CSU and UC campuses can be found on assist.org. ASSIST is the official statewide repository of articulation for California's colleges and universities. It provides the most accurate and up-to-date information about student transfer in California. On ASSIST, students can determine which College of Marin courses satisfy general education requirements, major preparation requirements, and transferable electives for the UCs and CSUs.

CALIFORNIA STATE UNIVERSITY TRANSFER INFORMATION

General Admission Information to the California State University Campuses: Bakersfield, Channel Islands, Chico, Dominguez Hills, East Bay, Fresno, Fullerton, Humboldt (California Polytechnic), Long Beach, Los Angeles, Vallejo (California Maritime Academy), Monterey Bay, Northridge, Pomona (California State Polytechnic), Sacramento, San Bernardino, San Diego, San Francisco, San Jose, San Luis Obispo (California Polytechnic), San Marcos, Sonoma, and Stanislaus.

Associate Degrees for Transfer (ADTs)

College of Marin offers associate degrees specifically designed for transfer to the California State University. California Senate Bill 1440, the Student Transfer Achievement Reform Act, guarantees admission to a California State University campus for any community college student who completes an "associate degree for transfer." The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is designed for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students who complete the AA-T or AS-T are guaranteed admission to the CSU system but not to a particular campus or major.

The following ADTs are offered at College of Marin:

- AS-T in Administration of Justice
- AA-T in Anthropology
- AA-T in Art History
- AS-T in Business Administration 2.0
- AA-T in Communication Studies
- AA-T in Communication Studies 2.0 (coming soon; check the online Catalog)
- AS-T in Early Childhood Education
- AA-T in Economics
- AA-T in English
- AS-T in Film/Television/Electronic Media
- AA-T in Geography
- AS-T in Geology
- AA-T in Global Studies
- AA-T in History
- AS-T in Hospitality Management
- AA-T in Kinesiology
- AS-T in Math
- AA-T in Philosophy
- AS-T in Physics
- AA-T in Political Science
- AA-T in Psychology
- AA-T in Sociology
- AA-T in Spanish
- AA-T in Theatre Arts

All students should consult with a counselor before participating in the Associate Degree for Transfer Program to determine if it is the best option for transfer. For universities and colleges that are not part of the CSU system, the Associate Degree for Transfer Program may not provide adequate preparation for upper division transfer admissions.

Upper Division Transfer Minimum Eligibility Requirements

College of Marin students with 60 or more transferable semester units are considered upper division transfer students. You are eligible for admission to California State University if you:

1. Have a college grade point average of 2.00 or higher (2.40 for non-California residents) in all transferable college units attempted.
2. Are in good standing at College of Marin, i.e., you are eligible to re-enroll.
3. Have completed or will complete prior to transfer at least 30 semester units of courses equivalent to general education requirements with a grade of C or higher. The 30 units must include all of the general education requirements in communication in the English language (English composition, oral communication, and critical thinking) and at least one course of at least three semester units required in college level mathematics (Mathematics/ Quantitative Reasoning).

Lower Division Transfer Admission Requirements

Many campuses restrict enrollment of lower division transfer students due to heavy enrollment pressure and budget restraints. College of Marin students who are California residents with fewer than 60 transferable semester units are considered lower division transfer students.

You may be eligible for lower-division admission to California State University if you:

1. Have a college grade point average of 2.00 or higher in all transferable college units attempted.
2. Are in good standing at College of Marin, i.e., you are eligible to re-enroll.
3. Meet the admission requirements for a first-time freshman or have successfully completed necessary courses to make up the deficiencies you had in high school if you did not complete the 15-unit pattern of college preparatory subjects.
4. Meet the eligibility index required of a freshman.

Some campuses may require lower division transfer students to have completed English composition and general education mathematics prior to transfer. Contact your campus of choice to determine whether there are admissions limits on the number of lower division transfer students.

Note: Many CSU campuses do not admit lower-division transfer students.

Transcripts for California State Universities

Upon acceptance of admittance, transfer students to the California State Universities must submit official transcripts directly from all colleges or universities previously attended, even if no coursework was

completed. Sometimes California State Universities will also request official transcripts earlier in the application process. Transcripts can be sent electronically through College of Marin's Enrollment Services Office, but must be certified as official.

CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION BREADTH

In addition to other requirements for graduation with a baccalaureate degree, California State University requires preparation for general education. Proper planning should enable students to satisfy the state university general education breadth requirements concurrently with requirements for either an Associate in Arts (AA) or Associate in Science (AS) degree from College of Marin.

CSU General Education Certification

Approximately 124 semester units are required for a Baccalaureate degree at a California State University of which 48 units must be in general education within a prescribed pattern. Thirty-nine units may be completed and certified in whole or in part at College of Marin. The remaining nine units must be taken as upper division courses after transfer to the four-year university.

Community colleges may certify no more than 30 units of general education from Subject Areas B, C, D, and F combined. The remaining units may be taken from Areas A and/or E.

Completion of 39 units of general education for the California State University System is not a requirement for admission. However, it is recommended that these units be completed during the first 60 units of college. Students must make a request for certification of general education prior to attending California State University by completing two forms:

1. A Request for Transcript, and
2. A Request for General Education Certification.

United States History, Constitution, and American Ideals Requirement

In addition to general education, California State Universities also require coursework in the areas of United States History, Constitution, and American Ideals for graduation. Courses at the College of Marin that fulfill the two-course requirement are:

1. One course in United States History to be chosen from the following:
 - a. Ethnic Studies 111 or 112 or 121 or 151
 - b. History 100 or 117 or 118 or 151
2. One course in Constitution and American Ideals to be chosen from the following:
 - a. Political Science 100 or 101

2023-2024 CSU GENERAL EDUCATION PROGRAM

AREA A - ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING

Minimum of nine units. Select one course each from A-1, A-2, and A-3

A-1 ORAL COMMUNICATION

Communication 100, 101, 103, 104, 105

A-2 WRITTEN COMMUNICATION

English 150

A-3 CRITICAL THINKING

Communication 104

English 151, 155

Philosophy 112

Area Notes

(a) Communication 104 may be used for A-1 or A-3, but not both.

AREA B – SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING

Nine units. Select one course from B-1, B-2, B-3, and B-4 (A laboratory course marked by an asterisk * in B-1 and B-2 will satisfy B-3).

B-1 PHYSICAL SCIENCES

Astronomy 101

Biology 138*

Chemistry 105, 110*, 114*, 115*, 131*, 132*, 132E, 231*, 232*, 232E

Environmental Science 138*

Geography 101, 112

Geology 103, 109, 114, 120, 121*

Physics 108A*, 108AC, 108B*, 108BC, 110, 207A*, 207B*, 207C*

B-2 LIFE SCIENCE (BIOLOGICAL)

Anthropology 101

Biology 107, 110, 112ABC*, 120*, 138*, 141, 162*, 224*, 235*, 240*

Environmental Science 138*, 141

Geography 141

Kinesiology 107

B-3 LABORATORY ACTIVITY

Anthropology 101L

Astronomy 117L

Biology 110L, 112ABC, 120, 138, 162, 224, 235, 240

Chemistry 105L, 110, 114, 115, 131, 132, 231, 232

Environmental Science 138*

Geography 101L

Geology 120L, 121

Physics 108AB, 110L, 207ABC

B-4 MATHEMATICS/QUANTITATIVE REASONING

Computer Science 117

Math 104, 105, 109, 114, 115, 116, 117, 121, 122, 123, 124, 223, 224

Statistics 106, 115

Area Notes

(a) Credit is given for only one course in each of the following sets:

Biology 107 or Kinesiology 107

Biology 138 or Environmental Science 138

Biology 141, Environmental Science 141, or

Geography 141

Computer Science 117 or Math 117

(b) Biology 138 or Environmental Science 138 may be used for B-1 or B-2, but not both.

AREA C – ARTS AND HUMANITIES

Minimum of nine units. Select at least one course each in Arts (C-1) and Humanities (C-2).

C-1 ARTS (ART, DANCE, MUSIC, THEATRE)

Architecture 100, 101, 102

Art 101, 102, 103, 105, 107, 108, 110, 111, 112, 113, 116, 118, 130, 134, 140, 144, 146, 148, 152, 165, 170, 180, 185, 197

Dance 101, 108

Drama 103, 110, 150, 260

Film 109A, 109B

Music 101, 102, 105, 106, 109

C-2 HUMANITIES (LITERATURE, PHILOSOPHY, AND FOREIGN LANGUAGE)

American Sign Language 101, 102, 110, 203

Communication 106

Drama 116, 117

English 202, 203, 208, 212, 214, 220, 221A, 221B, 222, 223, 224, 225, 230, 235, 237, 240

Ethnic Studies 154

French 101, 102, 108A, 203, 204, 228A, 228B

History 110, 111, 112

Humanities 100A, 100B, 101, 118, 125

Italian 101, 102, 108A, 203, 204

Japanese 101, 102, 203, 204

Philosophy 110, 111, 115, 116, 117, 118

Spanish 101, 102, 108A, 128A, 150A, 150B, 203, 204, 228C

Area Notes

(a) American Sign Language 110 may be used for C-2 or D, but not both.

Area D – SOCIAL SCIENCES

Six units. Select two courses.

Administration of Justice 204

American Sign Language 110

Anthropology 102, 110, 208

Behavioral Science 103, 130, 223

Biology 251

Business 101

Communication 102, 110, 160

Early Childhood Education 110, 112

Economics 101, 102, 120

Ethnic Studies 110, 111, 112, 121, 151, 214, 216

Geography 100, 102, 109

History 100, 101, 102, 103, 109, 110, 111, 112, 117, 118, 151, 206, 211, 212, 214, 216, 238

Political Science 100, 101, 102, 103, 104, 117, 201, 210, 211, 212, 219, 220

Psychology 110, 111, 112, 114, 116, 140, 204, 205, 230, 251

Sociology 110, 112, 114, 130, 140, 205, 223, 230

Area Notes

(a) Credit is given in Area D or Area E, but not both for the following courses:

Behavioral Science 103

Psychology 110, 111, 112, 114, 140, 145

Sociology 140

(b) Credit is given in Area D or Area F, but not both for the following course:

Ethnic Studies 110, 112, 121

(c) Credit is given for only one course in each of the following sets:

Behavioral Science 130 or Sociology 130

Behavioral Science 223 or Sociology 223

Biology 251 or Psychology 251

Ethnic Studies 151 or History 151

Ethnic Studies 214 or History 214

Ethnic Studies 216 or History 216

History 211 or Political Science 211

History 212 or Political Science 212

Psychology 111 or Psychology 116

Psychology 140 or Sociology 140

Psychology 205 or Sociology 205

Psychology 230 or Sociology 230

AREA E - LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT

Three units. Select one course.

Behavioral Science 103

Biology 100

Business 134

Counseling 110, 130, 179

Dance 109AB, 111ABCD, 119AB, 122AB, 123AB, 126ABCD, 128AB, 130ABCD, 133AB, 135A, 135B, 160A

Early Childhood Education 110

Health Education 115, 130, 140, 150

Psychology 110, 111, 112, 114, 118, 140, 220

Sociology 140

Area Notes

(a) Credit is given in Area D or Area E, but not both for the following courses: Behavioral Science 103

Psychology 110, 111, 112, 114, 140

Sociology 140

(b) Credit is given for only one course in each of the following sets:

Psychology 140 or Sociology 140

Behavioral Science 118 or Psychology 118

AREA F - Ethnic Studies

Three units. Select one course.

Ethnic Studies 110, 112, 121

Area Notes

(a) Credit is given in Area D or Area F, but not both for ETST 110, 112, or 121.

COLLEGE OF MARIN COURSES TRANSFERABLE TOWARD BACCALAUREATE DEGREE CREDIT AT THE CALIFORNIA STATE UNIVERSITY

Courses are accepted by California State University for credit toward the baccalaureate degree that College of Marin designates as appropriate for baccalaureate credit. These courses are designated in this catalog with the symbol "(CSU)" at the end of their descriptions. To determine whether a course fulfills

a requirement for a major, consult the catalog of the school to which you intend to transfer or online at ASSIST (www.assist.org), and a counselor. College of Marin credit courses numbered 99 or below are generally not CSU-transferable (Exceptions: PE 70-80). College of Marin credit courses numbered 100 or above are generally CSU transferable, with the following exceptions:

The following courses are not CSU-transferable:

Automotive Technology 250ABC

UNIVERSITY OF CALIFORNIA TRANSFER INFORMATION

General Admission Information to the University of California Campuses: Berkeley, Davis, Irvine, Los Angeles, Merced, Riverside, San Diego, San Francisco, Santa Barbara, and Santa Cruz

The University considers you a transfer applicant if you graduated from high school and enrolled in a regular session at a college or university. As a transfer applicant, you may not disregard your college record and apply as a freshman.

College of Marin transfer students should take courses that are transferable, that satisfy University and college requirements, and that fulfill prerequisites in the major. Advisors in the Admissions Office at the campus you wish to attend and College of Marin counselors can help you with your planning.

The transfer admission requirements described in this section represent the minimum level of achievement to be eligible for admission to the University.

If the number of applicants exceeds the spaces available for a particular campus or major – as is often the case – the campus uses criteria that exceed the minimum requirements to select students. Meeting the minimum requirements, therefore, is not enough to gain admission to many UC campuses and programs.

Transfer Eligibility Requirements for California Residents

To be eligible for admission to UC as a transfer student, you must fulfill both of the following criteria:

1. Complete 60 semester units of transferable college credit with a grade point average of at least 2.4 and no more than 14 semester units may be taken Pass/No Pass. (Any courses taken with Pass/No Pass grading in the winter, spring and summer terms of 2020 will not count toward UC's limit of 14 semester/21 quarter transferable units.)
2. Complete the following course pattern requirements, earning a grade of C or higher in each course:
 - Two transferable college courses (four semester units each) in English composition - English 150 and 151 or 155; and
 - One transferable college course (three semester units) in mathematical concepts and quantitative reasoning; and
 - Four transferable college courses (three semester units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, and the physical and biological sciences. Exception: University of California, Berkeley, College of Letters and Science requires three years of foreign language in high school or two semesters at College of Marin.

If you satisfy the Intersegmental General Education Transfer Curriculum [IGETC] prior to transferring to University of California, you may satisfy Part 2 of the transfer admission requirements. For more information about the IGETC, refer to the Intersegmental General Education Transfer Curriculum in this section of the catalog.

Transfer Admission Guarantees (TAGs)

The College of Marin has transfer admission guarantees with six University of California campuses (Please note: UC Berkeley, UC San Diego, and UCLA do not accept transfer admission guarantees). The TAG program offers guaranteed admission in most majors through a formal agreement that outlines the courses a student must complete and the grade point average that must be earned before transferring. Students can only choose one University of California campus to TAG to, but the program is non-binding, and students may choose to apply to additional colleges and universities through the regular admissions cycle. For links to the UC TAG, visit <https://admission.universityofcalifornia.edu/admission-requirements/transfer-requirements/uc-transfer-programs/transfer-admission-guarantee-tag.html>. To

find out specific details, criteria, and participating universities, contact the Transfer and Career Center or the Counseling Department.

Intersegmental General Education Transfer Curriculum (IGETC) For Transfer to the University of California and California State University

The Intersegmental General Education Transfer Curriculum (IGETC) is a program that College of Marin transfer students can use to fulfill lower division general education requirements at both the University of California and the California State University. There are other options that fulfill general education requirements, but none of the options cover both the University of California and California State University.

The IGETC will permit a student to transfer from College of Marin to a campus in either the University of California or the California State University System without the need, after transfer, to take additional courses to satisfy campus lower division general education requirements. Note: Students are required to complete a communication class (Area 1C) for CSU only.

The IGETC is not an admission requirement to the University of California or California State University. Existing campus specific admission requirements for transfer students remain unchanged.

Important: It is not advisable for all transfer students to follow the IGETC. The IGETC is not recommended for students planning to major in Engineering, Biological and Physical Sciences or majors that require extensive lower division preparation. Contact a College of Marin counselor for further information regarding University of California or California State University schools where completion of the IGETC is not recommended.

Full IGETC Certification

It is strongly recommended that all course work applicable to the IGETC be completed and certified in its entirety prior to transfer in order to be accepted by the University of California or California State University. Certification indicates that all lower division general education requirements for UC or CSU have been met. Courses certified for IGETC must be completed with a grade of C or higher. It shall be the student's responsibility to request certification when requesting the last transcript from College of Marin prior to entering the University of California or California

State University system. Students should contact the Counseling Department to initiate IGETC certification.

In addition to the course requirements for each subject area, full certification for California State University must include completion of the Oral Communication Requirement. For the University of California, Oral Communication is not required, but the certification must include satisfactory completion of a Language Other Than English Requirement.

Courses taken at other institutions may be used to fulfill the IGETC. Students should be aware, however, that placement of courses within IGETC subject areas may vary from college to college. Placement of a course will be based on the college of attendance and its IGETC pattern at the time the course was completed. Please contact the Counseling Department for more information.

Completion of the IGETC program will be certified by the last community college that the student attends. As a general rule, IGETC can be certified for California community college transfer students who have completed transfer units at a University of California, California State University, or independent college provided that the student has completed most of the transfer units at one or more California community colleges.

Partial IGETC Certification

Partial certification is defined as completing all but two (2) courses on the IGETC pattern. Partial certifications must be accompanied by a separate IGETC certification form, which clearly indicates that the certification is "partial," and identifies which requirements remain to be completed. **WARNING:** students need to meet minimum UC/CSU transfer admission requirements. Therefore, partial certification that acknowledges a deficiency in IGETC Area 1 and or 2 may also indicate that a student does not meet minimum transfer requirements. For more information regarding partial certification, please contact the Counseling Department. Determination that courses remaining have been completed after transfer is the responsibility of the receiving UC or CSU campus. Community colleges are not required to recertify a student who is completing IGETC courses after transferring.

Advanced Placement

Advanced Placement Test (AP) scores can be used to satisfy certain areas under IGETC. A score of 3, 4, or 5 is required to grant credit for IGETC certification. An acceptable AP score for IGETC equates to either 3 semester units or 4 quarter units for certification

purposes. Each AP exam may be applied to one IGETC area as satisfying one course requirement, with the exception of Language other Than English (LOTE).

Advanced Placement (AP)

A score of 3, 4, or 5 is required to grant credit for IGETC certification. An acceptable AP score for IGETC equates to either 3 semester or 4 quarter units for certification purposes. Each AP exam may be applied to one IGETC area as satisfying one course requirement, with the exception of Language other Than English (LOTE).

2023-2024 IGETC Program

Symbols:

(+) Indicates that either the University of California or the California State University or both will limit transfer credit. Please refer to "Courses from the College of Marin Acceptable at the University of California (All Campuses)" in this section of the catalog or consult a counselor.

(*) Courses listed in multiple areas shall not be certified in more than one area except for courses in Language Other Than English, which can be certified in both areas 3B and 6A.

(o) Note: Courses approved for Fall 91 may be taken prior to Fall 91. Courses approved for Fall 92 or later may not be taken prior to Fall 92.

AREA 1 - ENGLISH COMMUNICATION

For CSU: select three courses, one each from 1A, 1B, and 1C. For UC, select two courses, one each from 1A and 1B.

1A - ENGLISH COMPOSITION

English 150

1B - CRITICAL THINKING/ENGLISH COMPOSITION

English 151, 155*

1C - ORAL COMMUNICATION (CSU REQUIREMENT ONLY)

Communication 100, 101, 103, 104, 105

AREA 2 - MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

Select one course, three semester units.

2A - Math

Computer Science 117 (same as Math 117)

Math 105, 109, 114, 115+, 116, 117, 121+, 122+, 123+, 124+, 223, 224

Statistics 106, 115+

AREA 3 - ARTS AND HUMANITIES

Select three courses, with at least one course from 3A and one course from 3B, nine semester units.

3A – ARTS

Architecture 100+, 101+, 102+

Art 101, 102, 103, 105, 107, 108, 110, 111, 197

Dance 101, 108

Drama 103, 110

Film 109A, 109B

Music 101, 102, 105, 109

3B – HUMANITIES

American Sign Language 102*, 203*

Drama 116, 117

English 208, 212, 214, 220, 221A, 221B, 222, 223, 224, 225, 230, 235, 237, 240

Ethnic Studies 154, 156

French 102*, 108A, 203*, 204*, 228AB*

History 110*, 111*, 112*

Humanities 100A, 100B, 101, 118, 125

Italian 102*, 108A, 203*, 204*

Japanese 102*, 203*, 204*

Philosophy 110, 111, 115, 116, 117, 118

Spanish 102*, 108A, 128A*, 203*, 204*, 228C

AREA 4 - SOCIAL AND BEHAVIORAL SCIENCES

Select two courses, six semester units. Courses must be selected from two disciplines. Anthropology 102+, 110, 208

Behavioral Science 103, 130, 223

Biology 251

Communication 102, 110, 160

Early Childhood Education 110

Economics 101, 102, 120

Ethnic Studies 110*, 111, 112*, 121*, 151, 214, 216

Geography 100, 102, 109

History 100+, 101, 102, 110*, 111*, 112*, 117+, 118+, 151, 211, 212, 214, 216, 238

Political Science 100+, 101+, 102, 103, 104, 201, 203, 210, 211, 212, 219, 220

Psychology 110, 111+, 112+, 114+, 116+, 140, 204, 205, 230, 251

Sociology 110, 112, 114, 130, 140, 205, 223, 230

Area Notes

(a) Credit is given for only one course in each of the following sets:

Behavioral Science 223 or Sociology 223

Biology 251 or Psychology 251

Ethnic Studies 151 or History 151

Ethnic Studies 214 or History 214

Ethnic Studies 216 or History 216

History 211 or Political Science 211

History 212 or Political Science 212

Political Science 100 or 101

Psychology 111 or Psychology 116

Psychology 140 or Sociology 140

Psychology 205 or Sociology 205

Psychology 230 or Sociology 230

AREA 5 - PHYSICAL AND BIOLOGICAL SCIENCES

Select at least two courses, one course from 5A and one course from 5B, seven to nine semester units. At least one of the courses selected must include a laboratory. Note: students must take both courses in a lecture-lab pairing to satisfy the lab requirement; for example, Biology 110 + Biology 110L meet the requirement, but Biology 110 + Astronomy 117L do not. Courses that are labs or have a lab component are underlined.

5A - PHYSICAL SCIENCE

Astronomy 101

Biology 138

Chemistry 105+, 114+, 115+, 131, 132+, 132E+, 231, 232+

Environmental Science 138

Geography 101, 112

Geology 103, 109, 114, 120+, 121

Physics 108A+, 108B, 110+, 207ABC+

5B - BIOLOGICAL SCIENCE

Anthropology 101

Biology 107, 110+, 112ABC, 120, 138, 162, 224, 235, 240

Environmental Science 138

Kinesiology 107

5C - SCIENCE LABORATORY

Anthropology 101L

Astronomy 117L

Biology 110L+, 112ABC, 120, 138, 162, 224, 235, 240

Chemistry 105L, 114+, 115+, 131, 132+, 231, 232+

Environmental Science 138

Geography 101L

Geology 120L, 121

Physics 108A+, 108B, 110L, 207ABC+

Area Notes

(a) Credit is given for only one course in each of the following sets:

Biology 107 or Kinesiology 107

Biology 138 or Environmental Science 138

(b) Biology 138, Environmental Science 138 may be used for 5A or 5B but not both

AREA 6 - LANGUAGES OTHER THAN ENGLISH (UC Requirement only)

6A - Languages Other Than English

May be met by one of the following:

- Two years of one language other than English in high school with a grade of "C" or higher.
- Satisfactory completion, with a grade of "C" grade or higher, of two years of formal schooling at the sixth grade level or higher in an institution where the language of instruction is not English. Documentation must be presented.
- Completion of one of the following courses:
 - American Sign Language 101, 102*, 203*, 204 French 101, 102*, 203*, 204*, 228AB*
 - Italian 101, 102*, 203*, 204* Japanese 101, 102*, 203*, 204*
 - Spanish 101, 102*, 128A*, 203*, 204*, 228C

Area Note:

Courses listed in multiple areas shall not be certified in more than one area except for courses in Languages Other Than English, which can be certified in both areas 3B and 6A.

AREA 7 - ETHNIC STUDIES

One course, three semester units.

Ethnic Studies 110*, 112*, 121*

CALIFORNIA STATE UNIVERSITY GRADUATION REQUIREMENT IN UNITED STATES HISTORY, CONSTITUTION AND AMERICAN IDEALS.

(This is not a part of the IGETC, but may be completed prior to transfer to the CSU.) Select one course from Group A and one course from Group B

GROUP A - UNITED STATES HISTORY

Ethnic Studies 111, 112, 121, 151 History 100, 117, 118, 151

GROUP B - CONSTITUTION AND AMERICAN IDEALS

Political Science 100, 101

COURSES FROM THE COLLEGE OF MARIN ACCEPTABLE AT THE UNIVERSITY OF CALIFORNIA (ALL CAMPUSES)

All of the following courses are transferable with limitations as indicated.

To determine whether a course fulfills a requirement for a major, you must consult the catalog of the University of California campus to which you plan to transfer. Please see a counselor if you have any questions and for specific requirements that must be met prior to transfer.

ADMINISTRATION OF JUSTICE

110, 111, 118, 204

AMERICAN SIGN LANGUAGE

101*, 102, 203, 204

** Corresponds to two years of high school study.*

ANTHROPOLOGY

101, 101L, 102*, 110, 208

ARCHITECTURE

100*, 101*, 102*, 110**, 111, 120, 121, 130**, 140, 141

**100, 101, and 102 combined: maximum credit, two courses.*

***Any or all of these courses combined:*

maximum credit, 18 semester units per UC Berkeley's College of Environmental Design.

ART

101, 102, 103, 105, 107, 108, 110, 111, 112, 113, 129, 130, 131, 134, 135, 140, 141, 144, 145, 146, 147, 148, 152, 153, 170, 171, 175A, 176AB, 177, 180, 181, 185, 186, 193, 194, 197, 234, 235, 240, 241, 244, 245, 246, 247, 285, 286

ASTRONOMY

101, 117L

BEHAVIORAL SCIENCE

103, 130 (same as SOC 130), 223 (same as SOC 223), 252A, 252B

BIOLOGY

100, 107 (same as KIN 107), 110o, 110Lo, 112ABC, 120, 138 (same as ENV 138), 141, 162, 169A, 171, 224, 235, 240, 251 (same as PSY 251)

o No credit for 110 or 110L if taken after 112ABC.

BUSINESS

101, 107, 108, 110, 112, 113, 163

CHEMISTRY

105, 105L, 114*, 115+, 131, 132oo, 132Eoo, 231, 232oo, 232Eoo

** No credit for 114 if taken after 131*

+ No credit for 115 if taken after 231

oo 132 and 132E combined: maximum credit, one course.

232 and 232E combined: maximum credit, one course.

COMMUNICATION

100, 101, 102, 103, 104, 105, 106, 110, 160

COMPUTER INFORMATION SYSTEMS

110, 215

COMPUTER SCIENCE

117 (same as MATH 117), 130, 135, 138, 150 (same as ENGG 150), 160, 220, 232, 235

COUNSELING

110, 114, 116, 129, 130, 179

DANCE

101, 108, 109AB, 111ABCD, 119AB, 122AB, 123AB, 126ABCD, 128ABCD, 130ABCD, 133ABCD, 160A, 260

** Any or all Dance activity courses combined: maximum credit, 4 units.*

o 117 and activity courses combined: maximum credit, 4 units.

DRAMA

103, 110, 116, 117, 125, 126, 127, 128, 130, 131, 134, 142, 150, 151, 152, 153, 154, 160, 161, 161AB, 162, 163, 163AB, 164, 165, 166, 168, 217, 230, 237, 240, 245, 246, 247, 248, 260

EARLY CHILDHOOD EDUCATION

110

ECONOMICS

101, 102, 120

EDUCATION

110, 111

ENGINEERING

110, 125, 150 (same as COMP 150), 220, 220L, 230, 235, 245

ENGLISH

120SL*, 150, 151, 155, 202, 203, 208, 212, 214, 220, 221A, 221B, 222, 223, 224, 225, 230, 235, 237, 240

**120SL and any other transferable ESL course combined: maximum credit, 8 units.*

ENVIRONMENTAL SCIENCE

138 (same as BIOL 138), 141, 147 (same as BIOL 147)

ETHNIC STUDIES

110, 111, 112, 121, 151, 154, 156, 214, 216

FILM/VIDEO

109A, 109B

FIRE TECHNOLOGY

215

FRENCH

101*, 102, 108A, 203, 204, 228AB

**Corresponds to two years of high school study.*

GEOGRAPHY

100, 101, 101L, 102, 109, 112, 125, 141

GEOLOGY

103, 109, 114, 120+, 120L, 121

+110 and 120 combined: maximum credit, 3 units.

GRAPHIC DESIGN/MULTIMEDIA STUDIES

112, 115, 120, 122, 132

HEALTH EDUCATION

115*, 130*, 140*, 150

**HED 115, HED 130 and HED 140 combined: maximum credit, 1 course. Any or all of these HED courses combined: maximum credit, 8 units.*

HISTORY

100*, 101, 102, 110, 111, 112, 117*, 118*, 151 (same as ETST 151), 211 (same as POLS 211), 212 (same as POLS 212), 214, 216, 238

**100 and 101 combined: maximum credit, one course.*

**100, 117 and 118 combined: maximum credit, two courses.*

HUMANITIES

100AB, 101, 118, 125

ITALIAN

101*, 102, 108A, 203, 204

**Corresponds to two years of high school study.*

JAPANESE

101*, 102, 203, 204

**Corresponds to two years of high school study.*

KINESIOLOGY

107 (same as BIOL 107), 110ABCD*, 112ABCD*, 113AB*, 114*, 116*, 125ABCD*, 126*, 127*, 128*, 132*, 139XYZ** (see Var. Topic), 142ABCD*, 143ABCD*, 144*, 150A*, 153A*, 155ABCD*, 156ABCD*, 160ABCD*, 164*, 164AB*, 169AB*, 173ABCD*, 175*, 176*, 177*, 178*, 179ABCD*, 180*, 182*, 183*, 184*, 190, 191, 192, 193, 194

**Any or all of these Kinesiology activity courses combined: maximum credit, 4 units.*

MATHEMATICS

105*, 109*, 114, 115+ , 116, 117 (same as COMP 117), 121o, 122o, 123o, 124o, 223, 224

**105 and 109 combined: maximum credit, one course.*

+115 and Statistics 115 combined: maximum credit, one course.

o121, 122 and 123, 124 combined: maximum credit, one series.

MUSIC

101, 102, 105, 106, 109, 111, 112, 113, 121, 122, 140, 162, 163, 167, 169, 171, 172, 177, 178, 179, 181, 182, 183, 188, 211, 212, 214, 221, 222, 261, 262, 271, 272, 273, 274, 278, 279, 281, 282, 287, 288

PHILOSOPHY

110, 111, 112, 115, 116, 117, 118

PHYSICAL EDUCATION

070*, 070AB*, 071*, 071AB*, 072AB*, 074AB*, 077AB*

**Any or all of these Physical Education activity courses combined: maximum credit, 4 units.*

PHYSICS

108A+, 108AC, 108B+, 108BC, 110*, 110L, 207A+, 207B+, 207C+

+108A, 108B, and 207ABC combined: maximum credit, one series. Deduct credit for duplication of topics.

**No credit for 110 if taken after 108A or 207A.*

POLITICAL SCIENCE

100*, 101*, 102, 103, 104, 117, 201, 203, 210, 211 (same as HIST 211), 212 (same as HIST 212), 219, 220

**100 and 101 combined: maximum credit, one course.*

PSYCHOLOGY

110, 111+, 112, 114, 116+, 118, 140 (same as SOC 140), 204, 205 (same as SOC 205), 230 (same as SOC 230), 251 (same as BIOL 251)

+111 and 116 combined: maximum credit, one course.

SOCIOLOGY

110, 112, 114, 130 (same as BEHS 130), 140 (same as PSY 140), 205 (same as PSY 205), 223 (same as BEHS 223), 230 (same as PSY 230)

SPANISH

101*, 102, 108A, 128A, 150AB, 203, 204, 228C

**Corresponds to two years of high school study.*

STATISTICS

106, 115* (similar to MATH 115)

**106, 115 and Math 115 combined: maximum credit, one course.*

VARIABLE TOPICS COURSES

(Independent Study, Selected Topics, Internship, Fieldwork, etc.)

Note: The granting of transfer credit for courses of this kind is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty.

Information about internships may also be presented for review, but credit for internships rarely transfers to UC. UC does not grant credit for variable topics courses in Journalism, Photography, Health, Business Administration, Architecture, Administration of Justice (Criminology) or Library Departments because of credit restrictions in these areas.

Program and Course Descriptions

INFORMATION IN CREDIT COURSE LISTINGS

The first part of each course listing contains the course discipline abbreviation, number, title, and the unit value of the course. Example: ENGL 150: Reading and Composition 1A, 4.0 Units. It also contains the hours required for the course, the number of times the course may be repeated for credit (if any), and any prerequisites, corequisites, advisories, or other limitations. The second part of the listing, the course description, is a brief explanation of the material covered in the course. At the end of the listing, University of California (UC) and California State University (CSU) transfer and Associate degree information is included for transferable courses. For further information in this catalog regarding transfer or degree requirements, please refer to Section 4: Graduation and Degree Requirements, and Section 5: Transfer Information.

NONCREDIT COURSES

The college offers free noncredit courses in two areas. For English as a Second Language Noncredit (ESLN/ESLV) courses, please see the ESL listings. For Nursing Education Vocational (VOCN) courses, please see Nursing Education (NE) listings. No credit is awarded for noncredit courses. Noncredit courses have no prerequisites or repeatability restrictions, and vary in the number of hours of instruction offered.

STUDENT UNITS AND HOURS

Credit for courses offered at College of Marin is awarded in semester units. The value of the course is calculated on the basis of one unit for each lecture hour per week for one semester (together with two hours of preparation outside class) or three hours of laboratory work per week for one semester. Semesters (Fall and Spring) are 16 to 18 weeks in duration; the Summer session is 6 weeks. Courses meeting in the Summer session, or for less than the full semester, require an equivalent number of hours prorated on a per week basis.

PREREQUISITES, COREQUISITES, AND ADVISORIES

Prerequisites

A prerequisite is a condition of enrollment that a student is required to meet in order to

demonstrate current readiness for enrollment in a particular course or program. The College requires students to complete prerequisite courses with a grade of C, P, or higher prior to registering in the course requiring the prerequisites. Examples of courses that may require prerequisites:

1. Courses for which specific prerequisites have been justified by content review, the appropriate level of scrutiny and any other validation procedures required by law (Title 5, 55201 a-f).
2. Sequential courses in a degree-applicable program.
3. Courses requiring a prerequisite to transfer to a four-year college.
4. Courses requiring preparation to protect health and safety.
5. Technical or vocational courses or programs that require special preparation.

Equivalent Course Work/Prerequisite Challenges
Some prerequisites may be satisfied by equivalent course work from an accredited institution other than College of Marin. Students also have the right to challenge prerequisites on certain, specified grounds and procedures. Please contact a counselor for more information.

Corequisites

A corequisite is a condition of enrollment consisting of a course that a student is required to take simultaneously in order to enroll in another course. Courses that require corequisites include courses that are part of a closely related lecture-laboratory pairing; for example, Nursing Education 285 and 285L. Students may not enroll in one without enrolling in the other.

Advisories

An advisory is a condition that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program. For example, students enrolled in Biology 110 are advised to also enroll in Biology 110L. Other Limitations Other limitations on enrollment may include:

1. Courses that require public performance or competition.
2. Blocks of courses for which enrollment is limited in order to create a cohort of students.

GRADING SYSTEMS

Different grading systems are used for different courses. Some will be limited to letter grades, some will be limited to pass/no pass grading and the remainder will be optional letter or pass/no pass grades, upon agreement between the instructor and student. For some disciplines, grading is indicated in the catalog before the

discipline's course listings. In general, courses required for a student's four-year major should be taken on a letter grade basis.

COURSE NUMBERING SYSTEM

Courses in this catalog and in the schedule of classes are numbered in the following sequence:

- 0-099: Preparatory/remedial courses and courses that do not apply to the major. Not applicable to the Associate degree (Exception: PE and STSK courses)
- 100-199: Courses taken during the first year of academic work or the first 30 units of course work. Applicable to the Associate degree.
- 200-299: Courses taken during the second year of academic work or the second 30 units of course work. Applicable to the Associate degree.
- 039/139 - Selected Topics: New "pilot" courses (039: preparatory/ remedial courses not applicable to the Associate Degree; 139: may be applicable to the Associate degree and are accepted for CSU elective credit [with limit]). (Selected Topics courses are not listed in this catalog.)
- 249 - Independent Study: Offered in most disciplines, by prior arrangement with instructor, for 1 to 3 units, requiring 3 laboratory hours weekly per unit. Please see Independent Study listing. Independent Study courses may be applicable to the Associate Degree.

REPEATABLE COURSES

Under certain circumstances, students may repeat courses in which a grade of "C" or higher or "CR" or "P" was earned. Effective Fall 2013, many courses in Art, Dance, Drama, Music, and Kinesiology are no longer eligible for repeatability. Current courses that are repeatable are identified in the course descriptions. For more information about course repetition, please see Section 2 of this catalog, "Admissions, Registration, and Academic Information."

Administration of Justice - AJ

Program Information

There are excellent and increasing opportunities for men and women in all areas of the administration of justice field. Education and training is becoming more important for those who seek careers in criminal justice. This program is designed to provide a solid foundation of knowledge that will prepare the student for initial employment, advancement, or transfer to a four-year college or university.

A.S. in Administration of Justice, Occupational

(Certificate of Achievement also awarded)

A.S. Degree Major

An Associate in Science degree is awarded for satisfactory performance in major courses, as well as completion of general education and graduation requirements. Students wishing to earn a degree in Administration of Justice should be aware that it might take longer than two years. However, courses are offered on a two-year cycle, and with planning, a student can complete a degree in a two-year period.

Major Requirements (Total 27 Units)

- AJ110 - Introduction to Administration of Justice 3
- AJ111 - Criminal Law 3
- AJ113 - Criminal Procedures 3
- AJ116 - Juvenile Law and Procedure 3
- AJ118 - Community Oriented Policing and Problem Solving 3
- AJ204 - Crime and Delinquency 3
- AJ212 - Criminal Evidence 3
- AJ215 - Introduction to Investigation 3
- AJ220 - Vice, Narcotics, and Organized Crime 3

Program Learning Outcomes

- Define and use criminal justice system key terms, concepts and theories.
- Identify how the U.S. Constitution applies to the actions and conduct of peace officers.
- Demonstrate effective communication orally and in writing, resulting in thorough analysis and understanding of criminal justice topics.
- Develop a plan to enter and succeed in a career within the criminal justice system.
- Recognize elements, classifications and definitions involving crimes against persons and crimes against property.
- Reflect critically on developments in criminal justice policy and implementation and the relationship of these policies to the wider political and social environment.

AS-T Administration of Justice

A.S. Degree for Transfer

This degree is primarily intended for the student who wants to earn a degree on the way to transferring to a California State University.

To complete this Associate Degree for Transfer, a student must:

1. Complete 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - The Intersegmental General Education Transfer Curriculum (IGETC) or The California State

University General Education –
Breadth Requirements.

- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Complete all courses in the major with a grade of “C” or better, or “P” if the course is taken as “pass/no pass.”
 3. Obtain a minimum grade point average of 2.0.

Major Requirements (Total 18 - 19 Units)

1. Required Core (Total 6 Units)

AJ110 - Introduction to Administration of Justice 3

AJ111 - Criminal Law 3

2. List A - select two courses (Total 6 Units)

AJ113 - Criminal Procedures 3

AJ116 - Juvenile Law and Procedure 3

AJ118 - Community Oriented Policing and
Problem Solving 3

AJ212 - Criminal Evidence 3

AJ215 - Introduction to Investigation 3

3. List B - select two courses; may include any List A course not already used. (Total 6 - 7 Units)

PHIL112 - Introduction to Logic 3

SOC110 - Introduction to Sociology 3

PSY110 - Introduction to Psychology 3

MATH115 - Probability and Statistics 4

Or STAT115 - Introduction to Statistics 4

Double-Counted Units (IGETC/CSU-GE) 0 - 6

IGETC/CSU-GE Units 37 - 39

Elective Units (following the IGETC pattern) 4 - 11

Elective Units (following the CSU-GE pattern) 2 - 9

Total Degree Units 60

Program Learning Outcomes

- Define and use criminal justice system key terms, concepts and theories.
- Identify how the U.S. Constitution applies to the actions and conduct of peace officers.
- Demonstrate effective communication orally and in writing, resulting in thorough analysis and understanding of criminal justice topics.
- Recognize elements, classifications and definitions involving crimes against persons and crimes against property.
- Reflect critically on developments in criminal justice policy and implementation and the relationship of these policies to the wider political and social environment.
- Develop a plan to enter and succeed in a career within the criminal justice system.

Course Information

Note: For UC transfer credits, A J 118 and A J 204 combined: maximum credit, 1 course.

AJ100: Criminal Justice and Society

1.5 Units

(No prerequisite.) This course provides students the opportunity to begin the study of the legal, judicial, law enforcement, and corrections systems of the United States. (CSU)

AJ110: Introduction to Administration of Justice

3.0 Units

(No prerequisite.) The history and philosophy of justice as it evolved throughout the world; in-depth study of the American system and the various subsystems; roles and role expectations of criminal justice agents in their interrelationships in society; concepts of crime causation, punishments and rehabilitation; ethics, education, and training for professionalism in the social system.

(CSU/UC) C-ID: AJ 110

AJ111: Criminal Law

3.0 Units

(No prerequisite.) Historical development, philosophy of law and constitutional provisions; definitions, classifications of crimes and their applications to the system of administration of justice; legal research, review of case law, methodology, and concepts of law as a social force. Explores crimes against persons, property, and the state as a social, religious, and historical ideology. (CSU/UC) C-ID: AJ 120

AJ113: Criminal Procedures

3.0 Units

(No prerequisite.) This course follows the life of a criminal case from beginning to end, starting with an overview of the historical and ethical underpinnings of criminal law, and proceeding chronologically through each step of a criminal investigation and prosecution. The course explores police practices, constitutional rights for those suspected of committing a crime, prosecutorial discretion in deciding whether to and how to charge a criminal case, court procedures for the intake of new criminal matters, the trial process and strategies from both defense and prosecution perspectives, and sentencing and incarceration. (CSU) C-ID: AJ 122

AJ116: Juvenile Law and Procedure

3.0 Units

(No prerequisite.) Techniques of handling juvenile offenders and victims; prevention and repression of delinquency; diagnosis and referral; organization of community resources. Juvenile law

and juvenile court procedures. (CSU) C-ID: AJ 220

AJ118: Community Oriented Policing and Problem Solving

3.0 Units

(No prerequisite.) An introduction to the criminal justice agent and the community relationship; causal and symptomatic aspects of community understanding; exploration of cooperation and mistrust; study of behavioral causes; ways to develop and maintain amicable relationships in order to maintain a safe community and the concept of Community Oriented Policing and Problem Solving. (CSU/UC) C-ID: AJ 160.

AJ204: Crime and Delinquency

3.0 Units

(No prerequisite.) An introduction to the major theoretical explanations of criminal behavior; social and economic factors which contribute to crime; major typologies of criminal behavior; criminal justice systems and research; courts, probation and parole; police and other institutions. The course takes a sociological perspective and integrates theories from sociology, criminology, and criminal justice. (CSU/UC) AA/AS Area B, CSU Area D-0

AJ212: Criminal Evidence

3.0 Units

(No prerequisite.) Origin, development, philosophy, and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizures; kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights; and case studies viewed from a conceptual level. (CSU) C-ID: AJ 124

AJ215: Introduction to Investigation

3.0 Units

(No prerequisite.) Fundamentals of investigation; techniques of crime scene search and recording; collection and preservation of physical evidence; modus operandi processes; sources of information; interview and interrogation; follow-up investigation. (CSU) C-ID: AJ 140

AJ220: Vice, Narcotics, and Organized Crime

3.0 Units

(No prerequisite.) This course examines the relationship between organized crime and the community. It covers the impact of organized crime, history of organized crime, relationship to the social structure, symptoms of organized crime (e.g. corruption, dysfunctional behavior, violence), and attempts to control organized crime and the role of the legal system. Sociological theory and

concepts from criminal justice are integrated into the course. (CSU)

American Sign Language - ASL

Program Information

American Sign Language (ASL) courses are designed to meet the needs of the Deaf community in the United States and Canada. American Sign Language is a full natural language at the core of a new literary tradition, in both poetry and theatre. It is an alternative language choice for students completing general education humanities requirements at College of Marin. Policy Statement Regarding Sequence of Enrollment in American Sign Language Classes Although students are advised to enroll in language courses sequentially, they will not be precluded from enrolling in lower level language classes after completion of more advanced courses. Students should be aware, however, that units resulting from the lower level courses may not be accepted at transfer institutions as a part of the required transferring units.

Course Information

ASL101: Elementary Sign Language I

4.0 Units

(No prerequisite.) This introductory course emphasizes visual readiness skills for recognition and expression of appropriate facial expressions and body movements, response to commands, and learning how to visualize the environment. Communicative functions, vocabulary, grammar, and cultural aspects of the deaf community are introduced and studied. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 6A: UC Language other than English

ASL102: Elementary Sign Language II

4.0 Units

(Prerequisite: ASL 101.) A continuation of ASL 101; exchanging information, identifying others, making requests, giving reasons, options, simple directions, and asking for clarification. Discussions revolve around classes, the campus, home, work and transportation, physical descriptions of people and objects, general conversation skills, visual perception and specific specialization skills, and the continuation of the cultural study of the deaf community. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6A: UC Language other than English

ASL110: History and Culture of Deaf People in America

3.0 Units

(No prerequisite.) This course presents historical and basic anthropological aspects of American Deaf culture to enhance students' knowledge and understanding of the target language, culture, and community. Relationships between practices and perspectives as well as between products and perspectives of Deaf culture are explored through a variety of media. (CSU) AA/AS Areas B, C and G; CSU Areas C-2 or D-1

ASL203: Intermediate Sign Language III

4.0 Units

(Prerequisite: ASL 102.) This course is a continuation of ASL 101 and 102, expanding upon the conversational and grammar functions, and delving more deeply into Deaf Culture. Skills to be learned include locating things, asking for solutions to everyday problems, telling about life events and personal background, making suggestions and requests, and asking permission. Students learn how to engage in more sustained communication in ASL, sometimes on philosophical and cultural topics. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6A: UC Language other than English

ASL204: Intermediate Sign Language IV

4.0 Units

(Prerequisite: ASL 203.) This course strives for a higher level of conversational and narrative skills. Topics include ASL literature, vocabulary review and definitions, narrative structure, transitions, grammar notes, classifiers, and advanced sentence structure. (CSU/UC) AA/AS Area C, IGETC Area 6: UC Language other than English

Anthropology - ANTH

Program Information

Anthropology is a scientific discipline concerned with all aspects of humankind: human biology and genetics; ancestral fossils and evolutionary processes; primates; cultures of the world; language and customs; cross-cultural marriage and family processes; prehistory and archaeology; art, healing, religion, and technology. Because it is such a diverse discipline, one may find anthropologists uncovering our early ancestors in Africa, excavating a pyramid in Central America, studying peoples in New Guinea or in San Francisco, collecting information on orangutans in Southeast Asia, and advising business and government on customs in India.

AA-T Anthropology

A.A. Degree for Transfer

This degree is primarily intended for the student who wants to earn a degree on the way to transferring to a California State University. To complete this Associate Degree for Transfer, a student must:

1. Complete 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - The Intersegmental General Education Transfer Curriculum (IGETC) or The California State University General Education – Breadth Requirements.
 - A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Complete all courses in the major with a grade of “C” or better, or “P” if the course is taken as “pass/no pass.”
3. Obtain a minimum grade point average of 2.0.

Major Requirements (Total 19 - 21 Units)

1. Required Core (Total 9 Units)

ANTH101 - Introduction to Physical/Biological Anthropology 3

ANTH102 - Introduction to Cultural Anthropology 3

ANTH110 - Introduction to Archaeology and Prehistory 3

2. List A - select one course (Total 4 Units)

MATH115 - Probability and Statistics 4

STAT115 - Introduction to Statistics for Business 4

3. List B - select one to two courses (Total 3 - 5 Units)

PSY/SOC205 - Introduction to Research Methods 3

BIOL120 - Human Anatomy 5

GEOL103 - Environmental Geology 3

GEOG125 - Intro Geog Info Systems 3

GEOL 120 and 120L 4

GEOL120 - Physical Geology 0

GEOL120L - Physical Geology Laboratory 0

4. List C - select one course; may select any List B course not already used. (Total 3 Units)

ANTH208 - Magic, Folklore, and Healing 3

COMM102 - Intercultural Communication 3

ETST110 - Introduction to Ethnic Studies 3

GEOG102 - Human Environment 3

HUM118 - Introduction to World Religions 3

SOC110 - Introduction to Sociology 3

ETST/HIST151 - Ethnic Studies: Native American History 3

ETST/HIST214 - History of Latin America 3

Double-Counted Units (IGETC/CSU-GE) 15 - 19
IGETC/CSU-GE Units 37 - 39
Elective Units (following the IGETC pattern) 16 – 23
Elective Units (following the CSU-GE pattern) 14 – 21
Total Degree Units 60

Program Learning Outcomes

- Explain and apply fundamental terminology and concepts from the fields of Anthropology regarding human physical variation, behavior and differences in culture.
- Identify and explain the theoretical and methodological approaches used by the various anthropological disciplines to investigate and analyze humans.
- Explain human physical diversity within a bio-cultural, evolutionary framework.
- Compare and contrast patterns of cultural similarity (interrelated patterns of culture) and diversity (uniqueness).
- Evaluate the impacts of globalization on humans from an anthropological perspective.

Note: GEOL 110, ANTH 103, 204, or 215 is no longer available in List B or List C due to course deactivation.

Course Information

Note: For UC transfer credits, ANTH 102 and ANTH 103 combined: maximum credit, 1 course.

ANTH101: Introduction to Physical/Biological Anthropology

3.0 Units

(No prerequisite.) This course examines evolutionary theory as a unifying theory that encompasses human variation and human evolution, as well as genetics and the human genome. Topics include primates, including behavior, anatomy, features of the skeletal system, and the current threat of habitat loss; forensic analysis; archaeological theory and methodology; scientific method; and an overview of the most significant fossil sites that relate to human evolution. The department has an extensive collection of fossil casts that allows students the opportunity to actually see them in person rather than relying solely upon photographs or descriptions. Some instructors may require field trips to local zoos, museums or lectures. (CSU/UC) AA/AS Area A, CSU Area B-2, IGETC Area 5B, C-ID: ANTH 110

ANTH101L: Physical/Biological Anthropology Laboratory

1.0 Units

(Prerequisite: ANTH 101 or concurrent enrollment.) Laboratory and related exercises selected from the fields of: genetics, the human genome, human variability, medical genetics, nonhuman primates, human dental and skeletal anatomy, forensics, primate behavior, reconstruction, fossil hominids, the scientific method including probability and research design. This course covers in greater detail areas which are taught in ANTH 101 and which require the active participation of students in learning how to accomplish specific tasks related to the above areas. Field trips may be included. (CSU/UC) AA/AS Area A, CSU Area B-3, IGETC Area 5C, C-ID: ANTH 115

ANTH102: Introduction to Cultural Anthropology

3.0 Units

(No prerequisite.) The study of human behavior from a cross cultural perspective. Emphasis is placed on non Western societies. Areas that may be covered are social organization, belief systems and ritual behavior, socialization, psychological anthropology, economic organization, social stratification, theory, and other selected topics. A goal of the course is to create a greater degree of cross cultural awareness by attempting to promote an understanding of and appreciation for the richness and diversity of human culture. (CSU/UC) AA/AS Area B, CSU Area D-1, IGETC Area 4A, C-ID: ANTH 120

ANTH110: Introduction to Archaeology and Prehistory

3.0 Units

(No prerequisite.) This course includes the methods of recovery, analysis and interpretation of material culture, current research questions, current controversies, frauds of the past, ethical problems confronting the archaeologist and some of the spectacular discoveries. Some of the questions to be explored include the origin of art and writing, the evolution of tool making, how and why agriculture began, why civilizations rose and fell, and who settled the Americas. (CSU/UC) AA/AS Area B, CSU Area D-1, IGETC Area 4A, C-ID: ANTH 150

ANTH208: Magic, Folklore, and Healing

3.0 Units

(No prerequisite.) This course surveys belief systems and folklore from a cross cultural perspective. It asks: What do we know about the origins of belief systems? Why do people in most societies believe in unseen spirits and powers? How do people use supernatural or special powers to gain control over their own lives or the

lives of others? What is the subdiscipline of folklore and how does it relate to the subject matter and to anthropology as a whole? Examples are drawn from a wide variety of cultural areas. (CSU/UC) AA/AS Area B, CSU Area D, IGETC Area 4

Architecture - ARCH

Program Information

Architecture is challenging and exciting; it's key to our daily experience and to the health of the environment. The architect integrates user needs, materials, building structure, codes, schedule, and budget—all while simultaneously designing buildings that delight and inspire. College of Marin offers courses in architectural design, drawing and presentation, professional practice, computer aided design and modeling, and the history of architecture. The two year A.S. degree program serves those who seek knowledge and skills for work in architecture, architectural drafting and modeling, construction, and other fields where knowledge of history, design, and communication is useful. Courses in the program also serve students who want to transfer to both undergraduate and graduate schools of architecture. And, the program is full of opportunities for those seeking personal enrichment.

A.S. in Architecture

A.S. Degree Major

The associate degree program in Architecture is designed to prepare students for work in architecture, architectural drafting and illustration, construction, and other fields where knowledge of architectural history, design, and communication is useful. Students who complete the requirements listed below, plus additional general education and graduation requirements, will be awarded the associate degree. All students should consult a counselor.

Major Requirements (Total 28 Units)

1. Required Core (Total 24 Units)

ARCH100 - History of Architecture I 3
ARCH101 - History of Architecture II 3
ARCH102 - History of Architecture III 3
ARCH110 - Beginning Architectural Design 4
ARCH111 - Intermediate Architectural Design 4
ARCH120 - Introduction to Visual Representation and Architectural Drawing 4
ARCH130 - Introduction to Architecture and Environmental Design 3

2. Select one course (Total 4 Units)

ARCH121 - Intermediate Architectural Drawing 4

ARCH140 - Digital Modeling for Architectural Design 4

ARCH141 - Computer Drawing for Architecture and Construction 4

Program Learning Outcomes

- Gather and analyze site and programmatic requirements.
- Develop rigorous and innovative personal approaches to conceptual design.
- Present final designs in written, graphic, 3-dimensional model, and oral formats.
- Synthesize and employ discipline-specific knowledge in the language and terminology of architecture, the tools for design and documentation, the history of architecture, current building materials and methods, basic engineering concepts, and green building concepts.
- Understand their own built environment and be able to contribute to community planning and public discourse.

Course Information

Note: For UC transfer credits, ARCH 100, ARCH 101 and ARCH 102 combined: maximum credit, 2 courses.

ARCH100: History of Architecture I

3.0 Units

(No prerequisite.) This class traces the development of architecture and cities throughout the world from the earliest permanent settlements at the end of the Ice Age to the 1100s C.E., emphasizing the evolution of architectural ideas and the connection between architecture and culture. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

ARCH101: History of Architecture II

3.0 Units

(No prerequisite.) This class traces the development of architecture and cities throughout the world from the 1100s C.E. to the end of the nineteenth century, emphasizing the evolution of architectural ideas and the connection between architecture and culture. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

ARCH102: History of Architecture III

3.0 Units

(No prerequisite.) This class traces the development of architecture and cities throughout the world from the late 19th century CE to the present, emphasizing the evolution of architectural ideas and the connection between architecture

and culture. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

ARCH110: Beginning Architectural Design

4.0 Units

(No prerequisite.) This design course explores fundamental principles and issues of architectural design through the use of abstract design projects. Students interested in architecture, interior design, landscape design, engineering, building construction, gallery or theatre design, sculpture and other fine arts create their own solutions, moving from beginning sketches through development to final models. Students develop an architectural vocabulary and thought process in a group studio environment, and address formal, symbolic and contextual concepts of architecture. (CSU/UC)

ARCH111: Intermediate Architectural Design

4.0 Units

(Prerequisites: ARCH 110 and 120.) This design course explores local urban and rural architecture through lectures, design projects, site visits, model building and drawings, and individual and group critiques. Human needs, social factors, public/private issues, historic precedent and aesthetic perception are emphasized. Students learn about design methodology, site and program analysis, and presentation techniques. Students further address formal, symbolic, and contextual issues of architecture. (CSU/UC)

ARCH120: Introduction to Visual Representation and Architectural Drawing

4.0 Units

(No prerequisite.) In this introductory studio course, students learn the tools of architectural representation through the use of several visual media. Students learn both freehand drawing and drafting skills to convey ideas concerning design and the environment. Topics include plan, elevation, section, contour, presentation rendering skills, color, design, and strategies for three-dimensional drawing including perspective. Communication between designers, clients and builders is emphasized. Appropriate for those interested in architectural, urban, interior and landscape design, and construction and engineering. (CSU/UC)

ARCH121: Intermediate Architectural Drawing

4.0 Units

(Prerequisite: ARCH 120. Advisories: ARCH 110 and 130; may be taken concurrently.) A practical intermediate course in architectural drawing. It builds on basic drawing and lettering techniques, and introduces more advanced applications for architectural projections (plan, section and

elevation), detail and working drawings, and architectural rendering. Basic wood frame construction is introduced and applied to practical architectural and construction problems. (CSU/UC)

ARCH130: Introduction to Architecture and Environmental Design

3.0 Units

(No prerequisite.) This course provides a foundation for future architecture, interior design, landscape architecture, and city planning courses. It explores the basic elements of architecture and the built environment including form, organizational principles, context, materials, and the sensory qualities of design. The design process and professional practice are also addressed. Emphasis is placed on the process of developing one's personal approach to design, the ways in which people experience architecture, and the relationship of architecture to society. (CSU/UC)

ARCH140: Digital Modeling for Architectural Design

4.0 Units

(Advisory: ARCH 120, and ARCH 110 or 130.) Students learn basic 3D computer modeling applications for use in architectural design and related fields, augmenting hand modeling and drawing techniques already in place. Includes use of computer-based presentation tools for effective communication; these will be helpful in the design studio and later with clients and broader audiences such as city planners and neighbors. The class uses current industry-standard software, currently SketchUp Pro and Rhino. Software provided, computer provided as needed. The concepts learned will also serve students encountering other modeling/presentation programs in the future. (CSU/UC)

ARCH141: Computer Drawing for Architecture and Construction

4.0 Units

(Advisory: ARCH 120, ARCH 110 or 130.) Students learn the skills needed to produce 3D computer models and to extract 2D construction drawings from them (plans, sections and elevations). These skills reinforce the hand-drawing conventions taught in ARCH 120. Students acquire the tools for project development and construction drawing necessary in internships and practice. Emphasizes the effective communication and logical organization that facilitates drawing, the revision process and collaboration. The class is taught using industry-standard software, currently Autodesk's Revit.

Basic concepts and skills apply to similar modeling software. (CSU/UC)

ARCH142: Intermediate Digital Projects

4.0 Units

(Prerequisite: ARCH 140 or 141.) Students build on skills learned in the prerequisite classes by integrating them with related software (Autodesk, Adobe, Trimble, Rhino) and exploring new applications such as fabrication (3D printing and laser cutting), animated fly-throughs, and virtual reality. Those who have learned basic Revit in ARCH 141 may conduct further study within that program (rendering, project sharing, and BIM) as well as broader applications for it. (CSU)

Art - ART

Program Information

The study of art will enrich the student's experience of the world, and encourage the student to draw upon creative resources. An education in art can lead to professional or vocational careers, as well as enhance abilities in other fields. The Art Department offers a foundation in theoretical and practical skills, and the opportunity to work in a wide variety of specific art media.

A.A. in Art

A.A. Degree Major

The Art Program provides transfer, professional preparation, personal development, general interest, and general education, as well as an Associate in Arts degree. Students who complete the requirements listed below, plus additional general education and graduation requirements, will be awarded the associate degree. Courses are offered at both campuses. Students may take courses at either campus to fulfill requirements for the major. All students should consult a counselor. Major Requirements (Total 23 Units)

1. Required Core (Total 8 Units)

ART112 - 2-D Art and Design Foundations 4

ART130 - Drawing and Composition I 4

2. Select one art history course (Total 3 Units)

ART101 - History of Western Art: Ancient - Medieval 3

ART102 - History of Western Art: Medieval - Nineteenth Century 3

ART103 - History of Western Art: Nineteenth and Twentieth Centuries 3

ART105 - Introduction to Contemporary Art 3

ART107 - Art of the United States: A Diverse History 3

ART108 - History of Arts of the Americas 3

ART111 - History of Art: A Global Perspective 3

3. Electives (Total 12 Units)

ART113 - 3-D Art and Design Foundations 4

ART116 - Jewelry & Small Metals I 4

ART118 - Art Gallery: Exhibit Design & Art Installation I 4

ART129 - Traditional Materials & Techniques of Drawing & Painting 4

ART134 - Introduction to Life Drawing 4

ART140 - Painting I 4

ART144 - Watercolor I 4

ART146 - Life Painting I 4

ART148 - Color Theory 4

ART152 - Introduction to Printmaking 4

ART165 - Fiber Sculpture I 4

ART170 - Ceramics I 4

ART175A - Ceramic Art Techniques from Ancient and Indigenous Cultures 4

ART180 - Sculpture I 4

ART185 - Life Sculpture I 4

ART193 - Beginning Digital Photography 4

Program Learning Outcomes

- Demonstrate the ability to create expressive artistic works utilizing techniques and methods within the disciplines included in the degree program.
- Demonstrate the ability to create conceptual ideas using analytical problem solving skills.
- Demonstrate the use of appropriate terminology in evaluating art and design.
- Demonstrate an awareness of the creative and cultural achievements of humanity throughout history

A.S. in Applied Design: Three-dimensional, Occupational

A.S. Degree Major

This program offers a problem solving approach to design. Students select the emphasis area (either two-dimensional or three dimensional) that is most compatible with their occupational goals. Students who complete the requirements listed below, plus additional general education and graduation requirements, will be awarded the associate degree. All students should consult a counselor.

Major Requirements (Total 35 Units)

1. Required Core (Total 16 Units)

ART112 - 2-D Art and Design Foundations 4

ART113 - 3-D Art and Design Foundations 4

ART130 - Drawing and Composition I 4

ART148 - Color Theory 4

2. Art History or Business (Total 3 Units)

ART101 - History of Western Art: Ancient - Medieval 3

ART102 - History of Western Art: Medieval - Nineteenth Century 3

ART103 - History of Western Art: Nineteenth and Twentieth Centuries 3

ART105 - Introduction to Contemporary Art 3

ART107 - Art of the United States: A Diverse History 3

ART108 - History of Arts of the Americas 3

ART111 - History of Art: A Global Perspective 3

BUS101 - Introduction to Business 3

3. Three-dimensional Design Emphasis (Total 16 Units)

ART116 - Jewelry & Small Metals I 4

ART117 - Jewelry & Small Metals II 4

ART118 - Art Gallery: Exhibit Design & Art Installation I 4

ART119 - Art Gallery: Exhibit Design & Art Installation II 4

ART165 - Fiber Sculpture I 4

ART166 - Fiber Sculpture II 4

ART170 - Ceramics I 4

ART171 - Ceramics II 4

ART180 - Sculpture I 4

ART181 - Sculpture II 4

ART185 - Life Sculpture I 4

ART186 - Life Sculpture II 4

Program Learning Outcomes

- Evaluate and critique art/design/architecture/interior design works in terms of formal design criteria: Elements of design (line, space, shape, value, color, texture), and Principles of design (balance, repetition, variation, emphasis, economy, proportion).
- Critically analyze and discuss diverse historical, and contemporary works of art, architecture and design.
- Create art that engages and builds on historical and contemporary practices, materials, and theories of art.
- Translate conceptual and visual experience into images, objects or architectural/interior designs.
- Present finished artwork for peer, professional and academic review.

A.S. in Applied Design: Two-dimensional, Occupational

A.S. Degree Major

This program offers a problem solving approach to design. Students select the emphasis area (either two-dimensional or three dimensional) that is most compatible with their occupational goals. Students who complete the requirements listed below, plus additional general education and graduation

requirements, will be awarded the associate degree. All students should consult a counselor.

Major Requirements (Total 35 Units)

1. Required Core (Total 16 Units)

ART112 - 2-D Art and Design Foundations 4

ART113 - 3-D Art and Design Foundations 4

ART130 - Drawing and Composition I 4

ART148 - Color Theory 4

2. Art History or Business (Total 3 Units)

ART101 - History of Western Art: Ancient - Medieval 3

ART102 - History of Western Art: Medieval - Nineteenth Century 3

ART103 - History of Western Art: Nineteenth and Twentieth Centuries 3

ART105 - Introduction to Contemporary Art 3

ART107 - Art of the United States: A Diverse History 3

ART108 - History of Arts of the Americas 3

ART111 - History of Art: A Global Perspective 3

BUS101 - Introduction to Business 3

3. Two-dimensional Design Emphasis (Total 16 Units)

ART131 - Drawing and Composition II 4

ART134 - Introduction to Life Drawing 4

ART135 - Life Drawing II 4

ART140 - Painting I 4

ART141 - Painting II 4

ART144 - Watercolor I 4

ART145 - Watercolor II 4

ART152 - Introduction to Printmaking 4

ART153 - Printmaking II 4

Program Learning Outcomes

- Evaluate and critique art/design/architecture/interior design works in terms of formal design criteria: Elements of design (line, space, shape, value, color, texture), and Principles of design (balance, repetition, variation, emphasis, economy, proportion).
- Critically analyze and discuss diverse historical, and contemporary works of art, architecture and design.
- Create art that engages and builds on historical and contemporary practices, materials, and theories of art.
- Translate conceptual and visual experience into images, objects or architectural/interior designs.
- Present finished artwork for peer, professional and academic review.

AA-T Art History

A.A. Degree for Transfer

Associate in Arts in Art History for Transfer degree (AA-T) is primarily intended for the student who

wants to earn a degree on the way to transferring to a California State University.

To complete this Associate Degree for Transfer, a student must:

1. Complete 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - The Intersegmental General Education Transfer Curriculum (IGETC) or The California State University General Education – Breadth Requirements.
 - A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Complete all courses in the major with a grade of “C” or better, or “P” if the course is taken as “pass/no pass.”
3. Obtain a minimum grade point average of 2.0.

Major Requirements (Total 22 - 24 Units)

1. Required Core (Total 13 Units)

ART101 - History of Western Art: Ancient - Medieval 3

ART102 - History of Western Art: Medieval - Nineteenth Century 3

ART103 - History of Western Art: Nineteenth and Twentieth Centuries 3

ART130 - Drawing and Composition I 4

2. List A - select one course (Total 3 Units)

ART108 - History of Arts of the Americas 3

ART110 - Introduction to the History of Islamic Art 3

ART111 - History of Art: A Global Perspective 3

3. List B - select one course (Total 3 - 4 Units)

ART112 - 2-D Art and Design Foundations 4

ART113 - 3-D Art and Design Foundations 4

ART134 - Introduction to Life Drawing 4

ART170 - Ceramics I 4

ART180 - Sculpture I 4

MMST112 - Graphic Design I 3

GDES112 - Graphic Design I 3

4. List C - select one course; may select any course from List A or B not already used.

(Total 3 - 4 Units)

ART105 - Introduction to Contemporary Art 3

ART107 - Art of the United States: A Diverse History 3

ARCH100 - History of Architecture I 3

ARCH101 - History of Architecture II 3

ARCH102 - History of Architecture III 3

DANC108 - Dance History: Dancing - The Pleasure, Power, and Art of Movement 3

DRAM110 - Introduction to the Theatre 3

DRAM150 - Introduction to Theatre Production 3

DRAM260 - Musical Theatre Production

Workshop 3

FILM109A - History of Cinema: Beginning to World War II 4

FILM109B - Analysis and History of Contemporary Media 3

MUS101 - Introduction to Classical Music 3

MUS102 - Music Masterworks 3

MUS105 - Rock, Pop and Jazz 3

MUS106 - Music Fundamentals 3

Double-Counted Units (IGETC/CSU-GE) 6

IGETC/CSU-GE Units 37 - 39

Elective Units (following the IGETC pattern) 5 - 7

Elective Units (following the CSU-GE pattern) 3 - 5

Total Degree Units 60

Program Learning Outcomes

- Demonstrate an understanding of the relationship between various forms of historical art and their socio-historical context.
- Demonstrate abilities to analyze historical and contemporary art through specific analytical frameworks, including (but not limited to) formal, social, political, class, race and/or gender.
- Demonstrate critical thinking and visual literacy skills through oral and written analysis of historic and contemporary forms of visual art.

Course Information

Note: For UC transfer credits, ART 190, ART 191, ART 192 and ART 290 combined: maximum credit, 6 units.

ART101: History of Western Art: Ancient - Medieval

3.0 Units

(No prerequisite.) An introductory survey of objects, images, and architecture from the Paleolithic era to the Medieval period (prehistory through ca. 1000 CE), addressing the importance of religious, social, and political influences on the art of prehistoric, Mesopotamian, Egyptian, Greek, Roman, early Christian, Byzantine and Medieval European cultures. Emphasizes developing and enhancing students' ability to understand works of art in their social and historical contexts. May require field trips to local museums, galleries, or lectures. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

ART102: History of Western Art: Medieval - Nineteenth Century

3.0 Units

(No prerequisite.) An introductory survey of European art, architecture, and sculpture from

medieval times to the mid-nineteenth century. Addresses the importance of religious, social, and political influences on the art of the Medieval, Renaissance, Baroque, Neoclassical, and Romantic periods. Emphasis on developing and enhancing students' ability to understand works of art in their social and historical contexts. May require field trips to local museums, galleries, or lectures. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

ART103: History of Western Art: Nineteenth and Twentieth Centuries

3.0 Units

(No prerequisite.) A chronological survey of western art, architecture, and visual culture from Neoclassicism to the era of globalization. Addresses the impact of social, economic, technological, and political change on modern and post-modern art. Emphasis on developing and enhancing the ability to understand works of art in their social and historical contexts. May require field trips to local museums, galleries, or lectures. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

ART105: Introduction to Contemporary Art

3.0 Units

(No prerequisite.) An introduction to recent and contemporary art (c. 1960s to the present). We will focus on contemporary art genres and their origins, including installation, performance, new media, conceptual, street art, and others. At the same time, we will address the impact of social, economic, technological, and geopolitical changes on art, artists, and the art world. Emphasis is placed on developing and enhancing students' ability to understand works of art in their social and historical contexts. May require field trips to local museums, galleries, or lectures. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

ART107: Art of the United States: A Diverse History

3.0 Units

(No prerequisite.) A historical and comparative survey of Euro-American, Native American, African-American, Asian American, and Latinx art and artists working in the United States. Examines how artists and artisans from these diverse groups have used various art forms to speak to specific historical, social, and political circumstances and values within their community from 1800 to the present. Emphasis placed on developing and enhancing student ability to understand works of art in their original social and historical contexts. May require field trips to local museums, galleries,

or lectures. (CSU/UC) AA/AS Areas C and G, CSU Area C-1, IGETC Area 3A

ART108: History of Arts of the Americas

3.0 Units

(No prerequisite.) This course covers a selection of the art and visual culture of the Americas: North, Central, and South America, and the Caribbean. Art of the United States focuses on works from the culturally diverse peoples of the Bay Area. (CSU/UC) AA/AS Area C & G, CSU Area C-1, IGETC Area 3A

ART110: Introduction to the History of Islamic Art

3.0 Units

(No prerequisite.) A general introduction to the visual arts of Islam in a global context. Examines artistic traditions of calligraphy, miniature painting, textiles, decorative arts, and architecture from the beginnings of the Islamic faith to the present, and Islamic contributions to world art history. Includes interdisciplinary analysis of Islamic visual arts, emphasizing the cultural and religious contexts, as well as issues related to gender and social class. Emphasis is placed on developing and enhancing students' ability to understand works of art in their original social and historical contexts. May require field trips to local museums, galleries, or lectures. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

ART111: History of Art: A Global Perspective

3.0 Units

(No prerequisite.) A survey of art and artistic practices from around the world, including Africa, Oceania, and the Americas. Introduces artforms developed outside the Western (European) tradition and provides students with a multicultural, relativistic, global perspective on the visual arts. Emphasizes developing and enhancing students' ability to see and interpret works of art in cultural context. May require field trips to local museums and galleries. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

ART112: 2-D Art and Design Foundations

4.0 Units

(No prerequisite.) An introductory level studio course that encourages students to express themselves by using and understanding the elements of 2-D art: line, shape, texture, value, color, perspective, and space. Principles of composition are explored using a wide variety of media. This course is required for art majors and highly recommended for all art students. (CSU/UC) AA/AS Area C, CSU Area C-1, C-ID: ARTS 100

ART113: 3-D Art and Design Foundations

4.0 Units

(No prerequisite.) An introductory level studio course that encourages students to express themselves by using and understanding the elements of art and the principles of design for producing three-Dimensional objects. Introduction to the concepts, applications, and historical references related to three-dimensional design and spatial composition. This course includes development of a visual vocabulary for creative expression through lecture, presentations and critique. Instruction on the use of appropriate materials for three-dimensional studio projects. Materials include a wide variety of materials and techniques, for example: digital, wire, cardboard, plaster, clay, paper mâché, and mixed media. This course is required for art majors and highly recommended for all art students. (CSU/UC) AA/AS Area C, CSU Area C-1, C-ID: ARTS 101

ART116: Jewelry & Small Metals I

4.0 Units

(No prerequisite. Advisory: ART 112.) Introduction to basic design methods, metal-working technologies and practices, and tools and equipment used in making jewelry and small metals. (CSU) AA/AS Area C, CSU Area C -1

ART117: Jewelry/Small Metals II

4.0 Units

(Prerequisite: Art 116.) Intermediate design and creation of jewelry and small metals with emphasis on improving soldering skills, fabrication, light forming and related technologies. (CSU)

ART118: Art Gallery: Exhibit Design & Art Installation I

4.0 Units

(No prerequisite.) This course is geared to bring awareness and professional skills to both studio arts students and those wanting to be employed in the arts. The class teaches the basic mechanics of preparing, organizing, designing, and installing art exhibitions at the College of Marin Fine Art Gallery. Field trips include visits to local galleries, museums, artist's studios, other educational venues, non-profit art spaces, and alternative exhibition venues. (CSU) CSU Area C-1, AA/AS Area C

ART119: Art Gallery: Exhibit Design & Art Installation II

4.0 Units

(Prerequisite: Art 118.) This course emphasizes the demonstration of students' skill, responsibility, and command of concepts and practices involved in the basic mechanics of preparing, organizing,

designing, and installing art exhibitions at the College of Marin Fine Art Gallery with direct instructor supervision. The course is geared to studio arts students and those seeking employment in the arts. Field trips include visits to local galleries, museums, artist's studios, other educational venues, non-profit art spaces, and alternative exhibition venues. (CSU)

ART129: Traditional Materials & Techniques of Drawing & Painting

4.0 Units

(No prerequisite. Advisory: Art 130.) Through lecture, demonstrations, and hands-on practice, this course familiarizes students with historical methods and materials of drawing and painting, which may include Paleolithic painting, painting on carved plaster, traditional ink making and quill cutting, silverpoint, egg tempera, gilding with metal leaf, encaustic, true fresco, and oil painting techniques of the Renaissance. Assignments involve making the paint required to create examples of each medium, and personalizing and adapting the traditional methods to a contemporary context. (CSU/UC) AA/AS Area C

ART130: Drawing and Composition I

4.0 Units

(No prerequisite.) Exercises in line, light and shadow, texture, proportion, and perspective rendering of objects in space; development of composition awareness by means of balance, focal point, area of emphasis, proportion, economy, etc. A variety of graphic materials (pencil, charcoal, pen and ink, washes, etc.) is used for both realistic and experimental drawing approaches. Lectures, demonstrations, critiques, and supervision of works in progress. A sketchbook and/or portfolio of work done in and out of class may be required. Required of all art majors. (CSU/UC) AA/AS Area C, CSU Area C-1, C-ID: ARTS 110

ART131: Drawing and Composition II

4.0 Units

(Prerequisite: ART 130.) Continuation of drawing exercises in line, light and shadow, texture, and perspective rendering of objects in space; development of principles of composition. A variety of graphic materials (pencil, charcoal, pen and ink, washes, etc.) is used for both realistic and experimental drawing as well as an introduction to the use of color and collage in drawing. Lectures, demonstrations, critiques, and supervision of work in progress. A sketchbook and/or portfolio of work in and out of class may be required. (CSU/UC) C-ID: ARTS 205

ART134: Introduction to Life Drawing

4.0 Units

(Advisory: Art 130.) Introduction to drawing the human figure from observation using a wide variety of drawing media and techniques. Topics include an introduction to human anatomy and the historical and contemporary roles of figure drawing in the visual arts. Students in this course will learn both descriptive and interpretive approaches to drawing the figure. Required of art majors. (CSU/UC) AA/AS Area C, CSU Area C-1, C- ID: ARTS 200

ART135: Life Drawing II

4.0 Units

(Prerequisite: Art 134.) This course provides students with a basic understanding of proportion, structure, and superficial anatomy of the human figure, combined with further study of appropriate media and drawing techniques. Required of art majors. (CSU/UC)

ART140: Painting I

4.0 Units

(No prerequisite. Advisory: ART 130 or ART 112.) Introduction to the principles and practices of painting. Students will focus on explorations of painting materials, perceptual skills, color theory, paint mixing, and mark-making. Examples from art history will inform traditional and diverse approaches to representation, abstraction, and contemporary uses of painting as a means of communication. Oil, acrylic, and mixed media. (CSU/UC) AA/AS Area C, CSU Area C-1

ART141: Painting II

4.0 Units

(Prerequisite: Art 140.) Students focus on the application and building of technical skills to solve a diverse range of painting problems, applying a working understanding of diverse pigments and their properties in illusionistic, expressive, and/or abstract contexts. Because students in this course usually exhibit a broad range of skills, a selection of assignment choices are offered that intend to foster independence and the development of individual interests, subjects, styles, and genres. Oil, acrylic, and mixed media. (CSU/UC)

ART144: Watercolor I

4.0 Units

(No prerequisite.) A course designed to acquaint beginners with the materials, techniques, and experience of painting with watercolor. Frequent critique sessions, lectures, and demonstrations examine topics such as paper selection and reaction to the medium, the tendency of watercolor to flow, and its qualities of transparency and evaporation. (CSU/UC) AA/AS Area C, CSU Area C-1

ART145: Watercolor II

4.0 Units

(Prerequisite: Art 144.) A continuation of Watercolor I, but with greater emphasis on personal development and expression. Students are encouraged to develop a visual vocabulary and way of using the watercolor medium to express their own ideas and way of seeing things. (CSU/UC)

ART146: Life Painting I

4.0 Units

(No prerequisite.) This beginning course focuses on painting the human figure. Working from models, students develop skill with skin tones, light and shadow, and techniques such as underpainting, using both acrylic and oil paints. Lectures, demonstrations, critiques, and supervision of work in progress. The course examines images throughout art history as well as contemporary work employing the human figure as subject matter. Individual styles and using the figure as narrative are explored. Painting and/or a portfolio of work in and out of class may be required. (CSU/UC) CSU Area C-1, AA/AS Area C

ART147: Life Painting II

4.0 Units

(Prerequisite: Art 146.) Continuation of figure painting practices including correct proportions of the figure in space, light and shadow, and brushwork. Emphasizes the figure in the context of the composition. Explores the figure in the context of contemporary art. Oil or acrylic paint is used for both realistic and experimental figure painting, as well as developing awareness in the use of color. Lectures, demonstrations, critiques, and supervision of work in progress. Painting and/or a portfolio of work in and out of class may be required. (CSU/UC)

ART148: Color Theory

4.0 Units

(No prerequisite.) This course includes color mixing, color matching, color harmonies, color interactions, and the effects of different lighting sources on color. The physics and biology of color are explained, and various cultures' use of color is discussed. Color as it applies to still life, landscape, and portraiture is demonstrated and practiced. (CSU/UC) AA/AS Area C, CSU Area C-1, CI-D Arts 270

ART152: Introduction to Printmaking

4.0 Units

(Advisory: Art 130 or concurrent enrollment.) This course introduces the concepts and techniques of basic fine art printmaking. Instruction and studio work include monotype (including stencil), relief

(woodcut and linocut), and intaglio (drypoint, hardground/softground etching, and step-bite aquatint). Emphasis is on the fine arts approach to printmaking. Formal and individual critiques of work. (CSU/UC) CSU Area C-1, AA/AS Area C

ART153: Printmaking II

4.0 Units

(Prerequisite: Art 152.) A continuing beginning course in the concepts and techniques of fine art printmaking. Instruction and studio work include revisiting and developing more advanced practices of monotype, relief (woodcut and linocut) and other intaglio aquatint methods (spit bite, sugar lift, and soap ground aquatints). Emphasis is on the fine arts approach to printmaking. Formal and individual critiques on work. This class is a prerequisite for succeeding, chronological printmaking courses. (CSU/UC)

ART165: Fiber Sculpture I

4.0 Units

(No pre-requisite. Advisory: ART112, ART113) Construction processes involved with interworking of flexible elements by such techniques as layering, bonding, plaiting, stitching, and weaving, in a scale that may range from personal object to installation. (CSU) CSU Area C-1, AA/AS Area C

ART166: Fiber Sculpture II

4.0 Units

(Prerequisite: Art 165.) Open to students from all art disciplines including textiles, who seek to integrate construction with sculpture, painting, and crafts, etc. An exploration of flexible, fragile, or fibrous materials such as cloth, paper, plastic, reed, wire, and threads. (CSU)

ART170: Ceramics I

4.0 Units

(No prerequisite.) Introduction to ceramics materials, concepts, and processes including basic design principles, creative development, hand-building, throwing, glaze techniques, firing and ceramic terminology. The course covers aesthetics and creative development of clay objects examining historical, contemporary, and personal modes of expression across cultures. (CSU/UC) AA/AS Area C, CSU Area C-1

ART171: Ceramics II

4.0 Units

(Prerequisite: Art 170. Advisory: Art 113 or 130 or concurrent enrollment.) A second semester hand building course for those who wish to continue developing basic hand building techniques including pinching, coil building and slab building, emphasizing increased technical development. Students are expected to produce work reflecting

an intermediate understanding of ceramic design, and explore individual project resolutions through drawings and group discussion. (CSU/UC)

ART175A: Ceramic Art Techniques from Ancient and Indigenous Cultures

4.0 Units

(No prerequisite. Advisory: Art 170.) A survey of the forming and firing methods that have been the basis of worldwide ceramic traditions before the use of glazes and modern equipment. Techniques may include; locating clay deposits; preparation of clay and slip colors; coil-forming and burnishing techniques; and pit firing, saggar firing, sawdust firing, charcoal and/or dung firing. Ceramics from ancient and indigenous cultures from around the world will be presented as technical and aesthetic examples. (CSU/UC) AA/AS Area C

ART176A: Pottery on the Wheel I

4.0 Units

(No prerequisite. Advisory: Art 170.) This course introduces the use of the potter's wheel in the creation of ceramic vessels. Through the study of historical and contemporary pottery practices from diverse cultures, students are exposed to the fundamentals of vessel design. Techniques include basic clay preparation; wheel throwing and trimming of cups, bowls, vases and lidded containers; handle making; and basic stoneware and soda glazing. (CSU/UC)

ART176B: Pottery on the Wheel II

4.0 Units

(Prerequisite: Art 176A.) This course expands upon the use of the potter's wheel in the creation of ceramic vessels. Through the study of historical and contemporary pottery practices from diverse cultures, students apply the fundamentals of vessel design. Techniques include wheel throwing, trimming, and altering of cups, bowls, vases, lidded containers, pitchers, teapots, and combined forms, and handle making. Also emphasizes unique stoneware and soda-glazed surfaces. (CSU/UC)

ART180: Sculpture I

4.0 Units

(No prerequisite. Advisory: Art 113.) This introductory studio course focuses on form and structure, in culture and self-expression. No prior knowledge of sculpture is necessary. Includes a survey of the history of sculpture, including contemporary directions. Instruction may include but not limited to, basic techniques of carving, modeling, mold-making, welding, metal casting, plaster, and woodworking. (CSU/UC) AA/AS Area C, CSU Area C-1

ART181: Sculpture II

4.0 Units

(Prerequisite: Art 180.) This is a developmental level sculpture course in both traditional and contemporary approaches to sculpture. Students are expected to have appropriate experience and knowledge of sculpture. Expanded use of materials may include plasticine, wax, metal fabrication and casting. Historical and contemporary approaches to sculptural form will be presented through slide lectures, readings, critiques, research, and visits to exhibits. (CSU/UC)

ART185: Life Sculpture I

4.0 Units

(No prerequisite. Advisory: ART 113.) In this introductory level sculpture course, both classical and contemporary approaches to figure sculpture are studied. Working from live models, students learn to interpret the pose, analyze spatial relationship and proportion, experiment with scale, and learn to compose as they examine the human form. Materials may include clay, wax, armature wire, and plaster. Historical and contemporary approaches to the figure are presented through slide lectures, readings, critiques, research, and visits to exhibits. (CSU/UC) AA/AS Area C, CSU Area C-1

ART186: Life Sculpture II

4.0 Units

(Prerequisite: Art 185.) In this developmental level sculpture course, both classical and contemporary approaches to figure sculpture are studied. Students are expected to have appropriate experience and knowledge of figure sculpture. Working from live models and studies, students expand on their knowledge of the pose, analyze spatial relationship and proportion, experiment with scale, learn to compose as they examine the human form, and produce representative anatomical studies. Expanded use of materials may include plasticine, clay, wax, armature wire, and plaster. Historical and contemporary approaches to the figure are presented through slide lectures, readings, critiques, research, and visits to exhibits. (CSU/UC)

ART193: Beginning Digital Photography

4.0 Units

(No prerequisite.) The exploration of photography as an art form using digital tools and software. Emphasis is balanced between technical skill and the creative process. In-class exercises, out-of-class shooting assignments, and group critiques.

A basic digital camera is required. (CSU/UC) AA/AS Area C

ART194: Intermediate Digital Photography

4.0 Units

(Prerequisite: Art 193.) The continued exploration and development of individual photographic digital projects. Emphasis is balanced between improving technical skill and continuing the creative process. Continued discussion through critique. A basic digital camera is required. (CSU/UC)

ART197: A History of Photography

3.0 Units

(No prerequisite.) A survey of the history of photography from the 1800s to the present. In this course, we will address key technical developments while at the same time explore photography's relationships to the social, economic, technological, and political. Emphasis on developing and enhancing students' ability to understand photography in their historical and social contexts. May require field trips to local museums, galleries, or lectures. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

ART216: Jewelry & Small Metals III

4.0 Units

(Prerequisite: Art 117.) Intermediate/Advanced design and creation of jewelry using more complex fabrication and casting methods and other related technologies. (CSU)

ART217: Jewelry & Small Metals IV

4.0 Units

(Prerequisite: Art 216.) Advanced exploration and synthesis of design and technique to create works of personal expression. (CSU)

ART218: Art Gallery: Exhibit Design & Art Installation III

4.0 Units

(Prerequisite: Art 119.) Advanced course to allow students to apply practical application of techniques, materials, aims, and principles covered in the first two semesters. Students to plan and assume responsibilities for various phases of proposed exhibits to be installed in the Kentfield Campus Fine Arts Gallery. (CSU)

ART219: Art Gallery: Exhibit Design & Art Installation IV

4.0 Units

(Prerequisite: Art 218.) Advanced course to allow students to apply practical application of techniques, materials, aims, and principles covered in the first three semesters. Students take greater responsibility for all phases of one specific

exhibit to be exhibited at the Kentfield Campus Fine Arts Gallery. (CSU)

ART234: Life Drawing III

4.0 Units

(Prerequisite: Art 135.) Lectures, demonstrations, and supervision of work in progress. Classwork stresses the expressive qualities of the figure, and drawing accurately and sensitively with a variety of media. A sketchbook of work done outside of class is required. (CSU/UC)

ART235: Life Drawing IV

4.0 Units

(Prerequisite: Art 234.) Lectures, demonstrations, and supervision of work in progress. Classwork stresses the expressive qualities of the figure, and drawing accurately and sensitively with a variety of media. A sketchbook of work done outside of class is required. (CSU/UC)

ART240: Painting III

4.0 Units

(Prerequisite: Art 141.) Students work with greater relative independence, choosing from among several possible assignments and directions to develop a personal style and subject matter according to individual student research and/or creative interests. Subjects for paintings may include contemporary conceptual or political topics, expression of emotional feeling, and/or narrative. Experimentation that challenges the student's artistic boundaries, habits, and comfort zones will be emphasized as the problem of how to engage and sustain a viewer's interest through meaningful painting content, composition, and facture becomes central to one's painting practice. Oil, acrylic, and mixed media. (CSU/UC)

ART241: Painting IV

4.0 Units

(Prerequisite: Art 240.) Students develop independence and self-direction, focusing on personal motivations that lead to the exploration of student-designed painting problems. Students are expected to ardently practice skills in class and beyond class to build mastery. Individual student research and/or conceptual interests are required. Regular contemporary gallery and museum visits and reports are expected, while student self-discipline should focus on creating a cohesive body of exhibition-quality paintings. Oil, acrylic, and mixed media. (CSU/UC)

ART244: Watercolor III

4.0 Units

(Prerequisite: Art 145.) This course emphasizes personal expression as well as mastery of the technical challenges particular to the medium.

Students are encouraged to further their commitment to their work, balancing technical skills in direct correlation to their work's content. Frequent critique sessions, lectures, and demonstrations examine paper selection and reaction to the medium, the tendency of watercolor to flow, and its qualities of transparency and evaporation. (CSU/UC)

ART245: Watercolor IV

4.0 Units

(Prerequisite: Art 244.) This course continues the emphasis on personal expression and exploration, and on mastering technical challenges particular to the medium. Students further their commitment to their work, balancing technical skills in direct correlation to their work's content. Frequent critique sessions, lectures, and demonstrations examine paper selection and reaction to the medium, the tendency of watercolor to flow, and its qualities of transparency and evaporation. (CSU/UC)

ART246: Life Painting III

4.0 Units

(Prerequisite: Art 147.) A continuation of painting practices in developing the figure as part of the composition, correct proportions of the figure in space, light and shadow, and brushwork. Oil or acrylic paint is used for both realistic and experimental figure painting, and for developing an awareness of the use of color. Lectures, demonstrations, critiques, and supervision of work in progress. Paintings and/or a portfolio of work done in and out of class may be required. (CSU/UC)

ART247: Life Painting IV

4.0 Units

(Prerequisite: Art 246.) A continuation of painting practices with the human figure as part of the composition. Emphases include expanded interpretations of proportion of the figure in space, light and shadow, and brushwork. Development of one or more bodies of work that follow a theme. Oil or acrylic paint used for both realistic and experimental figure painting; students also develop awareness of the use of color. Lectures, demonstrations, critiques, and supervision of work in progress. Painting and/or a portfolio of work in and out of class may be required. (CSU/UC)

ART252: Printmaking III

4.0 Units

(Prerequisite: Art 153.) An advanced course that builds on the concepts and techniques of fine art printmaking, with an increased focus on personal conceptual development and technical understanding. Instruction and studio work will

include collagraph, advanced intaglio techniques (aquatint reversals, water bite, mezzotint, and multiple color plate printing), viscosity printing, chine collé, and photo polymer/solar plate exploration that can incorporate digital images. Formal group and individual critiques on work. (CSU)

ART253: Printmaking IV

4.0 Units

(Prerequisite: Art 252.) A continuing advanced level course in the concepts and techniques of fine art printmaking. Studio work is self-designed by the student and can include advanced explorations in monotype/monoprint, relief, collagraph, intaglio, and photo plate processes with a focus on creating a conceptually and visually cohesive body of work. Students are expected to work independently to establish their own art practice, with greater expectations of technical competency and developing the student's vision as an artist. Formal group and individual critiques on work. (CSU)

ART265: Fiber Sculpture III

4.0 Units

(Prerequisite: Art 166.) Experimental media in the textile construction field encourage ideas not bound by a vast history and lend themselves to fresh and spontaneous ways of working with surface and structure. Application of skills and personal direction to advanced level work. Emphasis on developing individual concepts and expression. (CSU)

ART266: Fiber Sculpture IV

4.0 Units

(Prerequisite: Art 265.) Emphasis is placed on the design process and development of a personal strategy for problem solving. Problems pertaining to perception, use of the imagination, and expanding imagery are given in areas of construction technique as well as dyeing and surface treatment. Students are expected to have a body of finished work that demonstrates their explorations and conceptual approach at the end of this class. (CSU)

ART270: Ceramics III

4.0 Units

(Prerequisite: Art 171. Advisory: Art 113 or 130.) Advanced and in-depth interpretation of ceramic projects with greater expectations of further technical and conceptual development. Advancement in application of ceramic materials, forming techniques, and understanding of design elements. Concentration on individual projects which illustrate more comprehensive aesthetic understanding and technical independence.

Mentoring of beginning students, lab assistance in glaze preparation, kiln loading and firing. (CSU)

ART271: Ceramics IV

4.0 Units

(Prerequisite: Art 270. Advisories: Art 113 and 130.) Advanced and in-depth interpretation of ceramic projects, focusing on creating a conceptually and visually cohesive body of ceramic artwork. Advancement in application of ceramic materials, forming techniques, and understanding of design elements. Concentration on individual projects which illustrate more comprehensive aesthetic understanding and technical independence. Mentoring of beginning students, lab assistance in glaze calculation, kiln loading and firing. (CSU)

ART276A: Advanced Wheel Thrown Ceramics I

4.0 Units

(Prerequisite: Art 176B.) An expanded interpretation of wheel-thrown ceramics, focusing on technical, aesthetic, and conceptual development. Topics include large-scale throwing, extensive altering, experimental forms, introduction to wheel-thrown sculpture, basic glaze formulation, kiln firing, mentoring of beginning students, and increased involvement in studio processes. (CSU)

ART276B: Advanced Wheel Thrown Ceramics II

4.0 Units

(Prerequisite: Art 276A.) An advanced interpretation of wheel-thrown ceramics, focusing on a unified series of ceramic vessels and/or sculptural objects. Students combine historical and contemporary influences with personal techniques and aesthetics to create a cohesive body of work. Students share their advanced knowledge of the ceramics process with beginning students, and assist in studio processes such as clay preparation, glaze mixing and testing, and kiln loading and firing. (CSU)

ART278F: Figurative Ceramics

3.0 - 4.0 Units

(No prerequisite. Advisories: Art 113, 130.) This course is intended for the ceramics student who are interested in developing basic clay building and glazing methods while learning how to sculpt the figure. This is an opportunity to develop technical handbuilding methods for building the figure and designing the surface using underglaze, slips and glaze. Emphasis on appropriate handbuilding techniques to familiarize the student with both freestanding and wall relief construction techniques with various clay types. Examples of historical and contemporary

figurative ceramics will be explored through lectures and videos. (CSU)

ART278K: Ceramic Kilns and Firing

4.0 Units

(No prerequisite.) This course introduces the history, design, construction and use of ceramic kilns. Through lectures and class activities, students will learn about bisque, low-fire, mid-fire, high-fire, oxidation and reduction, and atmospheric kiln construction and firing processes. Activities include kiln building exercises as well as loading and firing wood fueled pit kilns, gas fueled kilns and electric kilns. (CSU)

ART278M: Ceramic Materials: Clays, Colorants and Glaze formulation

4.0 Units

(No prerequisite.) The course introduces ceramic materials as they are used by ceramic artists. Through lectures and exercises students will learn about the physical and chemical properties of clays, clay bodies, colorants and glazes in their raw and fired states. Activities include mixing, testing, firing and adjusting clay bodies, colored slips and glazes. (CSU)

ART280: Sculpture III

4.0 Units

(Prerequisite: Art 181.) This is an intermediate level course in both traditional and contemporary approaches to sculpture. Students are expected to have appropriate experience and knowledge of sculpture. Expanded use of materials may include stone and wood carving, wax gating, and more advanced metal fabrication and casting techniques. Historical and contemporary approaches to sculptural form will be presented through slide lectures, readings, critiques, research, and visits to exhibits. (CSU/UC)

ART281: Sculpture IV

4.0 Units

(Prerequisite: Art 280.) This is an advanced level course in both traditional and contemporary approaches to sculpture. Students are expected to have appropriate experience and knowledge of sculpture. Expanded use of materials may include stone and wood carving, digital fabrication, large-scale wax, and more advanced metal fabrication and casting techniques. Historical and contemporary approaches to sculptural form will be presented through slide lectures, readings, critiques, research, and visits to exhibits. (CSU/UC)

ART285: Life Sculpture III

4.0 Units

(Prerequisite: Art 186.) In this intermediate level sculpture course, both classical and contemporary approaches to figure sculpture are studied. Students are expected to have appropriate experience and knowledge of figure sculpture. Working from live models and studies, students expand on their knowledge of artistic self-expression via the figure, experiment with scale, learn to compose as they examine the human form, and produce representative anatomical studies. Expanded use of materials may include plasticine, clay, wax, armature wire, and plaster. Historical and contemporary approaches to the figure are presented through slide lectures, readings, critiques, research, and visits to exhibits. (CSU/UC) CSU Area C-1, AA/AS Area C

ART286: Life Sculpture IV

4.0 Units

(Prerequisite: Art 285.) This advanced level sculpture course helps students transition to a higher level of professional growth. Students are expected to have appropriate experience and knowledge of figure sculpture. Working from maquettes, studies, and research, students expand on their knowledge of the pose, analyze spatial relationship and proportion, experiment with scale, learn to compose as they examine the human form, and produce representative anatomical studies. Expanded use of materials may include digital fabrication, metal casting, plasticine, clay, wax, armature wire, and plaster. Historical and contemporary approaches to the figure are presented through slide lectures, readings, critiques, research, and visits to exhibits. (CSU/UC) CSU Area C-1, AA/AS Area C

ART295A: Two-Dimensional Digital Fabrication

1.0 Units

(No prerequisite. Advisory Art 112, Arch 110, 130, 140 or 142.) In this skill development course, students learn how to use digital machinery and materials for the creation of projects in 2D Design and resolve design issues when working with these new tools. Skills developed in this companion course solidify student understanding of the design process from theory, initial design concept and sketching to final product using digital machinery and corresponding materials. (CSU)

ART295B: Three-Dimensional Digital Fabrication

1.0 Units

(No prerequisite. Advisory Art 113, Arch 110, 130, 140 or 142.) In this skill development course, students learn how to use digital machinery and materials for the creation of projects in 3D Design and resolve design issues when working with

these new tools. Skills developed in this companion course solidify student understanding of the design process from theory, initial design concept and sketching to final product using digital machinery and corresponding materials. Concurrent enrollment in 3D Design 113 or ARCH 110, 130, 140 or 142 is required. (CSU)

Astronomy - ASTR

Program Information

Will the universe expand forever? Is there life on other planets? How do stars form? These are only a few of the exciting questions confronting astronomers. The development of space observatories, the construction of large telescopes on earth, and the availability of large computers for data analysis and theoretical calculations has been accompanied by a rapid growth in the sophistication of this field.

Course Information

ASTR101: Introduction to Astronomy

3.0 Units

(No prerequisite.) Designed for non-science students, this course covers the nature and evolution of planets, stars, galaxies, and the universe as a whole. Emphasizes the scientific principles and methods used to observe and comprehend the universe. (CSU/UC) AA/AS Area A, CSU Area B-1, IGETC 5A

ASTR117L: Introduction to Astronomy Lab

1.0 Units

(Prerequisite: ASTR 101 or concurrent enrollment.) This course develops students' ability to investigate and solve problems in astronomy using direct observation, data gathering, and interpretation. Students collect and analyze data from direct observations, telescopes, and astrophotography. (CSU/UC) AA/AS Area A, CSU Area B-3, IGETC Area 5C

Automotive Collision Repair Technology - ACRT

Program Information

The Automotive Collision Repair Technology Program is designed to prepare students for entry into one or more of the many service branches of the expanding automotive collision repair and maintenance fields. This program will also meet the needs of those in the adult community interested in acquiring the knowledge and skills

necessary to repair and maintain the appearance and value of their personal vehicles.

A.S. in Automotive Collision Repair Technology, Master Collision Repair

(Certificate of Achievement also awarded.)

A.S. Degree Major

The Automotive Collision Repair Technology Program is offered at the Indian Valley Campus. Students who complete the requirements for Master Collision Repair in ACRT listed below, plus additional general education and graduation requirements, will be awarded an Associate in Science degree. In addition, students may be credited with up to two years toward their apprenticeship in Marin County's automotive reconditioning and refinishing market. All students should consult a counselor.

Major Requirements (Total 37 Units)

1. **Required Core** (Total 5 Units)
ACRT100 - Automotive Careers, Repair Orders and Precision Measurement 5
2. **Complete one of the following** (Total 2 Units)
ACRT101A - Basic Sheet Metal Operations for Automotive Collision Repair Fundamentals 2
ACRT101B - Basic Sheet Metal Operations for Automotive Collision Repair Troubleshooting 2
ACRT101C - Basic Sheet Metal Operations for Automotive Collision Repair 2
3. **Complete one of the following** (Total 2 Units)
ACRT102A - Introduction to Automotive Collision Repair Fundamentals 2
ACRT102B - Introduction to Automotive Collision Repair Troubleshooting 2
ACRT102C - Introduction to Automotive Collision Repairs 2
4. **Complete one of the following** (Total 2 Units)
ACRT103A - Nonstructural Analysis and Damage Repair Fundamentals 2
ACRT103B - Nonstructural Analysis and Damage Repair Troubleshooting 2
ACRT103C - Nonstructural Analysis and Damage Repairs 2
5. **Complete one of the following** (Total 2 Units)
ACRT104A - Structural Analysis and Damage Repair Fundamentals 2
ACRT104B - Structural Analysis and Damage Repair Troubleshooting 2
ACRT104C - Structural Analysis and Damage Repairs 2
6. **Complete one of the following** (Total 2 Units)
ACRT105A - Advanced Structural Analysis and Damage Repair Fundamentals 2
ACRT105B - Advanced Structural Analysis and Damage Repair Troubleshooting 2
ACRT105C - Advanced Structural Analysis and Damage Repairs 2

- 7. Complete all of the following** (Total 6 Units)
 ACRT160A - Automotive Painting and Refinishing Repair Workshop 1.5
 ACRT161A - Automotive Dent and Damage Repair Workshop 1.5
 ACRT162A - Automotive Structural Repair Workshop 1.5
 ACRT163A - Automotive Mechanical, Brakes, and Suspension Repair Workshop 1.5
- 8. Complete one of the following** (Total 4 Units)
 ACRT201A - Automotive Paint: Waterborne, Clear Coat and Detailing Fundamentals 4
 ACRT201B - Automotive Paint: Waterborne, Clear Coat, and Detailing Troubleshooting 4
 ACRT201C - Automotive Paint: Waterborne, Clear Coat, and Detailing Repair 4
- 9. Complete one of the following** (Total 4 Units)
 ACRT202A - Automotive Paint: Three-Stage and Custom Painting Fundamentals 4
 ACRT202B - Automotive Paint: Three-Stage and Custom Painting Troubleshooting 4
 ACRT202C - Automotive Paint: Three-Stage and Custom Painting Repair 4
- 10. Complete one of the following** (Total 3 Units)
 AUTO111A - Automotive Maintenance Fundamentals 3
 AUTO111B - Automotive Maintenance Troubleshooting 3
 AUTO111C - Automotive Maintenance Repair 3
- 11. Complete one of the following** (Total 5 Units)
 AUTO113A - Specialized Electronic Training Fundamentals 5
 AUTO113B - Specialized Electronic Training Troubleshooting 5
 AUTO113C - Specialized Electronic Training Repair 5

Program Learning Outcomes

- Demonstrate the skills and competencies for a successful career in the auto body repair and painting industry and related areas.
- Demonstrate the work habits and attitudes necessary to work in a highly competitive and rewarding field.
- Display the basic skills necessary to become a lifelong learner in order to keep abreast of the latest technological changes in the auto body industry as measured by voluntary participation such as attendance in seminars and ASE Certifications.

Certificate of Achievement in Automotive Collision Repair Technology, Painting and Refinishing

Certificate

By completing the courses in this series, students will gain necessary skills for proper use of painting and refinishing equipment used in the automotive collision repair industry. Through the lab experience students will have the opportunity to practice the use of a variety of automotive finishes. Students will have the opportunity to integrate their classroom knowledge into a work place environment.

COA in ACRT: Master Collision Repair (Total 22 Units)

- 1. Required Core** (Total 5 Units)
 ACRT100 - Automotive Careers, Repair Orders and Precision Measurement 5
- 2. Choose one from the following** (Total 2 Units)
 ACRT101A - Basic Sheet Metal Operations for Automotive Collision Repair Fundamentals 2
 ACRT101B - Basic Sheet Metal Operations for Automotive Collision Repair Troubleshooting 2
 ACRT101C - Basic Sheet Metal Operations for Automotive Collision Repair 2
- 3. Choose one from the following** (Total 2 Units)
 ACRT102A - Introduction to Automotive Collision Repair Fundamentals 2
 ACRT102B - Introduction to Automotive Collision Repair Troubleshooting 2
 ACRT102C - Introduction to Automotive Collision Repairs 2
- 4. Choose one from the following** (Total 2 Units)
 ACRT103A - Nonstructural Analysis and Damage Repair Fundamentals 2
 ACRT103B - Nonstructural Analysis and Damage Repair Troubleshooting 2
 ACRT103C - Nonstructural Analysis and Damage Repairs 2
- 5. Take all of the following:** (Total 3 Units)
 ACRT160A - Automotive Painting and Refinishing Repair Workshop 1.5
 ACRT161A - Automotive Dent and Damage Repair Workshop 1.5
- 6. Choose one from the following** (Total 4 Units)
 ACRT201A - Automotive Paint: Waterborne, Clear Coat and Detailing Fundamentals 4
 ACRT201B - Automotive Paint: Waterborne, Clear Coat, and Detailing Troubleshooting 4
 ACRT201C - Automotive Paint: Waterborne, Clear Coat, and Detailing Repair 4

7. Choose one from the following (Total 4 Units)

ACRT202A - Automotive Paint: Three-Stage and Custom Painting Fundamentals 4

ACRT202B - Automotive Paint: Three-Stage and Custom Painting Troubleshooting 4

ACRT202C - Automotive Paint: Three-Stage and Custom Painting Repair 4

Program Learning Outcomes

- Demonstrate the skills and competencies for a successful career in the auto body repair and painting industry and related areas.
- Demonstrate the work habits and attitudes necessary to work in a highly competitive and rewarding field.
- Demonstrate the skills required for the automotive specialty area of painting and refinishing to gain an entry-level position as a automotive paint prep technician.

Certificate of Achievement, Automotive Collision Repair Technology: Structural and Nonstructural Damage Repair
Certificate

By completing the courses in this series, students will gain necessary skills for basic metal repair, tools and techniques used in the automotive collision repair industry. Through the hands-on lab experience, students will practice the basic techniques for metal straightening. Students will have the opportunity to integrate their classroom knowledge into a work place environment.

COA in ACRT: Structural and Nonstructural Damage Repair (Total 17 Units)

1. Required Core (Total 5 Units)

ACRT100 - Automotive Careers, Repair Orders and Precision Measurement 5

2. Choose one from the following (Total 2 Units)

ACRT101A - Basic Sheet Metal Operations for Automotive Collision Repair Fundamentals 2

ACRT101B - Basic Sheet Metal Operations for Automotive Collision Repair Troubleshooting 2

ACRT101C - Basic Sheet Metal Operations for Automotive Collision Repair 2

3. Choose one from the following (Total 2 Units)

ACRT102A - Introduction to Automotive Collision Repair Fundamentals 2

ACRT102B - Introduction to Automotive Collision Repair Troubleshooting 2

ACRT102C - Introduction to Automotive Collision Repairs 2

4. Choose one from the following (Total 2 Units)

ACRT103A - Nonstructural Analysis and Damage Repair Fundamentals 2

ACRT103B - Nonstructural Analysis and Damage Repair Troubleshooting 2

ACRT103C - Nonstructural Analysis and Damage Repairs 2

5. Take both courses (Total 3 Units)

ACRT162A - Automotive Structural Repair Workshop 1.5

ACRT163A - Automotive Mechanical, Brakes, and Suspension Repair Workshop 1.5

6. Choose one from the following (Total 3 Units)

AUTO111A - Automotive Maintenance Fundamentals 3

AUTO111B - Automotive Maintenance Troubleshooting 3

AUTO111C - Automotive Maintenance Repair 3

Program Learning Outcomes

- Demonstrate the skills and competencies for a successful career in the auto body repair and painting industry and related areas.
- Demonstrate the work habits and attitudes necessary to work in a highly competitive and rewarding field.
- Demonstrate the skills required for the automotive specialty area of structural and nonstructural damage to gain an entry-level position as an automotive body repair technician.

Course Information

ACRT100: Automotive Careers, Repair Orders and Precision Measurement

5.0 Units

(No prerequisite. May also be taken as AUTO 100, credit awarded for only one course.) This course covers automotive careers, writing repair orders and precision measurements. The course includes ratio and proportion, graphs and applications specific to Automotive Collision Repair Technology. Students create personal resumes and use mathematical solutions to write repair orders. Students use precision tools to calculate paint mixing formulas, electrical measurements of Ohm's law, gear ratio, engine measurements, wheel and frame alignment. Students also perform a variety of automotive experiments such as fractional distillation of fuel, expansion of metals and viscosity of oil and paint testing. (CSU)

ACRT101A: Basic Sheet Metal Operations for Automotive Collision Repair Fundamentals

2.0 Units

(No prerequisite.) This course introduces basic metalworking techniques and their usefulness in other applications. It includes basic metal straightening fundamentals and introduces tools, techniques, and theories of metalworking. (CSU)

ACRT101B: Basic Sheet Metal Operations for Automotive Collision Repair Troubleshooting

2.0 Units

(No prerequisite.) This course reviews basic metalworking techniques, including straightening fundamentals, and introduces troubleshooting techniques used when making parts. Emphasis on how to follow a professional blueprint or personal drawing. (CSU)

ACRT101C: Basic Sheet Metal Operations for Automotive Collision Repair

2.0 Units

(No prerequisite.) This course reviews basic metalworking techniques, including straightening fundamentals and troubleshooting techniques, and introduces repair techniques used when making parts. Emphasis on how to follow a professional blueprint or a personal drawing. Students learn about hybrid technology and study manufacturing technology as it applies to mass production. (CSU)

ACRT102A: Introduction to Automotive Collision Repair Fundamentals

2.0 Units

(No prerequisite.) This course introduces basic auto body repair techniques and their usefulness in other applications. (CSU)

ACRT102B: Introduction to Automotive Collision Repair Troubleshooting

2.0 Units

(No prerequisite.) This course reviews basic auto body repair techniques, including panel repair, and introduces troubleshooting techniques for previous repairs. Students learn how to follow a professional blueprint or a personal drawing, and about hybrid technology components. (CSU)

ACRT102C: Introduction to Automotive Collision Repairs

2.0 Units

(No prerequisite.) This course reviews basic auto body repair techniques, including panel repair, and troubleshooting techniques for previous repairs. It introduces techniques to repair previous work. Students learn priming of panels, how to follow a professional blueprint or a personal drawing, and about hybrid technology components. (CSU)

ACRT103A: Nonstructural Analysis and Damage Repair Fundamentals

2.0 Units

(No prerequisite.) This course covers basic nonstructural analysis techniques and their usefulness in other applications. It introduces the fundamentals of basic metal repair and its tools and techniques. (CSU)

ACRT103B: Nonstructural Analysis and Damage Repair Troubleshooting

2.0 Units

(No prerequisite.) This course covers basic nonstructural analysis techniques and their usefulness in other applications. It reviews basic metal repair fundamentals and introduces troubleshooting techniques in nonstructural repair. Students learn how to follow a professional blueprint or a personal drawing. (CSU)

ACRT103C: Nonstructural Analysis and Damage Repairs

2.0 Units

(No prerequisite.) This course covers basic nonstructural analysis techniques and their usefulness in other applications. It reviews basic metal repair fundamentals and troubleshooting techniques, and introduces techniques in nonstructural repair. Students learn how to follow a professional blueprint or personal drawing. The course also includes repair of hybrid components and the study of synthetic substitutes. (CSU)

ACRT104A: Structural Analysis and Damage Repair Fundamentals

2.0 Units

(No prerequisite.) This course covers basic structural analysis techniques and their usefulness in other applications including basic metal straightening fundamentals. It introduces the tools, techniques, and theory of damage repair. (CSU)

ACRT104B: Structural Analysis and Damage Repair Troubleshooting

2.0 Units

(No prerequisite.) This course covers basic structural analysis and troubleshooting techniques. It reviews basic metal straightening fundamentals and introduces troubleshooting techniques for structural materials. Students learn how to follow a professional blueprint or a personal drawing. (CSU)

ACRT104C: Structural Analysis and Damage Repairs

2.0 Units

(No prerequisite.) This course covers basic structural analysis, troubleshooting techniques, and repair options. It reviews basic metal

straightening fundamentals, troubleshooting techniques and introduces damage repair techniques. Students learn about repair of hybrid technology components. (CSU)

ACRT105A: Advanced Structural Analysis and Damage Repair Fundamentals

2.0 Units

(No prerequisite.) This course covers advanced structural analysis techniques and their usefulness in other applications. It includes the fundamentals of advanced metal straightening, and its tools and techniques. (CSU)

ACRT105B: Advanced Structural Analysis and Damage Repair Troubleshooting

2.0 Units

(No prerequisite.) This course covers advanced structural analysis and troubleshooting techniques. It reviews advanced metal straightening fundamentals, tools and techniques, and introduces troubleshooting techniques for advanced structural materials. Students learn how to follow a professional blueprint or personal drawing. (CSU)

ACRT105C: Advanced Structural Analysis and Damage Repairs

2.0 Units

(No prerequisite.) This course covers advanced structural analysis, troubleshooting techniques, and repair options. It reviews advanced metal straightening fundamentals, tools and techniques, troubleshooting techniques, and introduces repair options for advanced structural materials. Students learn about repair of hybrid technology components, metallurgy, and synthetic substitutes. Students mathematically predict what happens during impact/repair, and the geometries involved. (CSU)

ACRT107A: MIG Welding for Auto Collision Repair Fundamentals

2.0 Units

(No prerequisite.) This course is designed to assist the student to understand basic auto body repair techniques using the MIG Welder. The course includes a short introduction of welding and introduce student to MIG, techniques, and theory of metalworking. (CSU)

ACRT107B: MIG Welding for Auto Collision Repair Troubleshooting

2.0 Units

(No prerequisite.) This course is designed to assist the student to understand basic auto body repair techniques using the MIG Welder. The course includes a short review of welding and MIG techniques and introduces students to MIG

troubleshooting techniques. Students will learn how to follow a professionally prepared blueprint or personal drawing. (CSU)

ACRT107C: MIG Welding for Auto Collision Repair - Repairing Welds

2.0 Units

(No prerequisite.) This course is designed to assist students to understand basic auto body repair techniques using the MIG Welder. The course includes a short review of welding and MIG techniques, MIG troubleshooting techniques, and introduces students to repair techniques when using a MIG welder. Students will learn how to follow a professionally prepared blueprint or personal drawing. Students will learn about hybrid technology components. (CSU)

ACRT108: Damage Estimating

3.0 Units

(No prerequisite.) This class teaches you how to analyze and appraise vehicle structural damage. These skills are necessary when assessing collision damage for either an Auto Body Shop or for an Insurance Claims Adjuster. Students learn terminology, how to use estimation software and how to properly and thoroughly look for and record collision damage. (CSU)

ACRT110A: Introduction to Automobile Restoration

2.0 Units

(No prerequisite.) This course introduces the basic steps required to research, purchase and restore a collectible or vintage automobile. (CSU)

ACRT160A: Automotive Painting and Refinishing Repair Workshop

1.5 Units

(No prerequisite.) A skill-building workshop in the area of automotive refinishing. Students work on projects of their choice under the direction and supervision of the instructor. Practice includes methods and techniques in all levels of auto refinishing. Related aspects of the automotive collision repair field are also reviewed and practiced. (CSU)

ACRT161A: Automotive Dent and Damage Repair Workshop

1.5 Units

(No prerequisite.) A skill-building workshop in the area of automotive dent and damage repair. Students work on projects of their choice under the direction and supervision of the instructor. Practice includes methods and techniques in all levels of auto non-structural repair. Related aspects of the automotive collision repair field are also reviewed and practiced. (CSU)

ACRT162A: Automotive Structural Repair Workshop

1.5 Units

(No prerequisite.) A skill-building workshop in the area of automotive structural repair. Students work on projects of their choice under the direction and supervision of the instructor. Practice includes methods and techniques in all levels of auto structural repair. Related aspects of the automotive collision repair field are also reviewed and practiced. (CSU)

ACRT163A: Automotive Mechanical, Brakes, and Suspension Repair Workshop

1.5 Units

(No prerequisite.) A skill-building workshop in the area of automotive mechanical, brake and suspension repair. Students work on projects of their choice under the direction and supervision of the instructor. Practice includes methods and techniques in all levels of auto mechanical repair. Related aspects of the automotive collision repair field are also reviewed and practiced. (CSU)

ACRT164A: Automotive Plastic Repair Workshop

1.5 Units

(No prerequisite.) A skill-building workshop in the area of automotive plastic repair. Students work on projects of their choice under the direction and supervision of the instructor. Practice includes methods and techniques in all levels of auto plastic repair. Related aspects of the automotive collision repair field are also reviewed and practiced. (CSU)

ACRT165A: Automotive Electrical and Electronics Workshop

2.0 Units

(No prerequisite.) A skill-building workshop in the area of electrical/electronics repair. Students work on projects of their choice under the direction and supervision of the instructor. Practice includes methods and techniques in basic, intermediate and advanced levels of electrical/electronics repair. Related aspects of the automotive collision repair field are reviewed and practiced. (CSU)

ACRT166A: Automotive Restoration Workshop

2.0 Units

(No prerequisite.) A skill-building workshop for an entire automotive restoration. Students work on projects of their choice under the direction and supervision of the instructor. Practice includes methods and techniques in basic, intermediate and advanced levels of auto mechanical and electrical repair. Related aspects of the automotive collision repair field are reviewed and practiced. (CSU)

ACRT201A: Automotive Paint: Waterborne, Clear Coat and Detailing Fundamentals

4.0 Units

(No prerequisite.) This course introduces the highly-skilled field of automotive spot painting and refinishing. It includes a comprehensive study of the materials, equipment, and techniques necessary for the successful application of waterborne color and clear coat. The course also includes auto body care and maintenance: buffing, rubbing, and polishing. Through the lab experience, students have the opportunity to integrate their classroom knowledge in a workplace environment. (CSU)

ACRT201B: Automotive Paint: Waterborne, Clear Coat, and Detailing Troubleshooting

4.0 Units

(No prerequisite.) This course covers the highly-skilled field of automotive spot painting and refinishing. It includes a comprehensive study of the materials, equipment, and techniques necessary for the successful application of waterborne color, clear coat and troubleshooting techniques required. The course also includes auto body care and maintenance: buffing, rubbing, and polishing. Through the lab experience, students have the opportunity to integrate their classroom knowledge in a workplace environment. (CSU)

ACRT201C: Automotive Paint: Waterborne, Clear Coat, and Detailing Repair

4.0 Units

(No prerequisite.) This course covers the highly-skilled field of automotive spot painting and refinishing. It includes a comprehensive study of the materials, equipment, and techniques necessary for the successful application of waterborne color, clear coat, troubleshooting techniques, and introduces repair techniques required. The course also includes auto body care and maintenance: buffing, rubbing, and polishing. Through the lab experience, students have the opportunity to integrate their classroom knowledge in a workplace environment. (CSU) have the opportunity to integrate their classroom knowledge in a workplace environment. (CSU)

ACRT202A: Automotive Paint: Three-Stage and Custom Painting Fundamentals

4.0 Units

(No prerequisite.) This course introduces automotive three-stage and custom refinishing. It includes a comprehensive study of the materials, equipment, and techniques necessary for the successful application of pearl, candy-apple and lace three-stage paints. Through the practicum

experience, students have the opportunity to integrate their classroom knowledge in a workplace environment. (CSU)

ACRT202B: Automotive Paint: Three-Stage and Custom Painting Troubleshooting

4.0 Units

(No prerequisite.) This course covers automotive three-stage and custom refinishing. It includes a comprehensive study of the materials, equipment, and techniques necessary for the successful application of pearl, candy-apple and lace three-stage paints, and introduces troubleshooting techniques. It also includes an opportunity to explore custom painting of student projects. Through the practicum experience, students have the opportunity to integrate their classroom knowledge in a workplace environment. (CSU)

ACRT202C: Automotive Paint: Three-Stage and Custom Painting Repair

4.0 Units

(No prerequisite.) This course covers automotive three-stage and custom refinishing. It includes a study of the materials, equipment, and techniques necessary for the successful application of pearl, candy-apple and lace three-stage paints, of troubleshooting techniques, and introduces repair techniques. It also includes an opportunity to explore custom painting of student projects. Through the practicum experience, students have the opportunity to integrate their classroom knowledge in a workplace environment. (CSU)

ACRT225: Automotive Careers and Customer Relations

2.0 Units

(No prerequisite. May be taken as ACRT 225 or AUTO 225; credit awarded for only one course.) This course provides training on how to write a resume, fill out a job application, develop a portfolio, and organize and complete a personal tax form. The course covers work ethics and worker/employer relations. It addresses customer relations in the auto repair industry and includes how to improve individual attitudes, productivity, and morale in the workplace. Students also examine methods of work and time-scheduling in independent automotive repair dealerships, service stations and manufactures dealerships. Speakers from the automotive industry present their personal career experiences. (CSU)

ACRT279A: Frame Straightening Fundamentals

2.0 Units

(No prerequisite.) This course covers conventional and unitized constructed vehicle frames, straightening and alignment of each type,

alignment at cross members, rear and side frame members, suspension systems, and steering principles in their relationship to frame alignment. Study, demonstration and practice with various types of frame straightening machines, gauges and tools, including safety precautions used in the automotive collision industry, are covered. (CSU)

ACRT279B: Frame Straightening Troubleshooting

2.0 Units

(No prerequisite.) This course covers conventional and unitized constructed vehicle frames, straightening and alignment of each type, alignment at cross members, rear and side frame members, suspension systems, and steering principles in their relationship to frame alignment. It introduces troubleshooting techniques. Study, demonstration and practice with various types of frame straightening machines, gauges and tools, including safety precautions used in the automotive collision industry, are also covered. (CSU)

ACRT279C: Frame Straightening Repair

2.0 Units

(No prerequisite.) This course covers conventional and unitized constructed vehicle frames, straightening and alignment of each type, alignment at cross members, rear and side frame members, suspension systems, and steering principles in their relationship to frame alignment and troubleshooting techniques. It introduces repair techniques. Study, demonstration and practice with various types of frame straightening machines, gauges and tools, including safety precautions used in the automotive collision industry, are also covered. (CSU)

ACRT290A: Electric Vehicle Conversion and Hybrid Maintenance

3.0 Units

(No prerequisite. May be taken as ACRT 290A or ELEC 290A; credit awarded for only one course.) This course covers hybrid maintenance, guiding students through the complete process of converting a vehicle from a gasoline engine to an electrically-powered engine. Through lecture and hands-on experience, students learn the principles behind good component layout, battery rack and box design, construction details, and electrical wiring. Additional topics include AC and DC drive systems, types of batteries, selecting the right chassis, transmission adapter housing design, and handling chargers and controllers. (CSU)

Automotive Technology - AUTO

Program Information

The Automotive Technology Program is offered at the Indian Valley Campus. It is designed to prepare students to enter the automotive service repair industry. In addition to an Associate of Science degree, four Certificates of Achievement are offered.

A.S. in Automotive Technology, Master Repair Technician

(Certificate of Achievement also awarded.)

A.S. Degree Major

An Associate of Science degree in Automotive Technology: Master Repair Technician is awarded for satisfactory completion of the technical requirements, as well as the general education requirements. The Master Repair Technician career path is designed to prepare students to enter the automotive service repair industry. The goal of this degree or certificate is to provide theory and manipulative skills training in engine repair, brakes, suspensions, drive trains, heating and air conditioning, electrical/performance systems and emission technician areas. All students should consult a counselor.

Major Requirements (Total 52 Units)

1. **AUTO/ACRT 100** (Total 5 Units)
AUTO100 - Automotive Careers, Repair Orders and Precision Measurement 5
ACRT100 - Automotive Careers, Repair Orders and Precision Measurement 5
2. **Complete one of the following** (Total 6 Units)
AUTO112A - Automotive Engines Fundamentals 6
AUTO112B - Automotive Engines Troubleshooting 6
AUTO112C - Automotive Engines Repair 6
3. **Complete one of the following** (Total 5 Units)
AUTO113A - Specialized Electronic Training Fundamentals 5
AUTO113B - Specialized Electronic Training Troubleshooting 5
AUTO113C - Specialized Electronic Training Repair 5
4. **Complete one of the following** (Total 4 Units)
AUTO114A - Automotive Engine Performance A8 Fundamentals 4
AUTO114B - Automotive Engine Performance A8 Troubleshooting 4
AUTO114C - Automotive Engine Performance A8 Repair 4
5. **Complete one of the following** (Total 4 Units)

AUTO116A - Automotive Electrical Systems A6 Fundamentals 4

AUTO116B - Automotive Electrical Systems A6 Troubleshooting 4

AUTO116C - Automotive Electrical Systems A6 Repair 4

6. **Complete one of the following** (Total 6 Units)
AUTO118A - Brakes, Alignment, and Suspension Fundamentals 6

AUTO118B - Brakes, Alignment, and Suspension Troubleshooting 6

AUTO118C - Brakes, Alignment, and Suspension Repair 6

7. **Complete one of the following** (Total 4 Units)
AUTO215A - Vehicle Service Fundamentals 4

AUTO215B - Vehicle Service Troubleshooting 4

AUTO215C - Vehicle Service Repair 4

8. **Complete one of the following** (Total 4 Units)
AUTO228A - Automotive Engine Performance L1 Fundamentals 4

AUTO228B - Automotive Engine Performance L1 Troubleshooting 4

AUTO228C - Automotive Engine Performance L1 Repair 4

9. **Complete one of the following** (Total 3 Units)
AUTO229A - Automotive Body Electrical Systems Fundamentals 3

AUTO229B - Automotive Body Electrical Systems Troubleshooting 3

AUTO229C - Automotive Body Electrical Systems Repair 3

10. **Complete one of the following** (Total 2 Units)

AUTO230A - Light Duty Diesel and Alternative Fuel Vehicles Fundamentals 2

AUTO230B - Light Duty Diesel and Alternative Fuel Vehicles Troubleshooting 2

AUTO230C - Light Duty Diesel and Alternative Fuel Vehicles Repair 2

11. **Complete one of the following** (Total 4 Units)

AUTO233A - Manual Drive Trains and Axles Fundamentals 4

AUTO233B - Manual Drive Trains and Axles Troubleshooting 4

AUTO233C - Manual Drive Trains and Axles Repair 4

12. **Complete all of the following** (Total 5 Units)
AUTO239A - Bureau of Automotive Repair (B.A.R.) Update Training 1

AUTO244A - Smog Check Inspector Level 1 and 2 Training 4

Program Learning Outcomes

- Demonstrate an understanding of the safety requirements necessary to

succeed as a Service and Repair Technician.

- Apply environmentally safe techniques when working with hazardous materials.
- Demonstrate the skills required for the Automotive specialty areas of Brakes, Suspension, Manual Transmissions/Transaxles and Drive-Trains, Automatic Transmissions/Transaxles, Engine Repair, Heating Ventilation and Air Conditioning, Electrical, Engine Performance, Emissions and Advanced Engine Performance, to gain an entry-level position as a General Repair Technician being prepared to service and repair all specialty areas.

Certificate of Achievement, Automotive Chassis and Drivetrain Specialist (A3, A4, A5) Certificate

The Chassis Repair Technician career path is designed to prepare students to enter the automotive service repair industry. The goal of this certificate is to provide the student with both theory and manipulative skills training in engine repair, brakes, suspensions, drive trains, and heating and air conditioning areas.

COA in Automotive Chassis and Drivetrain Specialist (A3, A4, A5) (Total 18 Units)

1. **Complete one of the following** (Total 4 Units)
AUTO116A - Automotive Electrical Systems A6 Fundamentals 4
AUTO116B - Automotive Electrical Systems A6 Troubleshooting 4
AUTO116C - Automotive Electrical Systems A6 Repair 4
2. **Complete one of the following** (Total 6 Units)
AUTO118A - Brakes, Alignment, and Suspension Fundamentals 6
AUTO118B - Brakes, Alignment, and Suspension Troubleshooting 6
AUTO118C - Brakes, Alignment, and Suspension Repair 6
3. **Complete one of the following** (Total 4 Units)
AUTO215A - Vehicle Service Fundamentals 4
AUTO215B - Vehicle Service Troubleshooting 4
AUTO215C - Vehicle Service Repair 4
4. **Complete one of the following** (Total 4 Units)
AUTO233A - Manual Drive Trains and Axles Fundamentals 4
AUTO233B - Manual Drive Trains and Axles Troubleshooting 4
AUTO233C - Manual Drive Trains and Axles Repair 4

Program Learning Outcomes

- Demonstrate an understanding of the safety requirements necessary to succeed as a Service and Repair Technician.
- Apply environmentally safe techniques when working with hazardous materials.
- Demonstrate the skills required for the automotive specialty areas of brakes, suspension, manual transmissions/transaxles and drive trains, automatic transmissions/transaxles, engine repair, and heating ventilation and air conditioning required for gaining an entry-level position as a Chassis Repair Technician.

Certificate of Achievement, Automotive Electronics Specialist (A6, A7 & A8) Certificate

The Electrical/Performance Technician career path is designed to prepare students to enter the automotive service repair industry. The goal of this certificate is to provide the student with both theory and manipulative skills training in the electrical/performance systems area.

COA in Automotive Electronics Specialist (A6, A7 & A8) (Total 16 Units)

1. **Complete one of the following** (Total 4 Units)
AUTO114A - Automotive Engine Performance A8 Fundamentals 4
AUTO114B - Automotive Engine Performance A8 Troubleshooting 4
AUTO114C - Automotive Engine Performance A8 Repair 4
2. **Complete one of the following** (Total 4 Units)
AUTO116A - Automotive Electrical Systems A6 Fundamentals 4
AUTO116B - Automotive Electrical Systems A6 Troubleshooting 4
AUTO116C - Automotive Electrical Systems A6 Repair 4
3. **Complete one of the following** (Total 4 Units)
AUTO228A - Automotive Engine Performance L1 Fundamentals 4
AUTO228B - Automotive Engine Performance L1 Troubleshooting 4
AUTO228C - Automotive Engine Performance L1 Repair 4
5. **Smog Check Inspection Course** (Total 4 Units)
AUTO244A - Smog Check Inspector Level 1 and 2 Training 4

Program Learning Outcomes

- Demonstrate an understanding of the safety requirements necessary to

succeed as a Service and Repair Technician.

- Apply environmentally safe techniques when working with hazardous materials.
- Demonstrate the skills required for the automotive specialty areas of electrical, engine performance and advanced engine performance to gain an entry-level position as an Electrical and Driveability Repair Technician.

Certificate of Achievement, Automotive Engine Specialist (A1 & A9)

Certificate

The Automotive Engine Specialist career path is designed to prepare students to enter the automotive service repair industry. The goal of this certificate is to provide the student with both theory and manipulative skills training in engine, emissions, and performance.

COA in Automotive Engine Specialist (A1 & A9) (Total 21 Units)

1. **Required Core** (Total 3 Units)
AUTO110A - Introduction to the Automotive Program 3
2. **Complete one of the following** (Total 3 Units)
AUTO111A - Automotive Maintenance Fundamentals 3
AUTO111B - Automotive Maintenance Troubleshooting 3
AUTO111C - Automotive Maintenance Repair 3
3. **Complete one of the following** (Total 6 Units)
AUTO112A - Automotive Engines Fundamentals 6
AUTO112B - Automotive Engines Troubleshooting 6
AUTO112C - Automotive Engines Repair 6
4. **Complete one of the following** (Total 5 Units)
AUTO113A - Specialized Electronic Training Fundamentals 5
AUTO113B - Specialized Electronic Training Troubleshooting 5
AUTO113C - Specialized Electronic Training Repair 5
5. **Complete one of the following** (Total 4 Units)
AUTO114A - Automotive Engine Performance A8 Fundamentals 4
AUTO114B - Automotive Engine Performance A8 Troubleshooting 4
AUTO114C - Automotive Engine Performance A8 Repair 4

Program Learning Outcomes

- Demonstrate an understanding of the safety requirements necessary to succeed as a Service and Repair Technician.

- Apply environmentally safe techniques when working with hazardous materials.
- Demonstrate the skills required the skills required for the automotive specialty areas of electrical, engine performance, emissions, and advanced engine performance to gain an entry-level position as a Licensed Smog Test and Repair Technician.

Course Information

AUTO100: Automotive Careers, Repair Orders and Precision Measurement

5.0 Units

(No prerequisite. May also be taken as ACRT 100, credit awarded for only one course.) This course covers automotive careers, writing repair orders and precision measurements. The course includes ratio and proportion, graphs and applications specific to Automotive Technology. Students create personal resumes and use mathematical solutions to write repair orders. Students use precision tools to calculate paint mixing formulas, electrical measurements of Ohm's law, gear ratio, engine measurements, wheel and frame alignment. Students also perform a variety of automotive experiments such as fractional distillation of fuel, expansion of metals and viscosity of oil and paint testing. (CSU)

AUTO110A: Introduction to the Automotive Program

3.0 Units

(No prerequisite.) An introductory course studying basic lab procedures, safety, service information, oil change service, under-hood inspection, under-vehicle service, belts, hoses, tubing services, tire and wheel service, and cooling system service. (CSU)

AUTO111A: Automotive Maintenance Fundamentals

3.0 Units

(No prerequisite.) This course provides basic training in engine testing and repair, engine performance, fuel and emission service, general electrical system repair, battery service, brake service and suspension, and steering and alignment service. Emphasizes obtaining the correct specification and understanding how changes affect drivability. (CSU)

AUTO111B: Automotive Maintenance Troubleshooting

3.0 Units

(No prerequisite.) This course provides basic hands-on training in engine testing and repair, engine performance, fuel and emission service,

general electrical system repair, battery service, brake service and suspension, and steering and alignment service. It introduces troubleshooting techniques of these systems. (CSU)

AUTO111C: Automotive Maintenance Repair
3.0 Units

(No prerequisite.) This course provides hands-on training in engine testing and repair, engine performance, fuel and emission service, general electrical system repair, battery service, brake service and suspension, steering, alignment service, and troubleshooting. It introduces repair techniques of these systems. Emphasis on the actual repair and upgrading of all systems. (CSU)

AUTO112A: Automotive Engines Fundamentals

6.0 Units

(No prerequisite.) This course provides basic training in servicing modern automotive engines used on cars, pickups, light trucks, and utility vehicles. It covers operation of automotive engines, emphasizing disassembly and reassembly of engines. Automotive machine shop skills are not included. In order to pass this skills-competency-based course, students must demonstrate the competency to perform the skills covered with some supervision. (CSU)

AUTO112B: Automotive Engines Troubleshooting

6.0 Units

(No prerequisite.) This course provides basic training in servicing modern automotive engines used on cars, pickups, light trucks, and utility vehicles. It covers operation of automotive engines with an emphasis on testing and troubleshooting before reassembly. Automotive machine shop skills are not included. In order to pass this skills-competency-based course, students must demonstrate the competency to perform the skills covered with little supervision. (CSU)

demonstrate the competency to perform the skills covered with little supervision. (CSU)

AUTO112C: Automotive Engines Repair
6.0 Units

(No prerequisite.) This course provides basic training in servicing modern automotive engines used on cars, pickups, light trucks, and utility vehicles. It covers operation of automotive engines with an emphasis on repair of faults found during troubleshooting. Automotive machine shop skills are not included. In order to pass this skills-competency-based course, students must demonstrate the competency to perform the skills necessary to qualify for technician positions which

require minimum supervision upon employment. (CSU)

AUTO113A: Specialized Electronic Training Fundamentals

5.0 Units

(No prerequisite.) This course introduces electrical and electronic systems used on cars, pickups, light trucks, and other vehicles. It includes theory and operations of Ohm's law, Digital Volt Ohm Meters, electrical circuits, wiring diagrams, schematics, and wire repair. Emphasis on the fundamentals of electricity. (CSU)

AUTO113B: Specialized Electronic Training Troubleshooting

5.0 Units

(No prerequisite.) This course introduces electrical and electronic systems used on cars, pickups, light trucks, and other vehicles, and introduces troubleshooting techniques. It includes theory and operations of Ohm's law, Digital Volt Ohm Meters, electrical circuits, wiring diagrams, schematics, and wire repair. Emphasis on applying the fundamentals of electricity to troubleshoot circuits in vehicles. (CSU)

AUTO113C: Specialized Electronic Training Repair

5.0 Units

(No prerequisite.) This course introduces electrical and electronic systems used on cars, pickups, light trucks, and other vehicles; troubleshooting techniques; and repair techniques for circuits. It includes theory and operations of Ohm's law, Digital Volt Ohm Meters, electrical circuits, wiring diagrams, schematics, and wire repair. Emphasis on applying the repair skills to fix circuits in vehicles. (CSU)

AUTO114A: Automotive Engine Performance A8 Fundamentals

4.0 Units

(No prerequisite.) This course introduces basic servicing of modern fuel systems used on cars, pickups, light trucks, and utility vehicles. It covers theory of operation and repair of fuel and electronic fuel injection systems. Modern diagnostic tools and equipment are discussed. (CSU)

AUTO114B: Automotive Engine Performance A8 Troubleshooting

4.0 Units

(No prerequisite.) This course covers basic servicing of modern fuel systems used on cars, pickups, light trucks, and utility vehicles, and introduces basic troubleshooting skills. It also covers theory of operation and troubleshooting of

fuel and electronic fuel injection systems. Modern diagnostic tools and equipment are used. (CSU)

AUTO114C: Automotive Engine Performance A8 Repair

4.0 Units

(No prerequisite.) This course trains in diagnosing and servicing modern fuel systems used on cars, pickups, light trucks, and utility vehicles. It covers operation, troubleshooting and repair of fuel and electronic fuel injection systems. Modern diagnostic tools and equipment are used. (CSU)

AUTO116A: Automotive Electrical Systems A6 Fundamentals

4.0 Units

(No prerequisite.) This course provides training in diagnosing and servicing modern automotive electrical systems used in cars, pickups, light trucks, and utility vehicles. Emphasis on developing a comprehensive understanding of all electrical components. (CSU)

AUTO116B: Automotive Electrical Systems A6 Troubleshooting

4.0 Units

(No prerequisite.) This course provides training in diagnosing and servicing modern automotive electrical systems used in cars, pickups, light trucks, and utility vehicles. Emphasis on diagnosis, testing and troubleshooting of actual electrical systems. (CSU)

AUTO116C: Automotive Electrical Systems A6 Repair

4.0 Units

(No prerequisite.) This course provides training in diagnosing and servicing modern automotive electrical systems used in cars, pickups, light trucks, and utility vehicles. Emphasis on diagnosis, testing and repair of electrical systems. (CSU)

AUTO118A: Brakes, Alignment, and Suspension Fundamentals

6.0 Units

(No prerequisite.) This course provides basic training on wheel balance, wheel alignment, brake repair, automotive suspensions, and steering systems. Students learn to balance wheels; operate wheel aligners, including four-wheel computer aligners; repair and service disc, drum, and anti-lock brake systems; and service rack, pinion, and worm gear steering gears. Emphasis on understanding the fundamentals of all these systems. Health and safety working with asbestos is stressed. (CSU)

AUTO118B: Brakes, Alignment, and Suspension Troubleshooting

6.0 Units

(No prerequisite.) This course provides training on wheel balance, wheel alignment, brake repair, automotive suspensions, and steering systems, and introduces troubleshooting techniques. Students learn to balance wheels; operate wheel aligners including four-wheel computer aligners; repair and service disc, drum, and anti-lock brake systems; and service rack, pinion, and worm gear steering gears. Emphasis on diagnosing all problems in these systems. Health and safety working with asbestos is stressed. (CSU)

AUTO118C: Brakes, Alignment, and Suspension Repair

6.0 Units

(No prerequisite.) This course provides training on wheel balance, wheel alignment, brake repair, automotive suspensions and steering systems, and troubleshooting skills, introducing repair techniques. Students learn to balance wheels; operate wheel aligners including four-wheel computer aligners; repair and service disc, drum, and anti-lock brake systems; and service rack, pinion, and worm gear steering gears. Emphasis on troubleshooting and repair of all these systems. Health and safety working with asbestos is stressed. (CSU)

AUTO215A: Vehicle Service Fundamentals

4.0 Units

(No prerequisite.) This course covers the theory and basic skills of inspection of engines, automatic transmissions and transaxles, and heating and air conditioning. Emphasis on understanding the fundamentals of these systems. (CSU)

AUTO215B: Vehicle Service Troubleshooting

4.0 Units

(No prerequisite.) This course covers the theory and basic skills of inspection of engines, automatic transmissions and transaxles, and heating and air conditioning, and introduces the troubleshooting of these systems. (CSU)

AUTO215C: Vehicle Service Repair

4.0 Units

(No prerequisite.) This course covers the theory and basic skills of inspection of engines, automatic transmissions and transaxles, and heating and air conditioning, introducing repair techniques for these systems. (CSU)

AUTO228A: Automotive Engine Performance L1 Fundamentals

4.0 Units

(No prerequisite.) This course introduces diagnosing and servicing modern automotive

computer control systems used on cars, pickups, light trucks and utility vehicles. It covers operation of sensors, actuators and control modules, and the use of modern scan tools, digital storage oscilloscopes, and diagnostic tools. (CSU)

AUTO228B: Automotive Engine Performance L1 Troubleshooting

4.0 Units

(No prerequisite.) This course introduces diagnosing and servicing modern automotive computer control systems used on cars, pickups, light trucks and utility vehicles, and introduces the troubleshooting skills necessary for these systems. It covers operation of sensors, actuators, and control modules, and the use of modern scan tools, digital storage oscilloscopes, and diagnostic tools. (CSU)

AUTO228C: Automotive Engine Performance L1 Repair

4.0 Units

(No prerequisite.) This course introduces diagnosing, servicing, and troubleshooting modern automotive computer control systems used on cars, pickups, light trucks and utility vehicles, and introduces repair techniques for these systems. It covers operation of sensors, actuators, and control modules, and the use of modern scan tools, digital storage oscilloscopes, and diagnostic tools. (CSU)

AUTO229A: Automotive Body Electrical Systems Fundamentals

3.0 Units

(No prerequisite.) This course introduces diagnosing and servicing modern automotive electronic systems used on cars, pickups, light trucks and utility vehicles. It emphasizes the diagnostic thought process used to diagnose and repair cranking, charging, ignition, air bag, lighting systems, gauge and instrument panels, horn, wiper/washer, and accessory systems. (CSU)

AUTO229B: Automotive Body Electrical Systems Troubleshooting

3.0 Units

(No prerequisite.) This course provides training in diagnosing and servicing modern automotive electronic systems used on cars, pickups, light trucks and utility vehicles. It emphasizes the different possible troubleshooting techniques of cranking, charging, ignition, air bag, lighting systems, gauge and instrument panels, horn, wiper/washer, and accessory systems. (CSU)

AUTO229C: Automotive Body Electrical Systems Repair

3.0 Units

(No prerequisite.) This course provides training in diagnosing and servicing modern automotive electronic systems used on cars, pickups, light trucks and utility vehicles. It covers the diagnostic thought process used to troubleshoot and repair cranking, charging, ignition, air bag, lighting systems, gauge and instrument panels, horn, wiper/washer, and accessory systems, emphasizing the complete repair of each system. (CSU)

AUTO230A: Light Duty Diesel and Alternative Fuel Vehicles Fundamentals

2.0 Units

(No prerequisite.) This course introduces diagnosing and servicing modern computer-controlled light duty vehicles. It covers diesel, bio-diesel, CNG, LPG, LNG, electric engines, fuel systems, air induction principles and operation, exhaust system components and operation, and the operation and testing of electronic controls. Diagnostic tools such as scan tools, digital multi-meters and digital storage oscilloscopes are also introduced. (CSU)

AUTO230B: Alternative Fuel Vehicles Troubleshooting

2.0 Units

(No prerequisite.) This course trains in diagnosing and servicing modern computer-controlled light duty vehicles. It covers diesel, bio-diesel, CNG, LPG, LNG, electric engines, fuel systems, air induction principles and operation, exhaust system components and operation, and the operation and testing of electronic controls. Emphasis on diagnostic troubleshooting using scan tools, digital multi-meters and digital storage oscilloscopes. (CSU)

AUTO230C: Light Duty Diesel and Alternative Fuel Vehicles Repair

2.0 Units

(No prerequisite.) This course trains in diagnosing, troubleshooting and repairing modern computer-controlled light duty vehicles. It covers diesel, bio-diesel, CNG, LPG, LNG, electric engines, fuel systems, air induction principles and operation, exhaust system components and operation, and the operation and testing of electronic controls. Emphasis on the repair aspects using scan tools, digital multi-meters and digital storage oscilloscopes which are used to diagnose and troubleshoot faults. (CSU)

AUTO233A: Manual Drive Trains and Axles Fundamentals

4.0 Units

(No prerequisite.) This course introduces diagnosing and servicing modern automotive

manual transmissions and transaxles used on cars, pickups, light trucks, and utility vehicles. It covers construction, function, and principles of operation including clutches, transmissions, transaxles and 4-wheel drive systems. Emphasis on the fundamentals of drive trains. (CSU)

AUTO233B: Manual Drive Trains and Axles Troubleshooting

4.0 Units

(No prerequisite.) This course trains in diagnosing, servicing and troubleshooting modern automotive manual transmissions and transaxles used on cars, pickups, light trucks, and utility vehicles. It covers construction, function, and principles of operation, including clutches, transmissions, transaxles and 4-wheel drive systems. Emphasis on troubleshooting the systems and repair scenarios. (CSU)

AUTO233C: Manual Drive Trains and Axles Repair

4.0 Units

(No prerequisite.) This course trains in diagnosing, servicing, troubleshooting, and repairing modern automotive manual transmissions and transaxles used on cars, pickups, light trucks, and utility vehicles. It covers construction, function, and principles of operation including clutches, transmissions, transaxles and 4-wheel drive systems. Emphasis on the repair of the complete system. (CSU)

AUTO235: Automotive Air Conditioning

2.5 Units

(No prerequisite.) This course provides training in diagnosing and servicing modern automotive heating and air conditioning systems used on cars, pickups, light trucks and utility vehicles. It covers construction, function and principles of heating and air conditioning systems, components and controls. (CSU)

AUTO239A: Bureau of Automotive Repair (B.A.R.) Update Training

1.0 Units

(No prerequisite.) This course is designed to meet Bureau of Automotive Repair (BAR) biennial update requirement for smog technicians wishing to renew their State license. Upon completion of this course students are assessed and results are entered in the State's S&T website via certified BAR instructor's exclusive access. Then the S&T website authorizes issuance of a certificate of completion. This course covers the current year state requirements. (CSU)

AUTO244A: Smog Check Inspector Level 1 and 2 Training

4.0 Units

(No prerequisite.) This course satisfies the educational prerequisite to become a California Bureau of Automotive Repair Smog Check Inspector and covers covers the current year State requirements. It provides engine and emission control systems training as well as training on BAR rules and regulations. (CSU)

AUTO250A: Automotive Service Excellence (ASE) Exam Preparation

3.0 Units

(No prerequisite.) This course prepares students for the National Institute for Automotive Service Excellence (ASE) Certification tests, emphasizing the Maintenance G1, Suspension A4, and Brakes A5 tests. It also discusses tests A1, A2, A3, A6, A7 and A8.

AUTO250B: Automotive Service Excellence (ASE) Exam Preparation

3.0 Units

(No prerequisite.) This course prepares students for the National Institute for Automotive Service Excellence (ASE) Certification tests, emphasizing the Transmission A2, Manual Transmission A3, and Heating and Air Conditioning A7 tests. It also discusses tests A1, A4, A5, A6, A8 and G1.

AUTO250C: Automotive Service Excellence (ASE) Exam Preparation

3.0 Units

(No prerequisite.) This course prepares students for the National Institute for Automotive Service Excellence (ASE) Certification tests, emphasizing the Engine A1, Electrical A6, and Engine Performance A8 tests. It also discusses tests A2, A3, A4, A5, A7 and G1.

AUTO260: Electronic Instrument Certification

3.0 Units

(No prerequisite. May be taken as AUTO 260 or ELEC 260; credit awarded for only one course.) This course guides students through all levels of electrical measurement using the digital multimeter, increasing students' technological capabilities with the meter from 20% to 90%. The course also uses the automotive scanner to teach diagnostic research/repair information with multi-leveled equipment. Students learn to efficiently and effectively utilize 90% of the features. The course concludes with the training and certification on various torque instruments. (CSU)

AUTO292A: Electric and Hybrid Vehicle Design and Maintenance Fundamentals

3.0 Units

(No prerequisite. May be taken as AUTO 292A or ELEC 292A; credit awarded for only one course.)

This course covers electric and hybrid vehicle maintenance and design, emphasizing the principles behind component layout, battery rack and box design, construction details, and electrical wiring. The course introduces hands-on experience with these components, as well as AC and DC drive systems, types of batteries, selecting the right chassis, transmission adapter housing design, and handling chargers and controllers. (CSU)

AUTO292B: Electric and Hybrid Vehicle Design and Maintenance Troubleshooting

3.0 Units

(No prerequisite. May be taken as AUTO 292B or ELEC 292B; credit awarded for only one course.) This course covers the maintenance and design of hybrid and electric vehicles, guiding students through the complete process of understanding car design, and introducing the troubleshooting of hybrids and high-voltage electric cars. (CSU)

AUTO292C: Electric and Hybrid Vehicle Design and Maintenance Repair

3.0 Units

(No prerequisite. May be taken as AUTO 292C or ELEC 292C; credit awarded for only one course.) This course covers the maintenance and design of hybrid and electric vehicles, guiding students through the complete process of understanding car design, and introducing the troubleshooting of hybrids and high-voltage electric cars, and the repair techniques needed. (CSU)

Behavioral Science - BEHS

Program Information

Behavioral science is an interdisciplinary study of human behavior, encompassing such disciplines as anthropology, psychology, and sociology. The courses offered are intended to be used as a background for general education.

Course Information

BEHS103: Human Sexuality

3.0 Units

(No prerequisite.) This survey course examines aspects of human sexual behavior. Topics are considered from psychological, social, cultural, and biological perspectives. Topics include sexual anatomy and physiology, hormones, conception and contraception, sex research, sex and the lifespan, human sexual activities and behaviors, sexual orientation, gender, sex and society, and contemporary sexual issues. (CSU/UC) AA/AS Area B, CSU Area D-7 or E, IGETC Area 4

BEHS130: Race and Ethnicity

3.0 Units

(No prerequisite. May be taken as BEHS 130 or SOC 130; credit awarded for only one course.) This course offers an in-depth examination of race and ethnicity in the United States. Specifically, students gain a greater understanding of the concepts of race and ethnicity and the historic and present-day implications of prejudice, discrimination, and racism in our society. Students examine various theories of racial and ethnic stratification, immigration and the assimilation process, new and changing ethno-racial identities, and dominant-minority group interactions. (CSU/UC) AA/AS Area B and G, CSU Area D, IGETC Area 4

BEHS223: Gender and Society

3.0 Units

(No prerequisite. May be taken as BEHS 223 or SOC 223; credit awarded for only one course.) This course examines the ways in which social constructions of gender both influence and are influenced by the cultural organization of and individual expressions of sexuality. The course explores the intersections among sexuality, culture, gender, and the body, and examines a variety of sexualities and emphasizes the multifaceted nature of power, privilege, and oppression. (CSU/UC) AA/AS Area B, CSU Area D, IGETC Area 4

BEHS252A: Service Learning: Applied Psychology in the Modern World

3.0 Units

(No prerequisite.) This course explores human behavior, emphasizing the practical aspects of psychology in everyday life utilizing both psychological theory and research. Topics include personality, stress and coping, self-understanding, communication, interpersonal relationships, gender, sexuality, psychological disorders and their treatment, personality, personal values, and positive psychology. Service Learning combines meaningful service with the community, enhanced academic learning and purposeful civic engagement. Students will have the opportunity to apply course content to a fieldwork placement in a local community service agency. Students identify how their work in the community contributes to the overall society in an effort to create a more globally minded citizenry. The principles and theoretical foundations for service learning will be introduced and reflected back through fieldwork, a research paper based on observational data and theoretical grounding and weekly class meetings. In weekly topical seminars, based on

trending/current events, theoretical findings in the behavioral sciences and student placements, students both process their placement experiences and apply theory to practice. (CSU/UC)

BEHS252B: Service Learning: Personal and Social Adjustment

3.0 Units

(No prerequisite.) This course is a study of psychological processes through which people manage to cope with the demands and challenges of everyday life. A broad variety of topics are examined including personality patterns, stress, social and intimate relationships, adjustments to development through the life span and psychological/physical wellness as they influence and are affected by adjustment. Effective and ineffective personal growth and adjustment is analyzed in the context of contemporary and complex society. (CSU/UC)

Biology - BIOL

Program Information

Biology career options include dozens of intriguing specialties. One can concentrate on microbiology and investigate viruses, bacteria, or molds. One can focus on cytology and study cells or histology and delve into the structure of animal and vegetable tissue. Ichthyology, parasitology, embryology, genetics, ecology, and biochemistry are a few of the other choices in the field. Emerging areas of emphasis include the concern for the environment and allied health professions.

A.S. in Biology

A.S. Degree Major

Biology career options include dozens of intriguing specialties. One can concentrate on microbiology and investigate viruses, bacteria, or molds. One can focus on cytology and study cells or histology and delve into the structure of animal and vegetable tissue. Ichthyology, parasitology, embryology, genetics, ecology, and biochemistry are a few of the other choices in the field. Emerging areas of emphasis include the concern for the environment and allied health professions. Students who complete the requirements listed below, plus additional general education and graduation requirements, will be awarded the associate degree. While students may take classes at both campuses, courses required for the major are offered at the Kentfield Campus. All students should consult a counselor.

Major Requirements (Total 30 - 36 Units)

1. Required Core (Total 26 Units)

BIOL112A - Majors' Biology: Animals, Protozoa, Evolution and Classification 5

BIOL112B - Majors' Biology: Plants, Algae, Fungi and Ecology 5

BIOL112C - Majors' Biology: Molecules, Cells, Prokaryotes and Genetics 5

MATH104 - Plane Trigonometry 3

PHYS108A - General Physics I 4

PHYS108B - General Physics II 4

2. Chemistry Requirement (Total 4 - 10 Units)

CHEM115 - Survey of Organic and Biochemistry 4

General Chemistry Option (CHEM 131 and 132) 10

CHEM131 - General Chemistry I 5

CHEM132 - General Chemistry II 5

Program Learning Outcomes

- Demonstrate basic understanding of the major areas of modern biology, at levels of organization ranging from molecules to the biosphere.
- Explain how important observations, hypotheses, experiments and revisions of theory have led to our modern understanding in these areas.
- Analyze critically current biological information in articles, news reports and other forms in the print and electronic media.
- Use procedures and equipment essential to modern biological research in the laboratory and the field.

Certificate of Achievement, Natural History Certificate

The Natural History Certificate of Achievement is a field experience program based on scientific principles and concepts for students who want to develop a comprehensive understanding of the natural world. It is especially designed for elementary school teachers, natural history museum and environmental docents, and environmental educators.

COA in Natural History (Total 19 - 21.5 Units)

1. Core Requirements (Total 13 Units)

GEOG101 - The Physical Environment 3

BIOL161 - Field Botany 3

BIOL162 - General Ecology 3

BIOL235 - General Marine Biology 4

2. Select 3 units minimum from the following

Field Courses (Total 3 - 4.5 Units)

BIOL101 - Field Biology 3

BIOL237 - Marine Ecology Field Studies 2

BIOL244A - Alaska Field Studies 3

BIOL244B - Greater Yellowstone Ecosystem
Field Studies 1.5

GEOL128 - Point Reyes/San Andreas 2

GEOL129 - Field Study East/San Andreas 2

3. Select 3 units minimum from the following courses (Total 3 - 4 Units)

ENVS143 - Marin Parks and Open Spaces 4

BIOL164 - Introduction to Mammalogy 3

BIOL165 - The World of Insects 2

BIOL165L - Introduction to Insect Biodiversity
Laboratory 2

BIOL167 - Introduction to Herpetology 3

BIOL169A - Introduction to Ornithology A 3

BIOL169B - Introduction to Ornithology B 3

BIOL171 - Biology of Marine Mammals 3

Program Learning Outcomes

- Describe the major components of local ecosystems and explain their interrelationships.
- Use available resources and accepted procedures to identify species of living things, physical phenomena, as well their origins and places in the local environment.
- Predict likely changes to local communities and ecosystems under different conditions including anthropogenic disturbance.
- Use well accepted teaching strategies to educate others to enhance ecological literacy.

Note: GEOL 125, 126 or BIOL/ENVS 143 is no longer available for the certificate due to course deactivation.

Course Information

Note: For UC transfer credits, No credit for BIOL 110, BIOL 110L if taken after BIOL 112A or BIOL 112B or BIOL 112C.

BIOL099: General Science

3.0 Units

(No prerequisite. Can be taken as BIOL 99 or GEOL 99; credit awarded for only one course.)

This late-start course is designed for students who have not reached the level of success they desired in high school or college science courses and for individuals returning to school after an extended absence. The course covers basic scientific principles and concepts of the physical and life sciences and prepares students to move into other science classes with the information, understanding, and skills required to succeed. Introductory topics in biology, chemistry, geography, geology, meteorology, and physics are discussed.

BIOL100: Nutrition

3.0 Units

(No prerequisite.) This course covers the basic principles of human nutrition and their relationship to health and wellness including energy in nutrition; main nutrients; vitamins, minerals and water; digestion; changing nutritional needs through life's stages; and connections between food and sustainability. This foundation class is designed for people interested in careers related to health and fitness and various aspects of food, and for anyone curious or concerned about nutrition. (CSU/UC) AA/AS Area A, CSU Area E

BIOL101: Introduction to Natural History and Field Biology

3.0 Units

(No prerequisite.) This outdoor field course is designed to give nonmajors in biology an overview of Marin's varied plant and animal communities. Most of Marin's 25 biotic community types are investigated including aquatic and terrestrial. Identification of plants, animals, and ecology are major areas of emphasis. (CSU) AA/AS Area A

BIOL107: Human Biology

3.0 Units

(No prerequisite. Can be taken as BIOL 107 or KIN 107; credit awarded for only one course.) This course introduces the structure, function, and development of the human body, and foundational concepts to explore personal and societal issues involving human biology. Topics include an introduction to scientific methods of investigation and some elementary chemistry (no previous background necessary) as a basis for understanding human functions such as movement, digestion, circulation, reproduction, and other systems. Some diseases and other causes of body malfunction are discussed. (CSU/UC) AA/AS Area A, CSU Area B-2, IGETC Area 5B

BIOL110: Introduction to Biology

3.0 Units

(Prerequisites: Eligibility for college-level composition (English 150 (1A) C-ID ENGL 100) as determined by college placement process or other appropriate method or the equivalent; and Completion of Basic and Intermediate Math Skills or the equivalent or placement based on AB 705 Mandates. Advisory: Concurrent enrollment in BIOL 110L.) An introduction to the science of biology for nonmajors and the most basic course for biology majors, this course gives a broad overview of modern biology that should be equally useful to those needing a foundation for later work in biology, health sciences, the environmental

sciences, or to those simply wanting to understand and participate more intelligently in a human society more and more influenced by biological discoveries. It presents the essentials of most of the principal areas of biology: ecology, evolution, genetics, anatomy, physiology, cell biology and molecular biology. (CSU/UC) AA/AS Area A, CSU Area B-2, IGETC Area 5B

BIOL110L: Introduction to Biology Laboratory

1.0 Units

(Prerequisites: Eligibility for college-level composition ENGL 150 (1A) C-ID ENGL: 100 as determined by college placement process or other appropriate method or the equivalent; and Completion of Basic and Intermediate Math Skills or the equivalent or placement based on AB 705 Mandates. Advisory: BIOL 110 or concurrent enrollment. May require field trips to local destinations.) A hands-on course designed to develop basic laboratory skills and techniques and to illustrate basic biological concepts and principles for majors and non-majors. Essential skills include use of lab and field equipment and recording and interpretation of observations. Subjects in ecology, evolution, genetics, anatomy, physiology, cell biology and molecular biology are investigated through observations and experiments in the laboratory and in the field. Sequence of topics is synchronized with that of BIOL 110. (CSU/UC) AA/AS Area A, CSU Area B-3, IGETC Area 5C

BIOL112A: Majors' Biology: Animals, Protozoa, Evolution and Classification

5.0 Units

(Prerequisites: Completion of Intermediate Algebra or the equivalent or placement based on AB 705 Mandates. Advisories: BIOL 110 and 110L.) This is the first in a three-semester sequence equivalent to the majors' biology sequences at other colleges and universities. It covers basic topics in evolution and classification, as well as fundamentals of anatomy, physiology, and classification of protozoa and animals. In the laboratory, students investigate the structure, function and evolutionary implications of animals using standard laboratory and field techniques. Students engage in experimental design and analysis. (CSU/UC) AA/AS Area A, CSU Area B-2 and B-3, IGETC Area 5B and 5C, C-ID: BIOL 130S/135S (BIOL 112A+112B+112C)

BIOL112B: Majors' Biology: Plants, Algae, Fungi and Ecology

5.0 Units

(Prerequisites: BIOL 110 and 110L, and completion of Intermediate Algebra or the

equivalent or placement based on AB 705 mandates. Advisory: CHEM 131.) This is the second in a three-semester sequence that is the equivalent of the majors' biology sequences at other colleges and universities. This semester covers basic topics in general ecology as well as fundamentals of anatomy, physiology, classification, evolution and ecology of the major groups of algae, plants and fungi. (CSU/UC) AA/AS Area A, CSU Area B-2 and B-3, IGETC Area 5B and 5C, C-ID: BIOL 130S/135S (BIOL 112A+112B+112C)

BIOL112C: Majors' Biology: Molecules, Cells, Prokaryotes and Genetics

5.0 Units

(Prerequisites: BIOL 110 and 110L, CHEM 131, and completion of Intermediate Algebra or the equivalent or placement based on AB 705 Mandates.) This third semester in the biology majors' sequence covers the fundamentals of molecular and cell biology, genetics and molecular evolution, DNA technology, and the biology of viruses, bacteria, and archaea. Students incorporate lecture concepts into laboratory experiments which they design, carry out, analyze and report. (CSU/UC) AA/AS Area A, CSU Area B-2 and B-3, IGETC Area 5B and 5C, C-ID: BIOL 130S/135S (BIOL 112A+112B+112C)

BIOL120: Human Anatomy

5.0 Units

(Prerequisite: BIOL 110 and 110L, and eligibility for college-level composition English 150 (1A) C-ID ENGL 100 as determined by college placement process or other appropriate method or the equivalent.) A study of the gross and microscopic structure of the tissues, organs and organ systems of the human body, including major functions. The class makes use of models, slides, prosections and dissection (including human cadavers). Includes introduction to related fields such as histology and embryology. Appropriate for students going into allied health fields, kinesiology, anthropology and art. (CSU/UC) AA/AS Area A, CSU Area B-2 and B-3, IGETC Area 5B and 5C

BIOL138: Introduction to Environmental Sciences

4.0 Units

(No prerequisite. Can be taken as BIOL 138 or ENVS 138; credit awarded for only one course.) This science-based course takes an interdisciplinary approach to understanding the environmental crisis that confronts us all. Discussions focus on understanding ecosystem services, how humans interfere with earth's life

support systems, and how to deal with the environmental problems we face. Field studies may include visits to restoration projects, local ecosystems, and local environmental conferences. (CSU/UC) AA/AS Area A, CSU Area B-1 or B-2 & B-3, IGETC Area 5A or 5B & 5C

BIOL140: Environmental Field Techniques

1.0 Units

(No prerequisite. Can be taken as BIOL 140 or GEOL 140; credit awarded for only one course.) This field-based course teaches the fundamentals of environmental sampling and monitoring. Topics include surveying and mapping; data collection and management; and hydrological, geological, and biological assessment methods. (CSU)

BIOL141: Global Climate Change: Science, Impact and Solutions

3.0 Units

(No prerequisite. Can be taken as BIOL 141, ENVS 141, or GEOG 141; credit awarded for only one course.) This course introduces scientific, ecological, and economic issues underlying the threat of global climate change. It also develops an integrated approach to analysis of climate change processes, and an assessment of proposed policy measures to develop solutions. (CSU/UC) AA/AS Area A, CSU Area B-2

BIOL148: Marin County Agriculture

4.0 Units

(No prerequisite. May be taken as BIOL 148 or ENVS 148; credit awarded for only one course.) This course focuses on one of Marin County's most significant human activities in terms of use of land and other natural resources, preservation of a valuable way of life, generation of economic benefits and formation of the unique character of the local environment. It offers a general agricultural overview; historical background and explanation of important biological, social and economic processes; and insights provided by current Marin County agricultural systems including beef and dairy, poultry, shellfish, flowers, fruits and vegetables, from planning and production through marketing and consumption. Includes field trips to notable local farms. (CSU)

BIOL161: Field Botany

3.0 Units

(No prerequisite.) A comprehensive introduction to the native plants of Marin County, emphasizing identification, systematics, ecology, and natural history of Marin's vascular plants, with a brief overview of local bryophytes. Laboratory investigations include hands-on study and identification of live plant specimens. Field explorations aid ecological understanding of

natural plant groupings, and provide added experience in identification. (CSU)

BIOL162: General Ecology

3.0 Units

(No prerequisite. Advisory: BIOL 110.) Introduction to the ecology of organisms in their environment, emphasizing ecology of global, regional and local environmental sustainability. Field explorations are used in understanding ecological concepts in relation to Marin's biotic communities. (CSU/UC) AA/AS Area A, CSU Area B-2 and B-3, IGETC Area 5B and 5C

BIOL164: Introduction to Mammalogy

3.0 Units

(No prerequisite. Advisory: BIOL 110.) Introduction to the natural history, ecology, and behavior of mammals, emphasizing the natural history of California mammals, techniques in studying mammals, and tracking and interpretation of mammal sign. Laboratory investigations include hands-on analysis of mammal anatomy and physiology. Field explorations are used in understanding mammalogy concepts in relation to survival strategies. (CSU)

BIOL165: The World of Insects

2.0 Units

(No prerequisite. Advisory: BIOL 110.) A general introduction to the largest group of organisms on earth today. Topics include insect structure and function, history and evolution, habitats and adaptations, and ecological relationships with other organisms, including those of major economic importance to humans in the areas of agriculture, architecture, forestry, animal husbandry, medicine and public health. As befits such a diverse and hard-to-ignore group, insect roles in literature, folklore, philosophy, painting, sculpture and other arts will not be neglected. (CSU)

BIOL165L: Introduction to Insect Biodiversity Laboratory

2.0 Units

(No prerequisite. Advisory: BIOL 165.) As the largest group of animals on earth, and one that strongly affects humans, insects invite closer study by all who are interested in the living world. This course provides hands-on experience in learning to find insects, to identify them, and to recognize evolutionary and ecological patterns in their sometimes bewildering abundance and diversity. Sight recognition of the major orders and families, basic field and laboratory procedures, and visits to a representative selection of insect habitats in Marin. (CSU)

BIOL167: Introduction to Herpetology

3.0 Units

(No prerequisite. Two lecture and three laboratory hours weekly.) An introduction to the natural history, ecology, and behavior of reptiles and amphibians, emphasizing reptiles and amphibians of Western North America, techniques in studying reptiles, and field observation. Field explorations are used in understanding herpetology concepts in relation to survival strategies. (CSU)

BIOL169A: Introduction to Ornithology A

3.0 Units

(No prerequisite. Advisory: BIOL 110.) This science-based course takes a field oriented approach to understanding the biology of birds, including bird form and function, anatomy, physiology, flight mechanics and migration. Visits to local wildlife refuges, lagoons, lakes, shorelines and forests to learn to identify and observe migrating shorebirds and raptors and wintering waterfowl. This fall course concentrates on migratory species and wintering waterfowl. (CSU/UC) AA/AS Area A

BIOL169B: Introduction to Ornithology B

3.0 Units

(No prerequisite. Advisory: BIOL 110.) This science-based course takes a field oriented approach to understanding the biology of birds, including bird behavior, vocal behavior, bird reproductive biology, and avian ecology. Visits to local wildlife refuges, lagoons, lakes, shorelines and forests to learn to identify and observe summer residents and nesting birds. (CSU) AA/AS Area A

BIOL171: Biology of Marine Mammals

3.0 Units

(No prerequisite.) Taking an integrated approach to the biology of marine carnivores, cetaceans and sirenians, lecture, laboratory and field explorations provide a framework for fundamental biological and ecological concepts. Topics include functional morphology, sensory systems, energetics, reproduction, communication and cognition, behavior, distribution, population biology, feeding ecology, and the physiological adaptations that have enabled marine mammals to exploit their aquatic environment such as diving, thermoregulation, osmoregulation, and orientation. (CSU/UC)

BIOL224: Human Physiology

5.0 Units

(Prerequisites: BIOL 110 and 110L or equivalent, and CHEM 110 or 114. Advisory: Eligibility for college-level composition ENGL 150 (1A) C-ID ENGL 100 as determined by college placement

process or other appropriate method or the equivalent.) This course examines the function and structure of the human body, emphasizing physiochemical and homeostatic mechanisms. The laboratory introduces clinical and research techniques for studying and measuring various physiological parameters, along with technical writing skills. (CSU/UC) AA/AS Area A, CSU Area B-2 and B-3, IGETC Area 5B and 5C

BIOL235: General Marine Biology

4.0 Units

(No prerequisite. Advisory: BIOL 110 and 110L. Class includes field trips. Field trips may meet earlier and run later than scheduled to take advantage of low tides.) This laboratory and field course provides an overview of marine plant and animal communities, including fundamental physical oceanography, marine ecology, marine zoology, marine botany, and field studies, emphasizing local marine communities: rocky intertidal estuaries, salt marshes, sandflats, mudflats, and floating docks. Laboratory investigations include phytoplankton and zooplankton studies, fish identification and internal morphology, marine invertebrate identification, and marine algae preservation techniques. (CSU/UC) AA/AS Area A, CSU Area B-2 and B-3, IGETC Area 5B and 5C

BIOL237: Marine Ecology Field Studies

2.0 Units

(No prerequisite. Sixteen lecture and 48 laboratory hours during a 9-day field trip.) An introduction to the natural history and ecology of marine plants and animals, emphasizing identification, evolution, life histories, and survival strategies of intertidal and subtidal organisms of the Pacific Northwest coast. Terrestrial systems such as temperate rain forests are investigated to compare with marine systems. Field investigations include hands-on analysis of marine algae, invertebrate, vertebrate, and nonliving interrelationships. (CSU)

BIOL240: Microbiology

5.0 Units

(Prerequisites: BIOL 110 and 110L; plus CHEM 110 or 114. Advisory: Eligibility for college-level composition, English 150 (1A) C-ID: ENGL 100, as determined by college placement process or other appropriate method or the equivalent.) This course, primarily for biology and health science majors, is a lecture/laboratory based course with equal emphasis on both. The fundamentals of microbial taxonomy, ecology, anatomy, physiology, genetics, biotechnology and immunology are covered. Viruses, bacteria, fungi,

protists, and helminths are discussed. Emphasis is on the role that microorganisms play in human health and disease. (CSU/UC) AA/AS Area A, CSU Area B-2 and B-3, IGETC Area 5B and 5C

BIOL244A: Alaska Field Studies

3.0 Units

(No prerequisite. Two-week field trip; 50 hours per week plus six hours of pre-trip lecture.) A two-week field investigation of the Kenai Peninsula, interior and far north of Alaska. This area is biologically significant for its great abundance and diversity of mammal and bird life. The class explores various ecosystems, from coastal forests to arctic tundra. Participants should be in good physical condition and be able to withstand rigorous, unpleasant conditions. A nonobligatory ground transportation fee of \$300 is requested; participants pay for their own airfare and food. (CSU) Travel is by van; participants camp outdoors. Before enrolling, interested students should contact instructor as soon as possible at (415) 485-9537 or joe.mueller@marin.edu.

BIOL244B: Greater Yellowstone Ecosystem Field Studies

1.5 Units

(No prerequisite. One-week field trip; 50 hours per week plus 6 hours of pre-trip lecture.) A one-week field investigation of the Greater Yellowstone ecosystem. This area is biologically significant for its great abundance and diversity of mammal, bird and microbial life. The class explores various ecosystems, from interior forests to riparian wetlands. Emphasis is on wolf reintroduction, fire ecology and thermophilic microbes. A nonobligatory ground transportation fee of \$150 is requested; participants pay for their own food, camp and park fees. (CSU) Travel is by van; participants camp outdoors. Before enrolling, interested students should contact instructor as soon as possible at (415) 485-9537 or jmueller@marin.edu.

BIOL251: Biological Psychology

3.0 Units

(Prerequisite: PSY 110. Can be taken as PSY 251 or BIOL 251; credit awarded for only one course.) This class explores the basic brain processes underlying the functioning of the human mind. Topics include basic synaptic functioning, psychopharmacology, stress and the immune system, learning and memory, sleep, mood disorders, schizophrenia, language, motor and sensory systems, sexuality, consciousness, endocrine function and interactions. (CSU/UC) AA/AS Area B, CSU Area D, IGETC Area 4, C-ID: PSY 150

Bus Operator Apprenticeship Program - BOAP

Program Information

The Bus Operator Apprenticeship Program (BOAP) offers a comprehensive career pathway that equips students with the necessary skills and knowledge to thrive in the public transit industry. This program meets the growing demand for bus operators and provides paid study and practice for bus and/or motor coach driving, including regular route operations of the Golden Gate Bridge Highway and Transportation District. As required by the apprenticeship program established by the Local 1575 Joint Apprenticeship Training Committee and approved by the Division of Apprenticeship Standards for the State of California and the Department of Labor, the BOAP apprenticeship program (Bus Coach Operator O*Net: 53-3021.00) requires 2000 apprenticeship hours with a probationary period of 440 hours, which is equivalent to the length of the Student Bus Driver Training program. Apprentices must satisfactorily complete prescribed courses of related and supplemental instruction, which will be a minimum of 288 hours per year provided by College of Marin on site at the Golden Gate Bridge Highway and Transportation District plus 450 hours of Occupational Work Experience applied towards their 2000-hour training requirement. A remaining, required 1,262 hours of paid on the job training (OTJ) must be completed by apprentices on site with the Golden Gate Bridge Highway and Transportation District. Upon evidence of satisfactory completion of apprenticeship, and upon the recommendation of the apprenticeship committee, each apprentice will be issued a Certificate of Completion by the authority of the California Apprenticeship Council. To learn more, please call (415) 457-8811 ext. 8204.

Course Information

BOAP101: Orientation of Transit Operations

1.0 Units

(No prerequisite.) This course prepares students for entry-level positions in transportation operations. Students are introduced to transit operations. Topics include equipment orientation, safe driving and the DMV handbook. There are trainings in drug and alcohol, harassment and diversity. Per California Code of Regulations, this

course is limited to students admitted to the Bus Operator Apprenticeship Program (BOAP).

BOAP102: Transit Routes and Coach Operations

1.0 Units

(No prerequisite.) Students are introduced to transit routes and coach operations. Topics include contracts, designated routes, accidents & incidents, and a skills obstacle course. This course prepares students for entry-level positions in transportation operations. Per California Code of Regulations, this course is limited to students admitted to the Bus Operator Apprenticeship Program (BOAP).

BOAP103: Fundamentals of Public Service

1.0 Units

(No prerequisite.) This course focuses on the fundamentals of public service. Topics include pedestrian awareness, bicycles, fares and Americans with Disability Act. DMV certification is covered. This course prepares students for entry-level positions in transportation operations. Per California Code of Regulations, this course is limited to students admitted to the Bus Operator Apprenticeship Program (BOAP).

BOAP104: Introduction to Revenue Service

1.0 Units

(No prerequisite.) Students are introduced to revenue service with an all-day drive. Topics include fare collection and radio. This course prepares students for entry level positions in transportation operations. Per California Code of Regulations, this course is limited to students admitted to the Bus Operator Apprenticeship Program (BOAP).

BOAP105: Introduction to Revenue Service II

1.0 Units

(No prerequisite.) Students are introduced to revenue service with an all-day drive. Topics include fare collection and radio. This course prepares students for entry-level positions in transportation operations. Per California Code of Regulations, this course is limited to students admitted to the Bus Operator Apprenticeship Program (BOAP).

BOAP106: Line Training

1.0 Units

(No prerequisite.) Course structure: This course will consist of one 4-hour class per week over a total of 10 weeks (Total hours = 40 hours). Approximately 5 operators will meet with an instructor once a week, and the class will consist of a lecture and a lab. Operators will be on-the-job working as full-time Bus Operators (and

apprentices until 2,000 apprenticeship hours are completed). This class is meant to reinforce skills and create a forum for peer support and information exchange over a 10-week period.

Business - BUS

Program Information

The general business curriculum provides students with skills and knowledge for employment in a variety of business related occupations, and/or the tools necessary to start their own business. The curriculum provides the opportunity to develop communication, interpersonal, leadership, and teamwork skills along with a solid understanding of the contemporary global business environment. Major requirements provide a strong foundation in business, and the program allows for flexibility in the elective offerings.

A.S. in Business, General

(Certificate of Achievement also awarded.)

A.S. Degree Major

The AS Business, General degree is intended for students interested in a professional degree in business, and students preparing for a career with for-profit organizations, starting their own business, working in non-profit, or opportunities in government organizations. This dual mission (transfer and workforce), provides students with the theoretical knowledge and practical skills to pursue studies and specialization in business fields such as accounting, business law, entrepreneurship, finance, marketing, management, operations, project management, and business information systems. The program provides students both qualitative and quantitative business perspectives, tools, practices and methods. It deliberately emphasizes a focus on ethical business in contemporary society, exploring business as a force for good in our world. An Associate in Science degree is awarded for satisfactory completion of all program requirements, as well as completion of College of Marin's general education and graduation requirements. All students should consult a counselor.

Major Requirements (Total 22 - 23 Units)

1. Required Core (Total 16 - 17 Units)

BUS101 - Introduction to Business 3

BUS112 - Financial Accounting 4

BUS163 - Personal Finance 3

Required Core option: BUS113 or BUS107 3 - 4

BUS113 - Managerial Accounting 4

BUS107 - Business Law 3

Required Core option: ECON101 or ECON102 3

ECON101 - Principles of Macroeconomics 3

ECON102 - Principles of Microeconomics 3

2. Electives (may use course from Required Core not previously used) (Total 6 Units)

BUS108 - Introduction to International Business 3

BUS110 - Law and Society 3

BUS115 - Applied Computer Accounting 3

BUS121 - Entrepreneurship 3

BUS124 - Marketing 3

BUS127 - Business Plan for the Entrepreneur 1.5

BUS128 - Learning the Entrepreneurial Mindset 1.5

BUS134 - Human Relations in Business 3

BUS144 - Business Communication 3

BUS150 - Introduction to Management 3

BUS160 - E-Commerce & Online Business 3

BUS161 - Social Media for Business 3

BUS162 - Small Business Management 3

CIS110 - Introduction to Computer Information Systems 3

Program Learning Outcomes

- Demonstrate foundational business knowledge in accounting, economics, finance, management, and marketing in application of concepts and theories.
- Demonstrate an ability to engage in critical thinking by analyzing situations and constructing and selecting viable solutions to solve problems.
- Develop an understanding of both corporate social responsibility while also demonstrating skills that promote inclusiveness and fairness in business decision-making

AS-T Business Administration 2.0

A.S. Degree for Transfer

The AS-T degree in Business Administration 2.0 prepares students for transfer into bachelor's degree programs in Business Administration and similar fields. For those students considering a career in business, a baccalaureate degree is necessary. However, the attainment of an Associate in Science in Business Administration for Transfer will demonstrate commitment to the field and the student's ability to complete an educational goal. Students will acquire the knowledge and skills necessary to transfer to an upper-division Business program at a California State University. Given the uniqueness of each CSU campus, completion of the Associate in Science in Business Administration for Transfer will also prepare students for the various options under business administration such as; Business

Law, Management, Accounting, Finance, and Marketing to name a few.

To complete this Associate Degree for Transfer, a student must:

1. Complete 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - The Intersegmental General Education Transfer Curriculum (IGETC) or The California State University General Education – Breadth Requirements.
 - A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Complete all courses in the major with a grade of "C" or better, or "P" if the course is taken as "pass/no pass."
3. Obtain a minimum grade point average of 2.0.

Major Requirements (Total 27 Units)

1. **Required Core** (Total 17 Units)

BUS107 - Business Law 3

BUS112 - Financial Accounting 4

BUS113 - Managerial Accounting 4

ECON101 - Principles of Macroeconomics 3

ECON102 - Principles of Microeconomics 3

2. **Required Core - choose one Math course** (Total 3 Units)

MATH114 - Finite Mathematics 3

MATH121 - Calculus I with Applications 3

3. **Required Core - choose one Statistics course** (Total 4 Units)

MATH115 - Probability and Statistics 4

STAT115 - Introduction to Statistics for Business 4

4. **Required Core - choose one Business course** (Total 3 Units)

BUS101 - Introduction to Business 3

BUS144 - Business Communication 3

Double-Counted Units (IGETC/CSU-GE) 9
IGETC/CSU-GE Units 37 - 39

Elective Units (following the IGETC pattern) 5

Elective Units (following the CSU-GE pattern) 3

Total Degree Units 60

Program Learning Outcomes

- Business Knowledge: Demonstrate a working knowledge of traditional business subjects including management, marketing, accounting/finance, production/operations, human resources management, economics, and business law.

- Communication: Effectively convey ideas, information, and intentions in a variety of business situations using oral, written, and electronic documentation skills.
- Critical Thinking/Problem Solving: Solve problems through the analysis and evaluation of data and the application of business theories and concepts.
- Ethics: Recommend strategies that promote ethical corporate behavior and social responsibility.
- Global Perspective: Explain the socio-cultural, political-legal, and economic dimensions of global business.

Certificate of Achievement in Applied Accounting, Occupational

Certificate

This program provides training for entry-level bookkeepers, as well as individuals with bookkeeping experience who wish to gain a better conceptual background in accounting and finance. The Certificate is awarded for the satisfactory completion of the core requirements plus an additional 3 units from the listed electives. All students should consult a counselor.

COA in Applied Accounting, Occupational (Total 23 Units)

- 1. Required Core (Total 20 Units)**
 - BUS101 - Introduction to Business 3
 - BUS112 - Financial Accounting 4
 - BUS113 - Managerial Accounting 4
 - BUS115 - Applied Computer Accounting 3
 - CIS110 - Introduction to Computer Information Systems 3
 - CIS118 - Introduction to MS Excel Spreadsheet Design 1.5
 - CIS128 - Intermediate MS Excel Spreadsheet Design 1.5
- 2. Electives - select one course (Total 3 Units)**
 - BUS107 - Business Law 3
 - BUS124 - Marketing 3
 - BUS144 - Business Communication 3
 - BUS150 - Introduction to Management 3
 - ECON101 - Principles of Macroeconomics 3
 - ECON102 - Principles of Microeconomics 3

Program Learning Outcomes

- Perform duties typically assigned to an entry level bookkeeper in a business or non-profit organization, including recording business transactions, making routine adjusting entries, and performing period-end close procedures.
- Prepare financial statements and perform basic analyses on a company's

profitability, liquidity, solvency, and operation efficiency.

- Understand the cost flow in traditional product costing systems and prepare related accounting records and reports.
- Prepare simple budget and variance analysis to support management decisions.
- Utilize computer-based software (such as QuickBooks) to maintain accounting records.

Skills Certificate, Business Management and Supervision

Certificate

Skills Certificates are an acknowledgement that the student has attained a specified set of competencies within a program. Skills Certificates may be part of a "ladder" of skills, beginning with job entry skills and leading to a full Certificate of Achievement program or may constitute a skill set that enables a student to upgrade or advance in an existing career. Skills Certificates require less than 18 units and are shorter in duration than the Certificate of Achievement.

Skills Certificate, Business Management and Supervision (Total 9 Units)

- BUS101 - Introduction to Business 3
- BUS144 - Business Communication 3
- BUS150 - Introduction to Management 3

Course Information

BUS101: Introduction to Business

3.0 Units

(No prerequisite.) This survey course explores the history, environment and functional areas of business, and analyzes the following topics: comparative economic systems focused on capitalism, globalization, ethical behavior and social responsibility, business ownership, entrepreneurship, marketing, accounting, finance, information technology, environmental issues, and productivity. (CSU/UC) AA/AS Area B, CSU Area D-7, C-ID: BUS 110

BUS107: Business Law

3.0 Units

(No prerequisite.) This course develops students' understanding of the basic principles of business law and applications to typical business situations. Topics include law of contracts, agency and employment, negotiable instruments, personal property, bailments, sales of goods, real property, and partnerships. (CSU/UC) C-ID: BUS 120/125

BUS108: Introduction to International Business

3.0 Units

(No prerequisite.) International Business introduces students to the integrated and interdependent global environment within which businesses operate. Using theoretical and practical perspectives, this course focuses on several aspects of the global marketplace: national differences; global trade and investment environment; global monetary systems; strategy and structure of international business; and international business operations. (CSU/UC)

BUS110: Law and Society

3.0 Units

(No prerequisite. Advisory: ENGL 150 or equivalent.) Introduction to the American legal system, including theoretical and practical perspectives on the relationship of law to individuals and to society. Includes the U.S. Constitution, criminal law system, civil dispute resolution, consumer rights, interpersonal and property rights, and the law of the workplace. This course is also known as "Street Law." (CSU/UC)

BUS111: International Business Law

3.0 Units

(No prerequisite.) Introduces the legal environment of international commerce, including a study of the forms of international business, multinational enterprises, trade in goods and services, and dispute settlement. (CSU)

BUS112: Financial Accounting

4.0 Units

(No prerequisite.) An introduction to accounting practice, principles and analysis. This course is basic for students in accounting, business administration, economics, law and other professions. It covers the accounting cycle for a service enterprise and for a merchandising enterprise, preparation of financial statements, internal control, valuation of receivables, depreciation and fixed asset disposal, debt structure, corporate capitalization and retained earnings, and finishing with a thorough discussion of financial statement analysis. (CSU/UC) C-ID: ACCT 110

BUS113: Managerial Accounting

4.0 Units

(Prerequisite: BUS 112.) This course covers fund flow analysis, basic managerial cost concepts and developments in contemporary managerial accounting, cost accounting systems, cost-volume-profit relationships, budgetary planning and control, responsibility accounting, performance evaluation through standard costs, and incremental analysis and capital budgeting. (CSU/UC) C-ID: ACCT 120

BUS115: Applied Computer Accounting

3.0 Units

(No prerequisite. Advisory: BUS 112.) A first course in the operation of computerized accounting software, designed for business entrepreneurs who will be using a computerized accounting system in their business as well as students training to be professional accountants. Subjects include overview of software, setting up a company, entering and paying bills, working with lists, setting up and managing inventory, invoicing customers and receiving payment, processing banking-related transactions and preparing bank reconciliations, preparing a budget, processing payroll, and preparation of reports and graphs. (CSU)

BUS121: Entrepreneurship

3.0 Units

(No prerequisite.) This course explores the entrepreneur's mindset, covering the process of successfully launching, managing, and growing new business ventures, emphasizing opportunity recognition and feasibility analysis. Topics include developing an effective business model, protecting intellectual property, and financing. Students get hands-on experience by designing their own entrepreneurial firm and developing a business plan. (CSU)

BUS124: Marketing

3.0 Units

(No prerequisite.) This introductory course on the vital business area of marketing is open to all students. Topics include marketing's role in society, the market structure, channels of distribution, retail institutions, product development, packaging, pricing, and promotion. (CSU)

BUS127: Business Plan for the Entrepreneur

1.5 Units

(No prerequisite.) Development and presentation of a realistic and ready-to-implement business plan. Components include a business concept, industry and market analysis, a marketing and organizational plan, operations plan, funding plan, and financial projections. (CSU)

BUS128: Learning the Entrepreneurial Mindset

1.5 Units

(No prerequisite.) This course on learning the Entrepreneurial Mindset engages and inspires students with the determination and perseverance to succeed in business and life. The course encompasses success concepts in the context of entrepreneurship and provides for experiential learning beyond the classroom, building relationships and networks that will contribute to

opportunities and realization of business and personal goals. (CSU)

BUS134: Human Relations in Business

3.0 Units

(No prerequisite.) This course covers the major themes of human relations, including self-awareness, communication, motivation, and conflict resolution, from psychological, sociological, and physiological perspectives. It emphasizes interpersonal skills that promote personal and professional success in a culturally diverse, global, and high-tech business environment. Topics include the identification of values, ethics, teamwork, and leadership-skill development. The course also examines strategies that can be utilized to attain physical and emotional well-being with the workplace. (CSU) CSU Area E

BUS144: Business Communication

3.0 Units

(Prerequisite: ENGL 150 or equivalent.) This course applies the principles of ethical and effective communication to the creation of letters, memos, emails, and written and oral reports for a variety of business situations. It emphasizes planning, organizing, composing, and revising business documents using word processing software for written documents and presentation-graphics software to create and deliver professional-level oral reports. The course is designed for students who already have college-level writing skills. (CSU) C-ID: BUS 115

BUS150: Introduction to Management

3.0 Units

(No prerequisite) This course explores contemporary management application issues. Topics include management theories, finding and developing leaders, motivating employees, strategic planning, hiring and training employees, developing workplace teams, dealing with organizational change, diversity, and ethical and social responsibilities of managers. (CSU)

BUS160: E-Commerce & Online Business

3.0 Units

(No prerequisite.) This course teaches the principles and technologies involved in e-commerce and creating a Web presence for a small or medium-sized business. It addresses the needs of both online and traditional brick-and-mortar businesses, and provides students with a basic working knowledge of how to sell products and services on the Web. It covers aspects of business and marketing planning, a survey of Web technologies, such as HTML, XHTML, HTML5 and CSS, use of digital media, building an

online store, e-commerce security, electronic payment systems, international and legal issues, Search Engine Optimization (SEO), and current marketing trends. Students create a starter e-business Web site or improve an existing site that can be used for their business or to help them get a job in the field. (CSU)

BUS161: Social Media for Business

3.0 Units

(No prerequisite.) This course explores social media use from a business perspective. Students learn how to develop a social media strategy to promote business, build stronger customer relations, target a broad base or niche audience, and develop effective marketing and advertising techniques that enhance Web presence and coordinate a common message across multiple channels. Students explore historical development as well as emerging trends in Web applications and services that facilitate creativity, collaboration, and information sharing among users and businesses. (CSU)

BUS162: Small Business Management

3.0 Units

(No prerequisite.) This is an introductory course for students who want to start a new small business or who are involved in the ongoing management of an existing small business. It covers relevant functional areas such as marketing, finance and human resources, and topics unique to small businesses including family-owned businesses, franchises and applying for a Small Business Administration (SBA) loan. Students attain practical small business management experience by developing and designing their own small business and putting together a business plan. (CSU)

BUS163: Personal Finance

3.0 Units

(Prerequisite: Completion of Elementary Algebra or the equivalent. Or, placement based on AB705 mandates.) This course assists students in gaining the knowledge, tools, attitude, and skills needed to make informed lifelong financial decisions that empower their lives. Students explore the social, psychological, and physiological issues related to planning and managing a personal financial plan. Financial Literacy is considered as a tool for equity, social justice, and anti-racism. The history of systemic inequities in banking are examined. Topics include goal-setting, budgeting, money management, taxes, savings, consumer credit, automobiles, housing, insurance, investment vehicles,

retirement and estate planning, and the financial impact of marriage and divorce. (CSU/UC)

Chemistry - CHEM

Program Information

Chemistry is by far the largest field of employment in the sciences. A wide range of opportunities awaits the chemist in business, industry, government, and in the field of education.

Approximately three-fourths of all chemists are employed by private industry in such fields as petroleum, primary metals, electrical equipment, aerospace, paper, food, and rubber.

Chemistry Prerequisite Recency Requirement

To ensure student success, certain chemistry and physics courses have 5-year prerequisite recency requirements. The chemistry prerequisites for CHEM 131, 132, 132E, 231, 232 and 232E and the physics prerequisites for PHYS 108B, 207B and 207C must have been successfully completed within the past 5 years. Students may challenge these recency requirements by taking a test, by arrangement with the Physical Sciences Department chairperson.

Course Information

Note: For UC transfer credits, no credit for CHEM 105 if taken after CHEM 131; no credit for CHEM 114 if taken after CHEM 131; no credit for CHEM 115 if taken after CHEM 231; CHEM 132 and CHEM 132E combined: maximum credit, 1 course; CHEM 232 and CHEM 232E combined: maximum credit, 1 course.

CHEM105: Chemistry in the Human Environment

3.0 Units

(No prerequisite.) A nonmathematical course for liberal arts and nonscience majors, exploring chemistry in relation to society. A general introduction and discussion of the development and manifestations of concepts of chemistry and their applications in our environment including living systems. Special considerations are given to current topics, environmental issues, energy production, nutrition, medicine, and consumer products. (CSU/UC) AA/AS Area A, CSU Area B-1, IGETC Area 5A

CHEM105L: Chemistry in the Human Environment: Laboratory

1.0 Units

(Prerequisite: CHEM 105 or concurrent enrollment.) A laboratory-demonstration course designed to illustrate and exercise the basic chemistry concepts presented in CHEM 105.

Students explore the significance of chemistry concepts to consumer, health and environmental themes through tangible laboratory experiments. Satisfies the general education requirement in physical sciences with a laboratory component. (CSU/UC) AA/AS Area A, CSU Area B-3, IGETC Area 5C

CHEM110: Chemistry for Allied Health Sciences

5.0 Units

(Prerequisite: Completion of Elementary Algebra or the equivalent. Or, placement based on AB 705 mandates.) This introductory one-semester survey of the fundamental concepts and laboratory techniques of general, organic, and biochemistry emphasizes applications within the Health Sciences. Students apply the fundamental concepts of chemistry to problem solving through analytical reasoning, and by conducting scientific investigations in a laboratory setting. The course meets admission requirements for the A.S. degree in Registered Nursing and other allied health sciences, and fulfills a general elective requirement in natural sciences. (CSU) AA/AS Area A, CSU Area B-1 and B-3

CHEM114: Introduction to Chemistry

5.0 Units

(Prerequisite: Completion of elementary algebra or the equivalent.) This course covers problem-solving techniques using dimensional analysis, basic principles of inorganic chemistry, and elementary qualitative and quantitative laboratory experiments. The course is designed to prepare students for CHEM 115 and 131, and satisfies a CSU general education requirement in physical sciences as well as a requirement by the COM Nursing Program. CHEM 114 and 115 represent one year of chemistry for most baccalaureate programs in nursing, health sciences, physical therapy, laboratory and medical technology, as well as non-science majors. (CSU/UC) AA/AS Area A, CSU Area B-1 and B-3, IGETC Area 5A and 5C

CHEM114C: Strategies for STEM Success

1.0 Units

(No prerequisite.) This course is designed for incoming students who are STEM-curious (Science, Technology, Engineering or Mathematics) and are interested in exploring a major in a STEM discipline. Students will be introduced to the strategies, skills and mindsets needed for success. Priority in enrollment will be for students in Learning Communities.

CHEM115: Survey of Organic and Biochemistry

4.0 Units

(Prerequisite: CHEM 114. Not open to those who have had Chemistry 231.) This one-semester survey of the classes of organic compounds emphasizes materials of interest to students of biological sciences, including the chemistry and metabolism of proteins, carbohydrates, lipids and nucleic acids. The laboratory covers techniques in organic chemistry with applications to biologically interesting compounds. The course is intended for dental hygiene, nursing (baccalaureate program), health science, laboratory and medical technology, preoptometry, some pre dental and nonphysical science majors. CHEM 114 and 115 represent one year of chemistry for most baccalaureate programs in nursing, health science, laboratory and medical technology, and nonscience majors. (CSU/UC) AA/AS Area A, CSU Area B-1 and B-3, IGETC Area 5A and 5C

CHEM131: General Chemistry I

5.0 Units

(Prerequisites: CHEM 114, and completion of Intermediate Algebra or the equivalent or placement based on AB 705 Mandates. The chemistry prerequisite must have been completed within the past 5 years.) Fundamental principles of chemistry including such topics as atomic theory, nomenclature, thermochemistry, bonding, structure and polarity, stoichiometry, gases, liquids and solids, intermolecular forces, solutions, and a brief introduction to organic chemistry and biochemistry. (CSU/UC) AA/AS Area A, CSU Area B-1 and B-3, IGETC Area 5A and 5C, C-ID: CHEM 110, 120S (CHEM 131+132)

CHEM132: General Chemistry II

5.0 Units

(Prerequisite: CHEM 131. This prerequisite must have been completed within the past 5 years.) A continuation of CHEM 131 emphasizing kinetics, thermodynamics, aqueous solution equilibria, electrochemistry, and selected topics from nuclear chemistry, descriptive inorganic chemistry, materials, metals and coordination compounds. (CSU/UC) AA/AS Area A, CSU Area B-1 and B-3, IGETC Area 5A and 5C, C-ID: CHEM 120S (CHEM 131+132)

CHEM132E: General Chemistry II, Lecture Only

3.0 Units

(Prerequisite: CHEM 131. This prerequisite must have been completed within the past 5 years.) Lecture material of Chemistry 132 for those engineering and science majors who need eight units (one year) of general chemistry but only one semester of lab. Bioengineering and chemical engineering majors should enroll in Chemistry

132. Not open to those who have had Chemistry 132. (CSU/UC) AA/AS Area A, CSU Area B-1, IGETC Area 5A

CHEM231: Organic Chemistry I

5.0 Units

(Prerequisite: CHEM 132. This prerequisite must have been completed within the past 5 years.) The first semester of the one-year intensive organic chemistry sequence for students majoring in chemistry, environmental science, biochemistry, chemical engineering, cell and molecular biology, and related fields; and for students satisfying premedical, pre dental, and other health science prerequisites. The study of fundamental topics, including structure, function, stereochemistry, nomenclature, reactions, mechanisms and multistep synthesis of organic compounds. (CSU/UC) AA/AS Area A, CSU Area B-1 and B-3, IGETC Area 5A and 5C, C-ID: CHEM 150

CHEM232: Organic Chemistry II

5.0 Units

(Prerequisite: CHEM 231. This prerequisite must have been completed within the past 5 years.) The second semester of the one-year organic chemistry course including laboratory for students majoring in chemistry, biochemistry, and most premedical and pre dental curricula. Students who need only eight units of organic chemistry, see CHEM 232E. (CSU/UC) AA/AS Area A, CSU Area B-1 and B-3, IGETC Area 5A and 5C, C-ID: CHEM 160S (CHEM 231+232)

CHEM232E: Organic Chemistry II, Lecture Only

3.0 Units

(Prerequisite: CHEM 231. The prerequisite must have been completed within the past 5 years.) The second semester of the one-year organic chemistry course without laboratory for those who need a total of eight units, such as some biology, environmental science, health, and chemical engineering majors. The material is taught from a mechanistic approach, focusing on reactivity and multi-step synthesis, as well as classical and cutting-edge analysis of organic compounds including NMR, IR, GC/MS and UV/V is spectroscopy. (CSU/UC) AA/AS Area A, CSU Area B-1

Communication - COMM

Program Information

For additional Communication courses, please see Film and Video. The curriculum is designed to provide theory and skills for those who are interested in mass media, television and films,

whether students' goals be transfer, professional, or self-enrichment.

Note: AA-T Communications Studies 2.0 will be published upon approval from the Chancellor's Office.

A.A. in Communication, Mass Communications

A.A. Degree Major

Students who complete the requirements listed below, plus additional general education and graduation requirements, will be awarded the Associate of Arts Degree in Communication, Mass Communications. All students should consult a counselor.

Major Requirements (Total 22 - 23 Units)

1. Required Core (Total 16 Units)

COMM110 - Introduction to Mass Communication and Media Literacy 3

COMM160 - Legacy of Class, Ethnicity and Identity in Media and Society 3

FILM150 - Digital Filmmaking Basics: Theory, Practice, Production 4

MMST110 - Introduction to Multimedia 3

2. Select one course (Total 3 - 4 Units)

FILM109A - History of Cinema: Beginning to World War II 4

FILM109B - Analysis and History of Contemporary Media 3

3. Select one course (Total 3 Units)

COMM106 - Performance Studies 3

COMM155 - On-Camera Performance and Reporting for Electronic Media 3

COMM158 - Mariner TV, Digital Echo Times 3

COMM159 - Mariner TV, Production Team 3

Program Learning Outcomes

- Write a brief news story under deadline conditions for any text-based mass medium.
- Analyze the primary influences of dominant mass media on major cultural practices and social formations.
- Interpret media messages to create meanings based on personal experience.
- Recognize the influences of mass media on the construction of sociocultural identity and behavior, in particular as they relate to the representations of race, class, and gender.
- Recognize the unique set of semiotic rules and conventions used by image-based media to construct messages.

AA-T Communication Studies

A.A. Degree for Transfer

This degree is intended for students who plan to transfer to the California State University (CSU)

with a major in Communication Studies. The Associate in Arts in Communication Studies for Transfer degree (AA-T) provides students with a breadth of courses that cover the many facets of communication, including public speaking, argumentation, mass media, and interpersonal and group communication. Students will develop their communication practices while studying theories and concepts that examine the role of communication in interpersonal relationships and society.

To complete this Associate Degree for Transfer, a student must:

1. Complete 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - The Intersegmental General Education Transfer Curriculum (IGETC) or The California State University General Education – Breadth Requirements.
 - A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Complete all courses in the major with a grade of "C" or better, or "P" if the course is taken as "pass/no pass."
3. Obtain a minimum grade point average of 2.0.

Major Requirements (Total 18 - 19 Units)

1. Required Core (Total 3 Units)

COMM103 - Public Speaking 3

2. List A - select two courses (Total 6 Units)

COMM101 - Interpersonal Communication 3

COMM104 - Argumentation and Persuasion 3

COMM105 - Small Group Communication 3

3. List B: select two courses; may select any List A course not already used. (Total 6 Units)

COMM100 - Introduction to Communication & Speech 3

COMM102 - Intercultural Communication 3

COMM106 - Performance Studies 3

COMM110 - Introduction to Mass Communication and Media Literacy 3

4. List C - select one course; may select any List A or B course not already used. (Total 3 - 4 Units)

ANTH102 - Introduction to Cultural Anthropology 3

ENGL155 - Critical Thinking and Composition 4

JOUN115 - Reporting and Writing for Mainstream Media 3

SOC110 - Introduction to Sociology 3

PSY110 - Introduction to Psychology 3

Double-Counted Units (IGETC) 3 - 12
 Double-Counted Units (CSU-GE) 6 - 15
 IGETC/CSU-GE Units 37 - 39
 Elective Units (following the IGETC pattern) 7 - 17
 Elective Units (following the CSU-GE pattern) 8 - 18
 Total Degree Units 60

Program Learning Outcomes

- Oral competency: Utilize different techniques to manage or minimize communication apprehension in a variety of contexts.
- Critical thinking: Understand that effective communicators adapt messages by evaluating language, culture, relationship, and context.
- Problem solving: Support claims with research from a variety of credible sources.

Note: COMM111 Writing for the Media can be taken in lieu of JOUN 115 due to the deactivation of JOUN 115.

AA-T Communication Studies 2.0

(coming soon; check the online Catalog at marin.edu/catalog)

AS-T Film, Television, and Electronic Media A.S. Degree for Transfer

The goal of the Associate in Science in Film, Television, and Electronic Media for Transfer Degree is to provide an efficient option for transfer to the California State University (CSU) from College of Marin in the Film, Television, and Electronic Media major. As one of the primary missions of the community college is transfer, this degree offers students an option in a high-demand major. The intent is for students to satisfy the lower-division major preparation and general education requirements before transfer.

To complete this Associate Degree for Transfer, a student must:

1. Complete 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - The Intersegmental General Education Transfer Curriculum (IGETC) or The California State University General Education – Breadth Requirements.
 - A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Complete all courses in the major with a grade of “C” or better, or “P” if the course is taken as “pass/no pass.”

3. Obtain a minimum grade point average of 2.0.

Major Requirements (Total 18 - 19 Units)

1. **Required Core** (Total 6 Units)
 COMM110 - Introduction to Mass Communication and Media Literacy 3
 COMM111 - Writing for the Media 3
2. **List A - Area 1: Audio; select one course** (Total 3 Units)
 COMM155 - On-Camera Performance and Reporting for Electronic Media 3
 COMM156 - Fundamentals of Audio Recording 3
2. **List A - Area 2: Video or Film Production; select one course** (Total 3 - 4 Units)
 COMM154 - Multi-Camera Production Techniques 4
 COMM157 - Non-Linear Editing for Film, Video, and Electronic Media 3
 FILM150 - Digital Filmmaking Basics: Theory, Practice, Production 3
3. **List B - select any course not already used in List A 3**
4. **List C - select one course** (Total 3 Units)
 COMM116 - Principles of Journalism 3
 COMM158 - News Media Production Team I 3
 COMM159 - News Media Production Team II 3
Double-Counted Units (IGETC/CSU-GE) 3
IGETC/CSU-GE Units 37 - 39
Elective Units (following the IGETC pattern) 7 - 8
Elective Units (following the CSU-GE pattern) 5 - 6
Total Degree Units 60

Program Learning Outcomes

- Analyze the social effects and role of the electronic media.
- Identify the structure, governance and trends in the electronic media industry.
- Practice ethical standards when creating media content.
- Effectively communicate using the electronic media through scriptwriting and production.
- Understand and apply fundamental electronic media production methods.

Course Information

COMM100: Introduction to Communication

3.0 Units

(No prerequisite.) An interactive course introducing the field of communication. Areas include intercultural and interpersonal communication, small group communication, media studies, and presentational delivery. (CSU/UC) AA/AS Area E, CSU Area A-1, IGETC Area 1C

COMM101: Interpersonal Communication

3.0 Units

(No prerequisite.) This course introduces the theories, processes, and principles of interpersonal communication, and builds self-confidence through oral communication performance experiences. Through research and in-class oral presentations, students examine how human characteristics (e.g., gender, age, power, culture) and the communicative environment affect relationship development, emphasizing the study of the theory and practices of speech interaction in person-to-person settings. Concepts examined include perception, attraction, self-disclosure, listening, conflict management, and the patterns and stages in the development of interpersonal communication. Students are expected to demonstrate and apply skills through individual and group presentations and written reflections. (CSU/UC) AA/AS Area E, CSU Area A-1, IGETC Area 1C, C-ID: COMM 130

COMM102: Intercultural Communication

3.0 Units

(No prerequisite.) This course surveys theories and research in intercultural communication, focusing on investigating the intersection of power, identity, communication, and history in U.S. and global contexts. Students examine the influence of their own cultural beliefs and values to improve interactions with individuals from diverse backgrounds. The course includes lectures, discussion, reading, independent research, films, presentations, and written and oral assignments. (CSU/UC) AA/AS Area E, CSU Area D, IGETC Area 4, C-ID: COMM 150

COMM103: Public Speaking

3.0 Units

(No prerequisite.) This introductory course in rhetoric and public address focuses on the creation and presentation of speeches that inform, persuade, inspire, and/or entertain. Emphasis is on analyzing the audience, adapting ideas and evidence in support of a thesis, developing language suitable to the occasion, applying ethical decision-making, and practicing delivery to effectively convey the message. The course develops critical listening skills as well as managing public speaking anxiety through performance and evaluation. (CSU/UC) AA/AS Area E, CSU Area A-1, IGETC Area 1C, C-ID: COMM 110

COMM104: Argumentation and Persuasion

3.0 Units

(No prerequisite.) This argumentation and debate theory course develops critical thinking skills through written and oral arguments. Students create arguments on current issues and enduring

questions; advocacy positions include stock issues, philosophical perspectives, and impacts on changing the status quo. Students deliver individual speeches and participate in debates, deliberations, and discussions. (CSU/UC) AA/AS Area E, CSU Areas A-1 or A-3, IGETC Area 1C, C-ID: COMM 120

COMM105: Small Group Communication

3.0 Units

(No prerequisite.) This class introduces theories and practices of small group/team communication, including leadership, problem-solving, conflict resolution, group dynamics, organizational processes and norms, intercultural and interpersonal communication skills. Designed for students intending to major in Communication, Business, International Business, Education, Law, and additional fields of study and certification that requires group and team building skills. (CSU/UC) AA/AS Area E, CSU Area A-1, IGETC Area 1C, C-ID: COMM 140

COMM106: Performance Studies

3.0 Units

(No prerequisite.) This course introduces the field of performance studies through interpretation of aesthetic texts (oral interpretation of literature), emphasizing awareness and appreciation of prose, poetry, and dramatic interpretation. Students learn to convey meaning in the written word when it is read aloud for the listening pleasure of an audience. Recommended for communication and theatre arts majors. (CSU/UC) AA/AS Area C, CSU Area C-2

COMM107: Confident Communication: Learn to Manage Public Speaking Apprehension

1.0 Units

(No prerequisite.) This course is a one-unit optional course that will assist student concurrently enrolled in a performance course such as: Introduction to Communication/Speech, Public Speaking, and/or argumentation. This course uses skill-building exercises to reduce mild-to-moderate communication apprehension. This course does not diagnose or treat clinical anxiety.

COMM110: Introduction to Mass Communication and Media Literacy

3.0 Units

(No prerequisite.) A critical survey of mass media from a humanities and social science perspective, this course provides an overview of the salient theories, history, and economic and social forces that shape mass media technologies and messages. Students are introduced to the tools of analyzing and interpreting how major media

represent social reality in order to better comprehend the socio-cultural consequences and influence of those representations. Designed for Mass Communications majors, general education, career exploration, and consumer understanding of the interactions between mass media and culture. (CSU/UC) AA/AS Area B, CSU Area D, IGETC Area 4

COMM111: Writing for the Media

3.0 Units

(No prerequisite.) This course teaches media writing across platforms, including online news, broadcast, social media, and more. Students learn the basics of news gathering and reporting, including interviewing, writing, and editing. Topics include multimedia news production, story styles, and journalistic ethics. (CSU)

COMM116: Principles of Journalism

3.0 Units

(No prerequisite.) This course surveys journalism history, law, ethics, and practice. Students will explore the role of a free press in a democratic society, analyze the characteristics of quality, ethical journalism, investigate the history of professional journalism, and gather and produce a multimedia news story. (CSU)

COMM154: Multi-Camera Production Techniques

4.0 Units

(No prerequisite.) In this project-based course, students learn the theory, process, and techniques used in multi-camera studio video productions by producing multi-camera television, video, and media projects. Areas of study include crew positions and responsibilities, preproduction planning, lighting, directing, control room operations, audio and multi-camera production techniques for interviews, news, and dramatic in-studio, location and real-time productions. (CSU)

COMM155: On-Camera Performance and Reporting for Electronic Media

3.0 Units

(No prerequisite.) This course prepares students to communicate more effectively through the electronic media. Students explore how to articulate messages, vary pitch and volume to the text and context, pronounce words according to accepted standards, express thoughts and feelings with confidence, understand and interpret the meaning of a message, and communicate ideas from a variety of prompts. (CSU)

COMM156: Fundamentals of Audio Recording

3.0 Units

(No prerequisite.) In this workshop, students develop basic skills in sound recording for electronic media, including basic use of microphones, introduction to digital sound recording, audio aesthetics, techniques for recording good-quality sound for a variety of media, and fundamentals of non-linear sound editing. (CSU)

COMM157: Non-Linear Editing for Film, Video, and Electronic Media

3.0 Units

(No prerequisite.) This course provides basic instruction in the theory and practical application of non-linear editing for film and video, using non-linear editing workstations such as Avid, Final Cut Pro, or Premiere. Students develop skills through project-based learning, hands-on practice, and arranging and manipulating images and sound in the process of media and electronic communication. (CSU)

COMM158: News Media Production Team I

3.0 Units

(No prerequisite.) In this workshop, students produce COM's multimedia online student newspaper and are introduced to multimedia news production and learn the basics of journalistic norms, ethics, and roles. Students work in at least one of the following areas: Researching and writing articles, designing layout, graphics, and illustrations, recording and editing video and/or audio stories, taking photographs, planning and soliciting advertisements, interviewing, fact-checking, editing, and overall news media production planning. (CSU)

COMM159: News Media Production Team II

3.0 Units

(No prerequisite.) In this advanced workshop, students take a leadership role in producing COM's multimedia online student newspaper. Students practice professional journalistic norms, ethics, and roles. Students work in at least two of the following areas: Researching and writing articles, designing layout, graphics, and illustrations, recording and editing video and/or audio stories, taking photographs, planning and soliciting advertisements, interviewing, fact-checking, editing, and overall news media production planning. (CSU)

COMM160: Legacy of Class, Ethnicity and Identity in Media and Society

3.0 Units

(No prerequisite.) In this course, students become more media, information, culturally and socially literate from a critical study the role media has in enabling, facilitating, or challenging various

social constructions including race, ethnicity, identity, sexual orientation, age and disability. (CSU/UC) AA/AS Areas B and G, CSU Area D, IGETC Area 4

Computer Information Systems - CIS

Program Information

The Computer Information Systems curriculum is designed to provide education for computer-related careers, professional advancement, and transfer preparation. Courses provide “hands-on” computer use that emphasizes the development of the skills necessary for employment and personal use of computers. Program specialties include desktop network, desktop publishing, microcomputer manager, and microcomputer programmer.

Repeatability Policy Statement for Computer Information Systems Courses

Students must petition to repeat any course in Computer Information Systems for the purpose of meeting the two-year currency requirement for a degree or skills certificate.

A.S. in Computer Information Systems
(Certificate of Achievement also awarded.)

A.S. DEGREE MAJOR

Study in the field of Computer Information Systems is designed to prepare students for entry-level positions in the business information systems field. In addition to the core courses, students select one or more CIS elective courses which enhance their understanding of particular areas of interest. The Associate in Science degree is awarded for completion of all requirements in the core program and a minimum of an additional 7.5 units of elective CIS courses, as well as completion of general education and graduation requirements.

Major Requirements (Total 21 Units)

1. Required Core (Total 13.5 Units)

CIS102 - Beginning MS Word 1.5

CIS103 - Intermediate MS Word 1.5

CIS110 - Introduction to Computer Information Systems 3

CIS113 - MS PowerPoint Presentations and Publications 1.5

CIS117 - Introduction to MS Access Database Design 1.5

CIS118 - Introduction to MS Excel Spreadsheet Design 1.5

CIS127 - Intermediate MS Access Database Design 1.5

CIS128 - Intermediate MS Excel Spreadsheet Design 1.5

2. Electives (Total 7.5 Units)

CIS100 - Computer Keyboarding 1

CIS101 - Introduction to Personal Computers and Operating Systems 1.5

CIS111 - Google Apps for Business and Personal Use 2

CIS120 - IT Essentials 4

CIS126 - Introduction to Windows 1.5

CIS137 - Advanced Database Design 1.5

CIS141 - Introduction to HTML Programming 1.5

CIS142 - Intermediate HTML and Scripting 1.5

CIS155A - Systems and Network Administration 3

CIS215 - Visual BASIC Programming 3.5

CIS237 - Introduction to SQL Programming 1.5

CIS275 - Networking Fundamentals and Practices 3

Program Learning Outcomes

- Perform the duties typically assigned an entry-level computer programmer position in a business or non-profit organization.
- Use object oriented programming, database, and Web programming software to support business information needs.
- Analyze a problem, and identify and define the computing requirements appropriate to its solution.
- Design, implement, and evaluate a computer-based system, process, component, or program to meet desired needs.
- Use best practices and standards to integrate computer-based solutions into the user environment, with particular concern for systems and data security and integrity.

Skills Certificate, Microsoft Office Database Specialist

Skills Certificates are an acknowledgement that the student has attained a specified set of competencies within an occupational program. Skills Certificates may be part of a “ladder” of skills, beginning with job entry skills and leading to a full Certificate of Achievement program or may constitute a skill set that enables a student to upgrade or advance in an existing career. Skills Certificates require less than 18 units and are shorter in duration than the Certificate of Achievement.

Skills Certificate, Microsoft Office Database Specialist (Total 6 Units)

1. Database Design (Total 3 Units)

CIS117 - Introduction to MS Access Database Design 1.5

CIS127 - Intermediate MS Access Database Design 1.5

2. Other Required Courses (Total 3 Units)

CIS137 - Advanced Database Design 1.5

CIS237 - Introduction to SQL Programming 1.5

Skills Certificate, Microsoft Office Specialist

Skills Certificates are an acknowledgement that the student has attained a specified set of competencies within an occupational program. Skills Certificates may be part of a "ladder" of skills, beginning with job entry skills and leading to a full Certificate of Achievement program or may constitute a skill set that enables a student to upgrade or advance in an existing career. Skills Certificates require less than 18 units and are shorter in duration than the Certificate of Achievement.

Skills Certificate, Microsoft Office Specialist (Total 10.5 Units)

CIS102 - Beginning MS Word 1.5

CIS103 - Intermediate MS Word 1.5

CIS113 - MS PowerPoint Presentations and Publications 1.5

CIS117 - Introduction to MS Access Database Design 1.5

CIS118 - Introduction to MS Excel Spreadsheet Design 1.5

CIS127 - Intermediate MS Access Database Design 1.5

CIS128 - Intermediate MS Excel Spreadsheet Design 1.5

Course Information

CIS100: Computer Keyboarding

1.0 Units

(No prerequisite.) This course is recommended for any student needing to acquire alphabetic and numeric keyboarding skills for computer and coursework. Students learn how to keyboard by touch at a minimum speed of 20 words per minute. (CSU)

CIS101: Introduction to Personal Computers and Operating Systems

1.5 Units

(No prerequisite.) Introduction to the hardware, operating systems, and application software environment of the personal computer for students with little or no previous experience with PC microcomputers. Students gain the skills and confidence necessary to succeed in additional application training courses in spreadsheets, database design, word processing, and Web page construction, as well as the transfer-level

comprehensive computer concepts course, CIS 110. (CSU)

CIS102: Beginning MS Word

1.5 Units

(No prerequisite. Advisory: ability to keyboard by touch.) This beginning 8-week course in Microsoft Word for Windows develops competency in creating, editing, formatting, saving, and printing a variety of business and personal-use documents. Topics include creating and editing letters, memos, reports, tables, and mail merge. Students are shown how to integrate Word documents with other office programs. (CSU)

CIS103: Intermediate MS Word

1.5 Units

(No prerequisite. Advisory: CIS 102.) This 8-week Microsoft Word course develops competency in using Word's intermediate to advanced features. Students create, format, edit, save, and print a variety of business and personal-use documents. (CSU)

CIS110: Introduction to Computer Information Systems

3.0 Units

(No prerequisite.) This course introduces the concepts and technologies used in information systems within organizations. Topics include, networks, the Internet, social media, e-commerce, digital security, computer hardware and software, database systems, application software, and computer programming. Students will apply these concepts and methods through hands-on projects, developing computer-based solutions using application software for spreadsheets and databases. Programs are written and run in a high-level language. The course is of interest to students in social sciences, humanities, career technical education, and business. (CSU/UC) C-ID: ITIS 120

CIS111: Google Apps for Business and Personal Use

2.0 Units

(No prerequisite.) Students learn how to use Google Apps, a collection of free Web-based productivity tools, in a business environment. Topics include Google Search, Gmail, Google Calendar, Google Docs, Google Sheets, Google Slides, and emerging trends in Google Apps. Students use the internet to access their files and tools, and to collaborate with the instructor and other students. (CSU)

CIS113: MS PowerPoint Presentations and Publications

1.5 Units

(No prerequisite.) This course introduces the fundamental design and layout requirements for the creation of effective computer-generated presentations and printed documents for business. Students learn and experience the operation of three software packages that deal with layout, composition, typography, use of color, and choice of various output media. (CSU)

CIS117: Introduction to MS Access Database Design

1.5 Units

(No prerequisite. Advisory: CIS 101 or 110.) A first course in the design and installation of a database for personal computers. Students use a PC database software program to create and program database applications. (CSU)

CIS118: Introduction to MS Excel Spreadsheet Design

1.5 Units

(No prerequisite. Advisory: CIS 110 or 101.) In this first course in the design and application of spreadsheets for personal computers, students use a spreadsheet software program to design, create, and use spreadsheets for accounting and other business applications. (CSU)

CIS120: IT Essentials: PC Hardware and Software

4.0 Units

(No prerequisite.) This course introduces computer hardware and software as well as operating systems, networking concepts, mobile devices, IT security, and troubleshooting. The online course materials assist students in developing the skills necessary to work as a technician in the field of IT. Preparation for CompTIA's A+ certification exam is included. (CSU)

CIS126: Introduction to Windows

1.5 Units

(No prerequisite. Advisory: CIS 101 or 110.) This course provides an introduction to Windows for personal computers. Topics include Windows environment, menus, dialog boxes, folder management, Explorer, disk maintenance, and other Windows tools. Through both lecture and laboratory experience, students gain the skills and confidence necessary to succeed in additional application training courses in spreadsheets, database design, word processing, and Web page construction. (CSU)

CIS127: Intermediate MS Access Database Design

1.5 Units

(No prerequisite. Advisory: CIS 117.) In this continuation of CIS 117, students use the intermediate features of database software to design and implement database applications. They use development tools to integrate information from other applications, analyze data, utilize Internet capabilities, include forms for data input and validation, and produce custom reports. (CSU)

CIS128: Intermediate MS Excel Spreadsheet Design

1.5 Units

(No prerequisite. Advisory: CIS 118.) This course furthers students' ability to design and create electronic spreadsheets that use more advanced features. Students learn how to plan, write, and execute program codes to manipulate data to meet management, marketing, and other business needs. (CSU)

CIS137: Advanced Database Design

1.5 Units

(No prerequisite.) A course extending students' database application development knowledge using Access. Students will concentrate on advanced topics and techniques such as designing complex forms and reports, customizing the user interface, action queries and SQL, and using Visual Basic for Applications Web. This course, combined with CIS 117 and CIS 127, provide the student with material needed to test for the Microsoft Office Specialist Access Core Exam. Uses Access 2016. (CSU)

CIS141: Introduction to HTML Programming

1.5 Units

(No prerequisite. Advisory: CIS 110 or 101.) In this beginning class, students learn the basics of website design using Hypertext Markup Language (HTML). Additionally, students upload/download pages using FTP, and test or critique pages using a browser (like Firefox, Google Chrome, Safari, or Internet Explorer). The class focuses on providing the HTML foundation for future web design classes. Emphasizes the creation of basic HTML web pages linked in a simple web site configuration that presents hyperlinks, images, tables, lists, and other basic HTML building blocks. (CSU)

CIS142: Intermediate HTML and Scripting

1.5 Units

(No prerequisite. Advisories: CIS 110 and 141.) In this continuation of CIS 141, students build on their knowledge of HTML and develop a foundation in client-side programming using JavaScript. Additionally, students are exposed to a number of tools used in web design to enhance

the functionality of their web projects, including use of CSS for page formatting, Dynamic HTML to create animated content, implementing pre-built JAVA applets in a web page, and an introduction to Server Side Instruction (SSI). (CSU)

CIS155A: Systems and Network Administration

3.0 Units

(No prerequisite. Advisory: CIS 275.) This course provides the knowledge and skills required to build, maintain, troubleshoot, and support server and workstation hardware and software technologies. Students learn to identify environmental issues; understand and comply with disaster recovery and physical/software security procedures; become familiar with industry terminology and concepts; and understand server and workstation roles, specializations, and interactions within the overall computing environment. (CSU)

CIS160: Introduction to Information Systems Security

3.0 Units

(No prerequisite. Advisory: CIS 275.) An introduction to the fundamental principles and topics of information technology security and risk management at the organizational level. It addresses hardware, software, processes, communications, applications, and policies and procedures with respect to organizational cybersecurity and risk management. (CSU)

CIS215: Visual BASIC Programming

3.5 Units

(No prerequisite. Advisory: CIS 110.) Students plan and create their own interactive Windows applications using Visual BASIC.NET on a personal computer. Logic and computation problems develop skill in developing interactive BASIC programs. (CSU/UC) AA/AS Area E

CIS237: Introduction to SQL Programming

1.5 Units

(No prerequisite. Advisory: CIS 137.) This course extends students' relational database application development knowledge using SQL (Structured Query Language). Students concentrate on learning the SQL programming language including single and multiple-table queries, updating data, database administration, reports and embedded SQL. (CSU)

CIS275: Networking Fundamentals and Practices

3.0 Units

(No prerequisite. Advisory: CIS 170 or 110.) This course introduces the design of server-based

networks, including virtual environments. By researching and developing a case study of a typical network, students explore and implement basic concepts of networks. Topics include LAN, WAN, MAN and wireless network hardware, network operating systems, virtualization and operating system imaging, cloud computing, and network applications. (CSU)

Computer Science - COMP

Program Information

Computers play a role in most facets of our daily lives, from our acquisition and use of vast amounts of information throughout the day, to the myriad ways we communicate with each other, to the appliances we use in our home, to our transportation both public and private. The computer science degree program is designed to help students gain the skills necessary to take part in the responsible design and management of our future technology.

Transfer

With an associate degree in computer science, students can transfer to bachelor degree programs in areas such as applied computer science and engineering, computer graphics, computer information systems, and computer information technology. Additionally, there are degrees with concentrations in artificial intelligence, computational linguistics, networks and security, software engineering, networking and data communication, bioinformatics, computer game design, homeland security, materials science and engineering, nuclear engineering, applied math, scientific computation, telecommunications, multimedia, and applied computing.

A.S. in Computer Science

A.S. Degree Major

Computer science students may choose among several paths to meet requirements for the associate degree. There are three entry-level courses, Computer Science 130, 135, and 150 (C++, JAVA, and MATLAB), that each fulfill the requirements for any of the upper-level courses. Students who complete the requirements listed below, plus additional general education and graduation requirements, will be awarded the associate degree. Due to the diversity among degree programs, students should talk with a counselor or faculty member about their career goals and transfer requirements as they prepare to make their class choices. All students should consult a counselor.

Major Requirements (Total 45 Units)

1. Core Programming Course - select one

(Total 4 Units)

COMP130 - Introduction to Computer Programming using C++ 4

COMP135 - Introduction to Computer Programming using Java 4

COMP150 - Programming in MATLAB for Engineers 4

2. Additional Requirements (Total 37 Units)

COMP160 - Computer Organization: An Assembly Language Perspective 3

COMP220 - Data Structures and Algorithms 3

MATH115 - Probability and Statistics 4

MATH116 - Linear Algebra 4

MATH123 - Analytic Geometry and Calculus I 5

MATH124 - Analytic Geometry and Calculus II 5

PHYS207A - Mechanics and Properties of Matter 5

PHYS207B - Electricity and Magnetism 5

COMP 117 or MATH 117 Discrete Mathematics 3

COMP117 - Discrete Mathematics 3

MATH117 - Discrete Mathematics 3

3. Advanced Programming Course

Requirement - select one (Total 4 Units)

COMP232 - Advanced Programming in JAVA 4

COMP235 - Advanced Programming in C++ 4

Program Learning Outcomes

- Demonstrate a strong foundation in core computer science topics, both theoretical and applied.
- Develop an interdisciplinary vision with a strong foundation in mathematics and physics.
- Apply knowledge of programming, mathematics, science, and engineering to real world problems.
- Design, implement, and evaluate a computer-based system, process, component, or program to meet desired needs within realistic constraints.
- Analyze a problem using relevant data and identify and define the computing requirements appropriate to its solution.
- Apply design and development principles in the construction of software systems of varying complexity.

Course Information

COMP117: Discrete Mathematics

3.0 Units

(Prerequisite: Math 121 or 123. Can be taken as COMP 117 or Math 117; credit awarded for only one course.) A survey of topics including set theory, combinatorics, graph theory, algorithm,

logic, Boolean algebra, formal languages, and probability theory. Recommended for mathematics majors and students interested in engineering and applied fields. (CSU/UC) AA/AS Area E, CSU Area B-4, IGETC Area 2A

COMP130: Introduction to Computer Programming using C++

4.0 Units

(Prerequisite: completion of intermediate algebra or the equivalent.) An introduction to computer programming using C++ for computer science majors and computer professionals. Course concepts include problem-solving techniques, program design, control structures, primitive data types, array and string data structures, operations, algorithms, reading and writing files, exception handling. Object-oriented features are introduced, including classes, objects, inheritance, and parameter passing. (CSU/UC) AA/AS Area E, C-ID: COMP 122

COMP135: Introduction to Computer Programming using Java

4.0 Units

(Prerequisite: Completion of Intermediate Algebra or the equivalent.) An introduction to computer programming using JAVA for computer science majors and computer professionals. Course concepts include problem-solving techniques, program design, charting, control structures, primitive data types, array and string data structures, operations, algorithms, reading and writing files, exception handling. Object-oriented features are introduced, including classes, objects, inheritance, and parameter passing. (CSU/UC) AA/AS Area E

COMP138: Introduction to Programming in Python

4.0 Units

(No prerequisite.) This course offers an introduction to problem-solving using an open-source dynamic object-oriented scripting language. This course covers data types, control structures, functions, lists, dictionaries, tuples, objects, classes, exception handling, and Python standard libraries. Also covered are developing graphic user interfaces, and database programming, games, and internet programming.(CSU/UC)

COMP150: Programming in MATLAB for Engineers

4.0 Units

(Prerequisite: Math 123. May be taken as COMP 150 or ENGG 150; credit awarded for only one course.) This course utilizes the MATLAB (or a functionally equivalent) software environment to

provide students with a working knowledge of computer-based problem-solving methods relevant to science and engineering. It introduces the fundamentals of procedural programming, numerical analysis, and data structures, as well as elementary concepts of object-oriented programming. Examples and assignments in the course are drawn from practical applications in engineering, physics, and mathematics. (CSU/UC)

COMP160: Computer Organization: An Assembly Language Perspective

3.0 Units

(Prerequisite: COMP 130 or 135 or 150, or ENGG 150.) Computer architecture and techniques of assembly language programming as applied with Intel microprocessors. Topics include theory and concepts of virtual memory, pipelines, caches, and multitasking. IA-32 hardware architecture (bus, memory, stack, I/O, interrupts), design of structured assembly language code, arithmetic instructions, simple data transfer, input/output and disk processing concepts. (CSU/UC) AA/AS Area E, C-ID: COMP 142

COMP220: Data Structures and Algorithms

3.0 Units

(Prerequisite: COMP 130 or 135 or 150, or ENGG 150.) This is a follow-up computer science course after a high-level language programming course, such as C++ or JAVA. Data structures and their implementations as abstract data types are presented, including lists, stacks, queues, trees, graphs, heaps, and hash tables. An object-oriented approach is emphasized in software designs. The C++ STL framework will be introduced. (CSU/UC) AA/AS Area E

COMP232: Advanced Programming in JAVA

4.0 Units

(Prerequisite: COMP 130 or 135 or 150, or ENGG 150.) JAVA programming for both computer science majors and computer professionals. Review of JAVA syntax, data types, data structures, exception handling, and object-oriented features including classes, objects, and inheritance. The course will introduce advanced JAVA features including polymorphism, encapsulation, interfaces, abstraction, file IO, generics, collections, multithreading, concurrency, client server and network programming with sockets. (CSU/UC) AA/AS Area E

COMP235: Advanced Programming in C++

4.0 Units

(Prerequisite: COMP 130 or 135 or 150, or ENGG 150.) This advanced programming course in C++ offers students a deeper understanding of the language and its advanced features and

techniques. Topics include namespaces, derived classes, abstract classes, multiple inheritance, polymorphism, compositions, template classes, containers of Standard Template Library (STL), exceptions, dynamic memory management, and design of libraries. (CSU/UC) AA/AS Area E

Counseling - COUN

Program Information

Counseling courses are designed to provide an in-depth exploration into the process of self-knowledge. The courses are specifically intended to enhance student study habits, provide insights into career possibilities, and establish suitable educational planning. Courses are taught both informally and experientially in order to arrive at a realistic view of oneself and to enable students to better assess their potential for making informed decisions. In addition to the established offerings, special topics are offered periodically in response to student interest.

Course Information

Note: For UC transfer credits, COUN 110, COUN 114, COUN 116 and COUN 179 combined: maximum credit, 3 units.

COUN101: Educational Planning and Preparation

0.5 Units

(No prerequisite.) This course provides College of Marin students with an introduction to campus services, programs, degree and transfer requirements, and college culture. Students develop an educational plan and learn strategies for success in college. (CSU) [May also be offered as a noncredit course; please see schedule of classes for more information.]

COUN102: Educational Planning and Preparation for College

1.0 Units

(No prerequisite.) This course introduces campus services, programs, degree and transfer requirements, and college culture. Students develop an educational plan and learn strategies for success in college. Topics include goal setting, career/major exploration, college support services, and understanding college/university systems. (CSU)

COUN105: Achieving Success in College

1.0 Units

(No prerequisite.) This course provides an introduction to college including programs, policies, degrees, certificates, transfer

requirements, and college culture. Focus will be on strategies needed for academic success and the development of a long term academic plan. Students will be introduced to campus resources, math pathways and English success strategies. (CSU)

COUN105NC: Achieving Success in College

0.0 Units

(No prerequisite.) This noncredit course assists students in developing both personal and academic management strategies essential to success in college. Topics include managing time, critical reading, improving test preparation, research strategies, learning styles, effective problem solving, and goal-setting.

COUN106: Achieving Success in Math

1.0 Units

(No prerequisite.) This course helps students develop academic management strategies essential to success in college mathematics. Topics include managing time, critical reading of math problems, improving test preparation, math study strategies, learning styles, effective problem solving, college support services, and goal setting. (CSU)

COUN110: Academic Success Strategies

3.0 Units

(No prerequisite.) An overview of the concepts and significant factors that contribute to college transfer and college success, including social awareness, cultural identity, goal setting, study skills, career/major exploration, information competency, and college resources. Introduction to academic planning focused on the transfer institution. Focus on understanding college/university systems, and on the relationship of cultural experiences and college success. (CSU/UC) CSU Area E

COUN110NC: Academic Success Strategies

0.0 Units

(No prerequisite.) An overview of the concepts and significant factors that contribute to college transfer and college success, including social awareness, cultural identity, goal setting, study skills, career/major exploration, information competency, and college resources. Introduction to academic planning focused on the transfer institution. Focus on understanding college/university systems, and on the relationship of cultural experiences and college success.

COUN114: College Success Investigations

3.0 Units

(No prerequisite.) An in-depth guide to introduce students to the role of higher education in society

and understanding their role within the academic community. The course focuses on the determination of personal and professional life goals, using a reflective model of decision-making that is applicable in a variety of situations over an individual's lifespan. Topics include academic and career planning, study skills, team development, and self-understanding. (CSU/UC)

COUN115: Planning for Success/College

1.0 Units

(No prerequisite.) This course focuses on how to successfully prepare to transfer to UC, CSU, and private universities and colleges. Topics include developing an educational plan and selecting courses for transfer, admission criteria and the review process, choosing a college major, developing an effective personal statement, completing applications and use of internet resources. (CSU)

COUN116: Transfer Success and Educational Planning

1.0 Units

(No prerequisite.) This course provides a global perspective about the transfer process to a four-year university that includes transfer exploration, transfer policies, academic requirements, transfer planning and processes, and available tools and services in support of transfer goals. Students have the opportunity to broaden their perspectives by examine the role of higher education in society. The course guides students to examine their life plan and achievements, and develop a strong personal statement. Students complete a cost analysis and explore resources to fund their education. (CSU/UC)

COUN117: Personal Insight Questions (PIQ) Boot Camp

1.0 Units

(No prerequisite.) This course helps prepare students for the UC transfer application. The class provides an overview of the application process to prepare student to attend a transfer institution. Students will have their four Personal Insight Questions complete at the end of the course.(CSU)

COUN119: Transfer Enrollment & Next Steps

1.0 Units

(No prerequisite.) This course is focused on the final stage of the college transfer process, when students have received offers of admission. Students will explore the factors to consider in evaluating admissions offers and selecting a campus, including: Financial aid, student resources, and an in-depth investigation of their major on that campus. Students will also learn

about addressing conditions of admission, handling rejections, and initiating an appeal process. (CSU/UC)

COUN125: How to Study Effectively

1.0 Units

(No prerequisite.) This course introduces students to proven study techniques, including assessing learning styles, time management, stress reduction, listening and lecture note taking, efficient textbook reading, preparing for exams, improving memory, and critical thinking and writing. (CSU)

COUN129: College and Career Readiness

3.0 Units

(No prerequisite.) This course helps students learn valuable skills to be college- and career-ready. Students clarify their educational objectives and relate them to career paths. Topics include career development theories, college success factors, career/major exploration, decision making factors and goal setting. Addresses psychological and social issues impacting career and educational choices. (CSU/UC)

COUN130: Career Life Skills Planning

3.0 Units

(No prerequisite.) This course is an in-depth exploration in career decision making over the lifespan. Topics include career development over the lifespan, self-assessment, the history of the American worker, one's role and impact in the workforce, and the influence of career choice on life satisfaction. A helpful course for those exploring college major options or career change. (CSU/UC) CSU Area E

COUN131: Career Academy

1.0 Units

This course provides students with exposure to a variety of career opportunities in various fields through contact with practitioners. Students will begin their career exploration journey through career research and self exploration activities. (CSU)

COUN133: Career Exploration

1.0 Units

(No prerequisite.) This introductory course provides students with a practical approach to making career and educational decisions. Self-assessment inventories and assignments help students discover their interests, values, skills, lifestyle needs, and personality profile. (CSU)

COUN133A: Career Exploration

0.5 Units

(No prerequisite.) This short course introduces self-assessment including interests, skills, values,

and personality style, as it relates to career transition and choosing a major. (CSU)

COUN134: Internship Preparations and Job Search Strategies

1.0 Units

(No prerequisite.) This course teaches strategies for identifying internships and jobs that provide hands-on experience related to a chosen career. The course emphasizes job search strategies, resume and cover letter preparation, interviewing techniques, and labor market research, and includes assessment of skills and values related to career development. Students also examine workplace behaviors. (CSU)

COUN135: Effective Job Search Strategies

0.5 Units

(No prerequisite. Two lecture hours weekly for four weeks.) This course teaches strategies for identifying internships and jobs that provide hands-on experience related to students' chosen career. The course emphasizes job search strategies, resume and cover letter preparation, interviewing techniques, and labor market research. (CSU)

COUN179: Student Development and Transfer

3.0 Units

(No prerequisite.) The process of transferring from the community college system to a college or university can be overwhelming and complex, personally and academically. This course enables students to actively participate in planning their educational and career goals by providing information about the process and requirements for transferring. Students examine the stages of adult development, learn to embrace a culturally diverse world, and explore their identity as it relates to life decisions and career choices. The class addresses the challenges and obstacles that students may see impeding in their transfer process and their identity formation. Students learn how to adjust to one's changing role in a culturally diverse society. (CSU/UC) CSU Area E

Court Reporting - COUR

Program Information

The Court Reporting Program at College of Marin offers four stackable certificates designed for students interested in acquiring the skills necessary to secure employment as a verbatim reporter in our courts of law, pre-trial depositions, senate and congressional hearings, closed captioning and educational captioning. Completion of the requirements for the Associate of Science

degree for Court Reporting prepares students for transfer to a California State University, a University of California, or a university of their choice to pursue a baccalaureate degree of their choice or to enter the job market.

The College of Marin Court Reporting Program is recognized by the Court Reporters Board of California. For information concerning the minimum requirements that a Court Reporting Program must meet in order to be recognized, contact The Court Reporters Board of California, 2535 Capitol Oaks Drive, Suite 230, Sacramento, CA 95833. Phone: 916-263-3660

A.S. in Court Reporting

A.S. Degree Major

This curriculum offers students the opportunity to prepare to work as a proofreader or scopist for certified shorthand reporters. These courses also partially fulfill the Certified Shorthand Reporters Board requirements to qualify to take the State Certified Shorthand Reporters Examination (CSR). An Associate in Science degree in Court Reporting is earned by completing the courses listed below and the College of Marin graduation requirements. All students should consult a counselor.

Major Requirements (Total 24 Units)

COUR110A - Theory of Machine Shorthand 6
COUR167 - Procedures and Ethics for the Court Reporter/Deposition/CART Reporter 1
COUR168A - Spelling and Vocabulary for the Court Reporter 1
COUR168C - Grammar/Punctuation/Proofreading for the Court Reporter Part II 2
MEDA165 - Medical Terminology I 2
COUR110B - Theory of Machine Shorthand II 4
COUR100 - Skill Development I 2
COUR166 - Legal Terminology and CSR Law 2
COUR168B - Grammar/Punctuation/Proofreading for the Court Reporter Part I 2
COUR169A - Computer-Aided Transcription 2

Program Learning Outcomes

- Appropriately and professionally apply stenotype machine writing principles to support certified court reporters in performing transcription, proofreading, or captioning functions.
- Demonstrate an understanding of English, grammar and punctuation, legal and medical terminology, court structure, basic legal procedures, basic civil and criminal law, official court reporting procedures, deposition court reporting procedures, California codes and regulations regarding court reporters, and

court reporting ethics to support certified court reporters in performing transcription, proofreading, or captioning functions.

- Operate professional court reporting software to support certified court reporters in performing transcription, proofreading, or captioning functions.

Certificate of Achievements

The Court Reporting Program at College of Marin offers four stackable certificates designed for students interested in acquiring the skills necessary to secure employment as a verbatim reporter in our courts of law, pre-trial depositions, senate and congressional hearings, closed captioning and educational captioning. Completion of the requirements for the Associate of Science degree for Court Reporting prepares students for transfer to a California State University, a University of California, or a university of their choice to pursue a baccalaureate degree of their choice or to enter the job market. The College of Marin Court Reporting Program is recognized by the Court Reporters Board of California. For information concerning the minimum requirements that a Court Reporting Program must meet in order to be recognized, contact The Court Reporters Board of California, 2535 Capitol Oaks Drive, Suite 230, Sacramento, CA 95833. Phone: 916-263-3660

Certificate of Achievement in Court Reporting, Proofreading

The Proofreading Certificate is the first in the series of stackable certificates and it will prepare students for successful completion of the CSR exam and progress towards the A.S. Degree in Court Reporting.

COA in COUR, Proofreading (Total 12 Units)

COUR110A - Theory of Machine Shorthand 6
COUR167 - Procedures and Ethics for the Court Reporter/Deposition/CART Reporter 1
COUR168A - Spelling and Vocabulary for the Court Reporter 1
COUR168C - Grammar/Punctuation/Proofreading for the Court Reporter Part II 2
MEDA165 - Medical Terminology I 2

Program Learning Outcomes

- Appropriately and professionally apply the court reporting process in the workplace.
- Demonstrate proficiency in basic English, grammar and punctuation, as well as legal terminology, court structure, basic legal procedures, basic civil law, basic criminal law, official court reporting

procedures, deposition court reporting procedures, and court reporting ethics.

- Demonstrate proficiency in basic medical terminology, including terms relating to anatomy, physiology, and pharmaceutical drugs.

Certificate of Achievement in Court Reporting, Scopist

The Scopist Certificate is the second in the series of stackable certificates that will prepare students for successful completion of the CSR-Ready exam and the A.S. Degree in Court Reporting.

COA in COUR, Scopist (Total 26 Units)

COUR110A - Theory of Machine Shorthand 6
COUR167 - Procedures and Ethics for the Court Reporter/Deposition/CART Reporter 1
COUR168A - Spelling and Vocabulary for the Court Reporter 1
COUR168C - Grammar/Punctuation/Proofreading for the Court Reporter Part II 2
MEDA165 - Medical Terminology I 2
COUR110B - Theory of Machine Shorthand II 4
COUR100 - Skill Development I 2
COUR166 - Legal Terminology and CSR Law 2
COUR169A - Computer-Aided Transcription 2
MEDA166 - Medical Terminology II 2
COUR168B - Grammar/Punctuation/Proofreading for the Court Reporter Part I 2

Program Learning Outcomes

- Demonstrate proficiency in basic English, grammar and punctuation, as well as legal terminology, court structure, basic legal procedures, basic civil law, basic criminal law, official court reporting procedures, deposition court reporting procedures, and court reporting ethics.
- Demonstrate proficiency in basic medical terminology, including terms relating to anatomy, physiology, and pharmaceutical drugs.
- Demonstrate proficiency using court reporting software to generate court and deposition transcripts.

Certificate of Achievement in Court Reporting, Communication Access Realtime Translation (C.A.R.T.)

The C.A.R.T. Certificate is the third in the series of stackable certificates and will prepare students for successful completion of the CSR exam.

COA in COUR: Communication Access Realtime Translation (C.A.R.T.) (Total 43.5 - 45.5 Units)

1. Required Core (Total 41.5 Units)

COUR110A - Theory of Machine Shorthand 6

COUR167 - Procedures and Ethics for the Court Reporter/Deposition/CART Reporter 1

COUR168A - Spelling and Vocabulary for the Court Reporter 1

COUR168C - Grammar/Punctuation/Proofreading for the Court Reporter Part II 2

MEDA165 - Medical Terminology I 2

COUR110B - Theory of Machine Shorthand II 4

COUR100 - Skill Development I 2

COUR166 - Legal Terminology and CSR Law 2

MEDA166 - Medical Terminology II 2

COUR168B - Grammar/Punctuation/Proofreading for the Court Reporter Part I 2

COUR120 - Skill Development II 4

COUR140 - Skill Development III 4

COUR160 - Skill Development IV 4

COUR180 - Skill Development V 4

WE297B - Work Experience Seminar: Applying Worksite Skills 1.5

2. Computer Aided Transcription Option (Total 2 - 4 Units)

COUR169B - Computer-Aided Transcription II 2

COUR169A - Computer-Aided Transcription 2

Program Learning Outcomes

- Appropriately and professionally apply the court reporting process in the workplace.
- Demonstrate proficiency in basic English, grammar and punctuation, as well as legal terminology, court structure, basic legal procedures, basic civil law, basic criminal law, official court reporting procedures, deposition court reporting procedures, and court reporting ethics.
- Demonstrate proficiency in basic medical terminology, including terms relating to anatomy, physiology, and pharmaceutical drugs.
- Speed-building proficient and able to write at 180 wpm

Certificate of Achievement in Court Reporting, CSR-Ready

The CSR-Ready Certificate is the fourth in the series of stackable certificates and it will prepare students for successful completion of the CSR exam.

COA in COUR, CSR-Ready (Total 52.5 - 54.5 Units)

COUR110A - Theory of Machine Shorthand 6

COUR167 - Procedures and Ethics for the Court Reporter/Deposition/CART Reporter 1

COUR168A - Spelling and Vocabulary for the Court Reporter 1

COUR168C - Grammar/Punctuation/Proofreading for the Court Reporter Part II 2

MEDA165 - Medical Terminology I 2
 COUR166 - Legal Terminology and CSR Law 2
 MEDA166 - Medical Terminology II 2
 COUR110B - Theory of Machine Shorthand II 4
 COUR100 - Skill Development I 2
 COUR168B - Grammar/Punctuation/Proofreading
 for the Court Reporter Part I 2
 COUR120 - Skill Development II 4
 COUR140 - Skill Development III 4
 COUR160 - Skill Development IV 4
 COUR180 - Skill Development V 4
 WE297B - Work Experience Seminar: Applying
 Worksite Skills 1.5
 COUR200 - Skill Development VI 4
 COUR220 - Skill Development VII 4
 COUR283 - CSR/RPR Written Exam Preparation
 1

**Computer-aided Transcription option: choose
 at least one course 2 - 4**

COUR169A - Computer-Aided Transcription 2
 COUR169B - Computer-Aided Transcription II 2

Program Learning Outcomes

- Appropriately and professionally apply the court reporting process in the workplace.
- Demonstrate proficiency in basic English, grammar and punctuation, as well as legal terminology, court structure, basic legal procedures, basic civil law, basic criminal law, official court reporting procedures, deposition reporting procedures, and court reporting ethics.
- Demonstrate proficiency in basic medical terminology, including terms relating to anatomy, physiology, and pharmaceutical drugs.
- Demonstrate the ability to pass a mock CSR exam at 200wpm.

Course Information

COUR100: Skill Development I

2.0 Units

(1 lecture and 1 lab hrs/wk. Additional 2 weekly independent lab hours using Web-based learning platform. No Prerequisite.) This course develops stenotype machine dexterity; improves fluent reading of stenotype notes; develops the ability to take dictation at 80-100 wpm on 5-minute literary, jury charge, 2-voice and 4-voice tests with 95% to 97.5% accuracy; and continues the acquisition of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations. (CSU)

COUR110A: Theory of Machine Shorthand

6.0 Units

(3 lecture and 3 lab hrs/wk. Additional 6 weekly independent lab hours using Web-based learning platform. No prerequisite.) This is the first of two courses in theory. This course introduces the principles of operation of machine stenography and the operation of the stenotype machine. The course develops knowledge of stenotype theory, fluent stroking and reading of stenotype notes, and the ability to take dictation at 60-80 wpm for three minutes with 90% or better accuracy. Students are required to provide their own stenotype machine. (CSU)

COUR110B: Theory of Machine Shorthand II

4.0 Units

(2 lecture and 2 lab hrs/wk. Additional 4 weekly independent lab hours using Web-based learning platform. No prerequisite.) Students complete the machine shorthand theory textbook. This course concludes the introduction of stenotype theory principles; improves fluent reading, writing, and transcription of stenotype notes; develops the ability to take dictation at 80-100 wpm on 5-minute literary, jury charge, 2-voice and 4-voice tests with 95% to 97.5% accuracy; and continues the development of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations. (CSU)

COUR120: Skill Development II

4.0 Units

(2 lecture and 3 lab hrs/wk. Additional 3 weekly independent lab hours using Web-based learning platform. No prerequisite.) This course develops stenotype machine dexterity; improves fluent reading of stenotype notes; develops the ability to take dictation at 100-120 wpm on 5-minute literary, jury charge, 2-voice and 4-voice tests with 95% to 97.5% accuracy; and continues the acquisition of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations. (CSU)

COUR120NC: Noncredit Skill Development II

0.0 Units

(2 lecture and 3 lab hrs/wk. Additional 3 weekly independent lab hours using Web-based learning platform. No prerequisite.) This noncredit course, for students who have not completed all 120-wpm skills tests due to drops and hesitation, emphasizes speed development techniques to improve stenotype machine dexterity; develops the ability to take dictation at 100-120 wpm on 5-minute literary, jury charge, 2-voice and 4-voice tests with 95% to 97.5% accuracy; and continues

the acquisition of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations.

COUR140: Skill Development III

4.0 Units

(2 lecture and 3 lab hrs/wk. Additional 3 weekly independent lab hours using Web-based learning platform. No prerequisite.) This course develops stenotype machine dexterity; improves fluent reading of stenotype notes, develops the ability to take dictation at 120-140 wpm on 5- to 7.5-minute literary, jury charge, 2-voice and 4-voice tests with 95% to 97.5% accuracy; and continues the acquisition of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations. (CSU)

COUR140NC: Noncredit Skill Development III

0.0 Units

(2 lecture and 3 lab hrs/wk. Additional 3 weekly independent lab hours using Web-based learning platform. No prerequisite.) A noncredit skills development course for students who need more practice mastering the 140-wpm skills tests, which emphasizes speed development techniques to improve stenotype machine dexterity; develops the ability to take dictation at 140 wpm on 5-minute literary, jury charge, 2-voice and 4-voice tests with 95% to 97.5% accuracy; and continues the acquisition of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations.

COUR160: Skill Development IV

4.0 Units

(2 lecture and 3 lab hrs/wk. Additional 3 weekly independent lab hours using Web-based learning platform. No prerequisite.) This course develops stenotype machine dexterity; improves fluent reading of stenotype notes, develops the ability to take dictation at 140-160 wpm on 5- to 7.5-minute literary, jury charge, 2-voice and 4-voice tests with 95% to 97.5% accuracy; and continues the acquisition of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations. (CSU)

COUR160NC: Noncredit Skill Development IV

0.0 Units

(2 lecture and 3 lab hrs/wk. Additional 3 weekly independent lab hours using Web-based learning platform. No prerequisite.) This noncredit course is for students who have not completed all 160-wpm skills tests, emphasizes speed development

techniques to improve stenotype machine dexterity; develops the ability to take dictation at 160 wpm on 5-minute literary, jury charge, 2-voice and 4-voice tests with 95% to 97.5% accuracy; and continues the acquisition of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations.

COUR166: Legal Terminology and CSR Law

2.0 Units

(No prerequisite.) General concepts of law to include real and personal property; negligence and personal injury; contracts, wills, probate, and domestic relations; corporate law, insurance, criminal law and equity; procedural law including trial procedures; subpoenas, depositions, appellate procedures and the structure of the judicial system; and California codes applicable to the practice of court reporting. (CSU)

COUR167: Procedures and Ethics for the Court Reporter/Deposition/CART Reporter

1.0 Units

(No prerequisite.) This course explores the career opportunities in court, deposition, and CART reporting, concentrating on the ethics and procedures inherent to these careers. Field trips may include courthouses and deposition agencies. (CSU)

COUR168A: Spelling and Vocabulary for the Court Reporter

1.0 Units

(No prerequisite.) Designed for court reporting students, this online course develops the spelling and vocabulary skills necessary for professional success. Topics include medical, legal and technical vocabulary and commonly misspelled and confused words. (CSU)

COUR168B: Grammar/Punctuation/Proofreading for the Court Reporter Part I

2.0 Units

(No prerequisite.) Designed for court reporting students, this online course develops the grammar, punctuation, and proofreading skills necessary for professional success. Topics include punctuating spoken English, sentence structure, capitalization, paragraphing, and correct grammar usage as it pertains to transcription of legal proceedings. (CSU)

COUR168C: Grammar/Punctuation/Proofreading for the Court Reporter Part II

2.0 Units

(No prerequisite.) Designed for court reporting students, this online course focuses on grammar, punctuation and proofreading skills necessary for professional success. Topics include punctuating spoken English, sentence structure, capitalization, paragraphing, and correct grammar usage as it pertains to transcription of legal proceedings. (CSU)

COUR169A: Computer-Aided Transcription

2.0 Units

(No prerequisite.) Students develop knowledge and skill in the use of a computer-aided transcription system. Introduction of the computerized stenotype machine, computer editing, printing, realtime reporting, and reporting technology in the court reporting industry are emphasized. Instruction is a combination of lecture, demonstration, simulation on the computer, and class discussion. (CSU)

COUR169B: Computer-Aided Transcription II

2.0 Units

(No prerequisite.) This course emphasizes the transcription of the verbatim record of depositions, hearings, and judicial proceedings with court reporting software while adhering to the state's minimum transcript format standards. Students develop proficiency in performing editing and proofreading functions for court reporters using CAT software. The course also introduces Communication Access Realtime Translation (CART). Instruction is a combination of lecture, demonstration on the computer, class discussion, and individual practice. (CSU)

COUR170A: Summer Intensive I-A

3.0 Units

(No prerequisite.) This course reinforces stenotype theory principles; develops and improves fluency in reading, writing, and transcribing stenotype notes; develops the ability to take dictation at 80-100 wpm on 5-minute literary, jury charge, 2-voice and 4-voice tests with 95% to 97.5% accuracy; and continues the acquisition of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations. (CSU)

COUR170B: Summer Intensive I-B

3.0 Units

(No prerequisite.) This course reinforces stenotype theory principles; develops and improves fluency in reading, writing, and transcribing stenotype notes; develops and improves the ability to take dictation at 100-140 wpm on 5-minute literary, jury charge, 2-voice and 4-voice tests with 95% to 97.5% accuracy; and

continues the acquisition of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations. (CSU)

COUR170C: Summer Intensive I-C

3.0 Units

(No prerequisite.) This course reinforces stenotype theory principles; develops and improves fluency in reading, writing, and transcribing stenotype notes; develops the ability to take dictation at 120-160 wpm on 5- to 7.5-minute literary, jury charge, 2-voice and 4-voice tests with 95% to 97.5% accuracy; and continues the acquisition of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations. (CSU)

COUR171A: Summer Intensive II-A

3.0 Units

(No prerequisite.) This course reinforces stenotype theory principles; develops and improves fluency in reading, writing, and transcribing stenotype notes; develops and improves the ability to take dictation at 140-180 wpm on 5- to 10-minute literary, jury charge, 2-voice and 4-voice tests with 95% to 97.5% accuracy; and continues the acquisition of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations. (CSU)

COUR171B: Summer Intensive II-B

3.0 Units

(No prerequisite.) This course reinforces stenotype theory principles; develops and improves fluency in reading, writing, and transcribing stenotype notes; develops and improves the ability to take dictation at 160-200 wpm on 5- to 10-minute literary, jury charge, 2-voice and 4-voice tests with 95% to 97.5% accuracy; and continues the acquisition of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations. (CSU)

COUR171C: Summer Intensive II-C

3.0 Units

(No prerequisite.) This course reinforces stenotype theory principles; develops and improves fluency in reading, writing, and transcribing stenotype notes; develops and improves the ability to take dictation at 180-225+ wpm on 5- to 10-minute literary, jury charge, 2-voice and 4-voice tests with 95% to 97.5% accuracy; and continues the acquisition of

technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations. (CSU)

COUR180: Skill Development V

4.0 Units

(2 lecture and 3 lab hrs/wk. Additional 3 weekly independent lab hours using Web-based learning platform. No prerequisite.) This course develops stenotype machine dexterity; improves fluent reading of stenotype notes, develops the ability to take dictation at 160-180 wpm on 5- to 10-minute literary, jury charge, 2-voice and 4-voice tests with 95% to 97.5% accuracy; and continues the acquisition of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations. (CSU)

COUR180NC: Noncredit Skill Development V

0.0 Units

(2 lecture and 3 lab hrs/wk. Additional 3 weekly independent lab hours using Web-based learning platform. No prerequisite.) This noncredit course is for students who have not completed all 180-wpm skills tests, emphasizes speed development techniques; improves stenotype machine dexterity; improves fluent reading of stenotype notes; develops the ability to take dictation at 180 wpm on 5- to 10-minute literary, jury charge, 2-voice and 4-voice tests with 95% to 97.5% accuracy; and continues the acquisition of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations.

COUR200: Skill Development VI

4.0 Units

(2 lecture and 3 lab hrs/wk. Additional 3 weekly independent lab hours using Web-based learning platform. No prerequisite.) This course develops stenotype machine dexterity; improves fluent reading of stenotype notes, develops the ability to take dictation at 180-200 wpm on 5- to 10-minute literary, jury charge, 2-voice and 4-voice tests with 95% to 97.5% accuracy; and continues the acquisition of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations. (CSU)

COUR200NC: Noncredit Skill Development VI

0.0 Units

(2 lecture and 3 lab hrs/wk. Additional 3 weekly independent lab hours using Web-based learning platform. No prerequisite.) This noncredit course for students who have not completed all 200-wpm

skills tests, emphasizes speed development techniques; improves stenotype machine dexterity; improves fluent reading of stenotype notes; develops the ability to take dictation at 200 wpm on 5- to 10-minute literary, jury charge, 2-voice and 4-voice tests with 95% to 97.5% accuracy; and continues the acquisition of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations.

COUR220: Skill Development VII

4.0 Units

(2 lecture and 3 lab hrs/wk. Additional 3 weekly independent lab hours using Web-based learning platform. No prerequisite.) This course develops stenotype machine dexterity; improves fluent reading of stenotype notes; develops the ability to take dictation at 200-225 wpm on 5- to 10-minute literary, jury charge, 2-voice and 4-voice tests with 95% to 97.5% accuracy; and continues the acquisition of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations. (CSU)

COUR220NC: Noncredit Skill Development VII

0.0 Units

(2 lecture and 3 lab hrs/wk. Additional 3 weekly independent lab hours using Web-based learning platform. No prerequisite.) This noncredit course develops stenotype machine dexterity; improves fluent reading of stenotype notes; develops the ability to take dictation at 200-225 wpm on 5- to 10-minute literary, jury charge, 2-voice and 4-voice tests with 95% to 97.5% accuracy; and continues the acquisition of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations.

COUR225: Mastery Skill Development VIII

4.0 Units

(Additional 3 weekly independent lab hours using Web-based learning platform. No prerequisite.) This course develops stenotype machine dexterity; improves fluent reading of stenotype notes; develops the ability to take dictation at 200 wpm on 5-minute literary tests, 240 wpm on 5-minute jury charge tests, and 260 wpm on 5-minute 2-voice tests with at least 95% accuracy; and continues the acquisition of technical, medical, legal, and general vocabulary, and familiarization with current events. Students simulate the role of court reporter in a variety of situations. (CSU)

COUR283: CSR/RPR Written Exam Preparation

1.0 Units

(No prerequisite.) This course is a comprehensive review of legal, medical and technical terminology, court structure, applicable code sections, grammar, word usage, and punctuation in preparation for the Certified Shorthand Reporter and the Registered Professional Reporter written examinations. (CSU)

Dance - DANC

Program Information

As well as developing high levels of physical and mental skills, dance provides a means to express creatively the personal side of our nature. Through its study students gain an understanding and appreciation of dance as an art form whether their goal be a career in dance or the sheer pleasure of movement.

A.A. in Dance

A.A. Degree Major

The A.A. degree prepares students for transfer into a four-year dance major or performing arts program. It serves as basic preparation for professional performance and/or teaching careers, as well as being a springboard into further study of other dance-related areas. Students who complete the requirements listed below, plus additional general education and graduation requirements, will be awarded the associate degree. All students should consult a counselor.

Major Requirements (Total 20.5 - 27 Units)

1. **Ballet - choose two courses, any level, from the following** (Total 3 - 4 Units)

DANC126A - Beginning Ballet I 1.5
DANC126B - Beginning Ballet II 1.5
DANC126C - Beginning Ballet III 1.5
DANC126D - Beginning Ballet IV 1.5
DANC128A - Intermediate Ballet I 2
DANC128B - Intermediate Ballet II 2
DANC128C - Intermediate Ballet III 2
DANC128D - Intermediate Ballet IV 2

2. **Contemporary Modern Dance - choose two courses, any level, from the following** (Total 3 - 4 Units)

DANC130A - Beginning Contemporary Modern Dance I 1.5
DANC130B - Beginning Contemporary Modern Dance II 1.5
DANC130C - Beginning Contemporary Modern Dance III 1.5
DANC130D - Beginning Contemporary Modern Dance IV 1.5
DANC133A - Intermediate Contemporary Modern Dance I 2

DANC133B - Intermediate Contemporary Modern Dance II 2

DANC133C - Intermediate Contemporary Modern Dance III 2

DANC133D - Intermediate Contemporary Modern Dance IV 2

3. **History** (Total 3 Units)

DANC108 - Dance History: Dancing - The Pleasure, Power, and Art of Movement 3

4. **Choreography** (Total 3 Units)

DANC135A - Dance Composition I 1.5

DANC135B - Dance Composition II 1.5

5. **Jazz - choose one course from the following** (Total 2 Units)

DANC122A - Introduction to Jazz Dance 2

DANC122B - Beginning Jazz Dance 2

DANC123A - Beginning Intermediate Jazz Dance 2

DANC123B - Intermediate Jazz Dance 2

6. **Performance and Production** (Total 0.5 - 6.5 Units)

DANC160A - Introduction to Dance Performance Skills 1.5

DANC241A - Dance Company A 2

DANC241B - Dance Company B 3

DANC241C - Dance Company C 4

DANC241D - Dance Company D 5

DANC260 - Musical Production - Dance 0.5

7. **Electives - choose two courses from dance technique, ballet, contemporary modern, jazz or hip hop** (Total 3 - 4 Units)

DANC111A - Introduction to Hip Hop 1.5

DANC111B - Beginning Hip Hop 1.5

DANC111C - Intermediate Hip Hop 1.5

DANC111D - Advanced Hip Hop 1.5

8. **Complete both of the following** (Total 3 Units)

DANC109A - Conditioning and Injury Prevention I 1.5

DANC109B - Conditioning and Injury Prevention II 1.5

Program Learning Outcomes

- Demonstrate and perform with basic to intermediate level technical skills in at least two of the following techniques: contemporary modern, jazz and ballet.
- Recognize appropriate conditioning practices that minimize dance injuries.
- Demonstrate an ability to rehearse, perform and collaborate within performance settings.
- Analyze cultural dance history and its effects on dance and society.
- Create, perform and critique, in solos and groups, dance composition studies.

Course Information

Note: For UC transfer credits, any or all of these PE Activity courses combined: maximum credit, 4 units.

DANC101: African American Dance History

3.0 Units

(No prerequisite.) This course examines the historical contributions of African Americans to social as well as theatrical dance, from slavery to the present, emphasizing the social and cultural context of individual contributors and their influence on the theatrical dance world, as well as dance crazes and fads. The course focuses on how these dance creators, birthed from the African American experience, found footing in cultural fusion and individual expression. (CSU/UC) AA/AS Area C and G, CSU Area C-1, IGETC Area 3 A

DANC108: Dance History: Dancing - The Pleasure, Power, and Art of Movement

3.0 Units

(No prerequisite.) This course covers the major theatrical traditions as well as dance as a social, cultural and religious expression. It describes dance history and anthropology from six continents and highlights the important ways in which dance functions in human societies. The course focuses on dance as an expression of social order and power, as classical art, as a medium of cultural fusion, and as an expression of individual artists. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

DANC109A: Conditioning and Injury Prevention I

1.5 Units

(No prerequisite.) This course introduces stretch and strengthening exercises, low impact dance conditioning methods, Pilates, and yoga. Injury prevention, muscle and skeletal terminology as well as basic nutrition are introduced. The class is appropriate for beginning dance students, and for those wanting to learn how to be active without injury. (CSU/UC) AA/AS Area H, CSU Area E

DANC109B: Conditioning and Injury Prevention II

1.5 Units

(No prerequisite.) This continuation of Dance 109A emphasizes maintaining strength and flexibility through Pilates, yoga, floor barre, and other low impact conditioning methods. Introduction to creating a personal conditioning program. Appropriate for those actively dancing or those returning to dance after an injury or period

of inactivity. (CSU/UC) AA/AS GE Area H, CSU Area E

DANC111A: Introduction to Hip Hop

1.5 Units

(No prerequisite.) This class introduces hip-hop choreography with the use of isolations, techniques, and movement combinations derived from current and recent popular hip-hop music, emphasizing rhythm, musicality and coordination. Historical elements of this dance form are also covered. (CSU/UC) AA/AS Area H, CSU Area E

DANC111B: Beginning Hip Hop

1.5 Units

(No prerequisite. Advisory: Dance 111A.) An introduction to contemporary hip hop dance technique. Students demonstrate beginning-level isolation, coordination, and musicality of hip hop movements and combinations. The class also explores the culture and music of hip hop and the influences of club style dance. (CSU/UC) AA/AS Area H, CSU Area E

DANC111C: Intermediate Hip Hop

1.5 Units

(No prerequisite. Advisory: Dance 111B.) An introduction to intermediate hip hop technique and choreography. Students engage in intermediate-level skills in sight reading, musicality, coordination, and control; and compare and contrast different hip hop styles, cultures, and musicians. (CSU/UC) AA/AS Area H, CSU Area E

DANC111D: Advanced Hip Hop

1.5 Units

(No prerequisite. Advisory: Dance 111C.) An introduction to advanced hip hop movements and choreography. Students develop advanced-level musicality, learn to pick up choreography quickly, and find their personal hip hop style while practicing the diverse styles of hip hop dance. Recent historical elements of this dance form are also covered. (CSU/UC) AA/AS Area H, CSU Area E

DANC119A: Beginning African-Haitian Dance

1.5 Units

(No prerequisite.) This course develops beginning skills in African-Haitian dance based upon the technique of Katherine Dunham, emphasizing rhythmic awareness through barre and floor progressions. Movement phrases are based upon authentic dances from Africa and the Caribbean Islands; the history and culture of the people are also studied. Students learn to use their body parts polyrhythmically and in isolation. Lecture and instructor-supervised demonstrations and performances are designed to assist students in

reaching a satisfactory level of skill through repeated practice. (CSU/UC) AA/AS Area H, CSU Area E

DANC119B: Intermediate African-Haitian

Dance

1.5 Units

(No prerequisite.) This course develops intermediate skills in African-Haitian dance based upon the technique of Katherine Dunham, emphasizing rhythmic awareness through barre and floor progressions. Movement phrases are based upon authentic dances from Africa and the Caribbean Islands; the history and culture of the people are also studied. Students learn to use their body parts polyrhythmically and in isolation. Lecture and instructor-supervised demonstrations and performances are designed to assist students in reaching a satisfactory level of skill through repeated practice. (CSU/UC) AA/AS Area H, CSU Area E

DANC122A: Introduction to Jazz Dance

2.0 Units

(No prerequisite.) A basic introduction to jazz dance, emphasizing movement exercises involving rhythmic sequences. Fundamental elements of jazz dance technique, as well as early historical influences, are explored. (CSU/UC) AA/AS Area H, CSU Area E

DANC122B: Beginning Jazz Dance

2.0 Units

(No prerequisite. Advisory: Dance 122A.) This class focuses on beginning-level jazz dance, including movement exercises involving rhythmic sequences, and the fundamental elements of jazz dance technique. The class builds on many of the elements that are introduced in Dance 122A. (CSU/UC) AA/AS Area H, CSU Area E

DANC123A: Beginning Intermediate Jazz Dance

2.0 Units

(No prerequisite.) An intermediate course in jazz dance, emphasizing movement exercises involving rhythmic sequences. Fundamental elements of jazz dance technique, as well as early historical influences, are explored. (CSU/UC) AA/AS Area H, CSU Area E

DANC123B: Intermediate Jazz Dance

2.0 Units

(No prerequisite. Advisory: Dance 123A.) An intermediate course in jazz dance, emphasizing movement exercises involving rhythmic sequences. Fundamental elements of jazz dance technique, as well as early historical influences,

are explored. (CSU/UC) AA/AS Area H, CSU Area E

DANC126A: Beginning Ballet I

1.5 Units

(No prerequisite.) Students in this course learn the technical fundamentals of absolute beginning ballet, including floor barre, standing barre, center work, and movement across the floor. (CSU/UC) AA/AS Area H, CSU Area E

DANC126B: Beginning Ballet II

1.5 Units

(No prerequisite. Advisory: Dance 126A) This course includes exercises for body awareness and alignment, flexibility, balance, strength, and stamina. Center floor work with basic adagio and allegro movements, jumps, and turns. (CSU/UC) AA/AS Area H, CSU Area E

DANC126C: Beginning Ballet III

1.5 Units

(No prerequisite. Advisory: Dance 126B.) This beginning ballet class continues from Dance 126B, emphasizing arm positions, placement and carriage. Includes exercises for body awareness, alignment, flexibility, balance, strength, and stamina. Center floor work with basic adagio and allegro movements, jumps and turns. (CSU/UC) AA/AS Area H, CSU Area E

DANC126D: Beginning Ballet IV

1.5 Units

(No prerequisite. Advisory: Dance 126C.) This beginning ballet class continues from Dance 126C, emphasizing the standing leg. Includes exercises for body awareness, alignment, flexibility, balance, strength and stamina. Center floor work with basic adagio and allegro movements, jumps and turns. (CSU/UC) AA/AS Area H, CSU Area E

DANC128A: Intermediate Ballet I

2.0 Units

(No prerequisite. Advisory: Dance 126D.) This course provides beginning intermediate ballet students with continued training in ballet technique, emphasizing proper body alignment, increased flexibility and fluidity. (CSU/UC) AA/AS Area H, CSU Area E

DANC128B: Intermediate Ballet II

2.0 Units

(No prerequisite. Advisory: Dance 128A.) A continuation of intermediate ballet technique, emphasizing body alignment and placement, foot articulation, leg rotation, and port de bras. Attention to the linkage of steps, quality of individual movements, and principles of artistic

expression. (CSU/UC) AA/AS Area H, CSU Area E

DANC128C: Intermediate Ballet III

2.0 Units

(No prerequisite. Advisory: Dance 128B.) A continuation of intermediate ballet training that introduces periods and styles of ballet technique, such as Romantic and Classical. Continued emphasis on complete core integration, alignment, strength, and flexibility. (CSU/UC) AA/AS Area H

DANC128D: Intermediate Ballet IV

2.0 Units

(No prerequisite. Advisory: Dance 128C.) A continuation of intermediate ballet training, emphasizing fluidity, artistry, strength, and flexibility. Introduction of beginning pointe work for those students who can demonstrate a completely integrated core. (CSU/UC), AA/AS Area H

DANC130A: Beginning Contemporary Modern Dance I

1.5 Units

(No prerequisite) This beginning modern dance course explores positioning, alignment, and centering as they apply to balance, turns, elevations, and movement in and through space. Examines a variety of movement qualities, rhythms, and phrasing as well as space-time energy concepts. (CSU/UC) AA/AS Area H, CSU Area E

DANC130B: Beginning Contemporary Modern Dance II

1.5 Units

(No prerequisite. Advisory: Dance 130A.) Continued emphasis on positioning, alignment, and centering as they apply to balance, turns, elevations, and movement in and through space. Examines a variety of movement qualities, rhythms, and phrasing as well as space-time energy concepts. (CSU/UC) AA/AS Area H, CSU Area E

DANC130C: Beginning Contemporary Modern Dance III

1.5 Units

(No prerequisite. Advisory: Dance 130B.) This continuation of beginning modern dance technique reinforces fundamentals and emphasizes placement and alignment of the body. Further development of knowledge, skills, and abilities for beginning levels of modern dance. (CSU/UC) AA/AS Area H, CSU Area E

DANC130D: Beginning Contemporary Modern Dance IV

1.5 Units

(No prerequisite. Advisory: Dance 130C.) This course, the last of four beginning-level modern dance courses, provides further development of skills and knowledge, emphasizing fluidity, control, and strength. (CSU/UC) AA/AS Area H, CSU Area E

DANC133A: Intermediate Contemporary Modern Dance I

2.0 Units

(No prerequisite. Advisory: Dance 130D.) This first intermediate modern dance technique course continues to develop students' abilities to use the body as an instrument of expression, while increasing flexibility, stamina, and muscular coordination. (CSU/UC) AA/AS Area H, CSU Area E

DANC133B: Intermediate Contemporary Modern Dance II

2.0 Units

(No prerequisite. Advisory: Dance 133A.) Intermediate modern technique, adding longer movement phrases and increasing sensitivity to music and dynamics. Continued emphasis on alignment, centering, balance, and sensitivity to space-time-energy in movement. (CSU/UC) AA/AS Area H, CSU Area E

DANC133C: Intermediate Contemporary Modern Dance III

2.0 Units

(No prerequisite. Advisory: Dance 133B.) This course emphasizes increasing technical proficiency, improving anatomical awareness and developing a deeper understanding of the skills and principles of various contemporary modern dance techniques. Elements of dance composition are introduced, as they apply to groups moving in space. (CSU/UC) AA/AS Area H

DANC133D: Intermediate Contemporary Modern Dance IV

2.0 Units

(No prerequisite. Advisory: Dance 133C.) This course focuses on centering and energy flow as they function in alignment, turns, falls, extensions, elevations, and movements through space. Emphasizes learning to trust the uniqueness of one's own movement in order to develop artistic expression. (CSU/UC) AA/AS Area H

DANC135A: Dance Composition I

1.5 Units

(No prerequisite.) This course emphasizes movement intention, and the exploration and practices of the creative processes. Through structured improvisation, students have the opportunity to explore and utilize the tools and

processes of creating inventive movement. In addition, students learn to recognize and utilize the tools of dance composition. (CSU/UC) AA/AS Area H, CSU Area E

DANC135B: Dance Composition II

1.5 Units

(No prerequisite. Advisory: Dance 135A.) The craft of choreography, its ingredients and tools. Discussion and exploration of history, form, content, design, and the elements of time, space, and energy. Students choreograph small studies throughout the semester. (CSU/UC) AA/AS Area H, CSU Area E

DANC160A: Introduction to Dance Performance Skills

1.0 Units

(No prerequisite.) Basic skills of rehearsal and performance. Development of projection, stage presence, mastering stage space and artistic expression. Students perform in and/or choreograph for group, small groups, duet or solo pieces which are presented in a studio venue. (CSU/UC) AA/AS Area H, CSU Area E

DANC241A: Dance Company A

2.0 Units

(Prerequisite: Audition required.) Students rehearse and perform faculty choreography in a formal concert (predetermined number of scheduled performances). Students enrolled in this section dance in one dance piece. Focus on technique, choreographic phrasing, artistry, and performance presence. Combinations of Dance 241 ABCD may be taken a total of four times for credit. (CSU/UC) AA/AS Area H

DANC241B: Dance Company B

3.0 Units

(Prerequisite: Audition required.) Students rehearse and perform faculty choreography in a formal concert (predetermined number of scheduled performances). Students enrolled in this section dance in two dance pieces. Focus on technique, choreographic phrasing, artistry, and performance presence. Combinations of Dance 241 ABCD may be taken a total of four times for credit. (CSU/UC) AA/AS Area H

DANC241C: Dance Company C

4.0 Units

(Prerequisite: Audition required.) Students rehearse and perform faculty choreography in a formal concert (predetermined number of scheduled performances). Students enrolled in this section dance in three dance pieces. Focus on technique, choreographic phrasing, artistry, and performance presence. Combinations of

Dance 241 ABCD may be taken a total of four times for credit. (CSU/UC) AA/AS Area H

DANC241D: Dance Company D

5.0 Units

(Prerequisite: Audition required.) Students rehearse and perform faculty choreography in a formal concert (predetermined number of scheduled performances). Students enrolled in this section dance in four dance pieces. Focus on technique, choreographic phrasing, artistry, and performance presence. Combinations of Dance 241 ABCD may be taken a total of four times for credit. (CSU/UC) AA/AS Area H

DANC260: Musical Production - Dance

0.5 Units

(Prerequisite: audition required.) In collaboration with the Performing Arts department, students prepare and perform dance numbers for various chosen musicals. Emphasis is placed on the utilization of a synthesis of dance techniques incorporating ballet, modern and jazz; on learning and memorizing choreography; on developing an aesthetic sense of how dance interfaces with other elements of a musical production; and on taking direction from the choreographer, stage and musical directors. (CSU/UC)

Dental Assisting: Registered - DENT

Program Information

This program combines the technical knowledge and skills required to function successfully as a chairside dental assistant with the essential aspects of office procedures. The expanded functions that are required for state licensure are taught to clinical proficiency. Please note: the Dental Board of California requires either a social security number or a federal employee identification number on the application for state licensure as a Registered Dental Assistant. Please visit the Dental Board of California's website for all requirements for the RDA application at www.dbc.ca.gov.

For Program Information and application procedure, please visit <http://hs.marin.edu/dental-assisting>

A.S. in Dental Assisting, Registered

(Certificate of Achievement also awarded)

A.S. Degree Major

The Registered Dental Assisting Program is offered only at the Indian Valley Campus. It is a sequential program leading to an Associate in

Science degree and a Certificate of Achievement. The program is accredited by the California Board of Dental Examiners and the American Dental Association. Graduates are eligible to sit for the State Registered Dental Assistant Licensure Examinations, which requires mandatory live-scan fingerprinting. Graduates are also eligible for the Dental Assisting National Board Examination. Students must maintain a C grade or higher in all courses to earn their Certificate of Completion, a requirement of the Commission on Accreditation. College of Marin's courses in Registered Dental Assisting, in addition to fulfilling the College of Marin graduation requirements, will award an Associate in Science degree. These courses will transfer toward a Bachelor's degree in Health Science at California State Universities (see a counselor or Director of Dental Assisting for more details.) All students should consult a counselor.

Major Requirements (Total 38 Units)

1. First Semester (Total 15 Units)

DENT172 - Dental Science I 3
DENT174 - Dental Materials 3
DENT176 - Dental Morphology, Histology, and Recordings 3

DENT180 - Chairside I 3
DENT182 - Dental Radiology 3

2. Second Semester (Total 20 Units)

DENT178 - Dental Science II 3
DENT183 - Advanced Dental Procedures 1.5
DENT184 - Chairside Procedures II 5
DENT186 - Clinical Dental Radiology 1.5
DENT187 - Clinical/Technique Practicum 1
DENT188 - Chairside Clinical Operative Procedures 6

DENT190 - Dental Practice Management and Economics 2

3. Summer Session (Total 3 Units)

DENT192 - Clinical Applications in Dental Offices 2

DENT192A - Pit and Fissure Sealants 1

Program Learning Outcomes

- Perform the components of preventive dentistry including nutritional diet analysis, oral hygiene instruction, caries detection, pit and fissure sealants, and coronal polishing procedures.
- Explain the ethical parameters of the Dental Law as it relates to the dental assistant.
- Expose intraoral and extraoral dental radiographs for the patient's oral health assessment.
- Take and pour dental diagnostic impressions used for study models.

- Assist the dentist at chairside with regards to moisture control, oral evacuation, instrument transfers, charting, and dental patient emergencies.
- Manipulate dental materials for restorative dental procedures.
- Sterilize instruments and disinfect dental equipment to prevent cross contamination following OSHA compliance.
- Seek entry-level employment in the dental field.
- Sit for the State Registered Dental Assisting Examination and the Dental National Board.

Skills Certificates

Skills certificates are an acknowledgement that the student has attained a specified set of competencies within an occupational program. Skills certificates may be part of a "ladder" of skills, beginning with job entry skills and leading to a full Certificate of Achievement program. Skills Certificates require less than 18 units and are shorter in duration than the Certificate of Achievement.

Skills Certificate, Coronal Polish

The Skills Certificate provides the student with knowledge of the fundamental language/skill necessary for dental courses. Successful completion of Dental Assisting 183 will earn the student a Coronal Polish Certificate. This course is approved by the Board of Dental Examiners under the Department of Consumer Affairs administered by the Committee on Dental Auxiliaries and is a prerequisite to be eligible to sit for the State Registered Dental Assistant licensure examination. The original certificate is issued to the Committee on Dental Auxiliaries. Records of participants must be maintained for five years. This certificate allows the individual to polish dentition under the direct supervision of a dentist in the private dental office or dental clinic.

Skills Certificate, Coronal Polish (Total 1.5 Units)

DENT183 - Advanced Dental Procedures 1.5

Skills Certificate, Pit and Fissure Sealants

The Skills Certificate provides the student with knowledge of the fundamental language/skill necessary for dental courses. Successful completion of Dental Assisting 192A will earn the student a certificate in Pit and Fissure Sealants. This course is approved by the Board of Dental Examiners under the Department of Consumer Affairs administered by the Committee on Dental Auxiliaries. A copy of the certificate is sent to the

Committee on Dental Auxiliaries. Records of participants must be maintained for five years. This certificate allows the individual to prepare the teeth by etching and apply the sealant that protects the dentition from dental decay in a private dental office or dental clinic under the direct supervision of a dentist.

Skills Certificate, Pit and Fissure Sealants (Total 1 Units)

DENT192A - Pit and Fissure Sealants 1

Skills Certificate, Radiology Safety

The Skills Certificate provides the student with knowledge of the fundamental language/skill necessary for dental courses. Successful completion of Dental Assisting 182 and 186 will earn the student a Radiology Certificate approved the Board of Dental Examiners under the Department of Consumer Affairs administered by the Committee of Dental Auxiliaries. This certificate is a prerequisite to be eligible to sit for the State Registered Dental Assistant licensure examination and a copy of the certificate is issued to the Committee on Dental Auxiliaries. Records of participants must be maintained for five years. This certificate allows the individual to expose dental radiographs on patients within the private dental office or dental clinic. No individual is allowed to expose dental radiographs without this certificate in the State of California.

Skills Certificate, Radiology Safety (Total 4.5 Units)

DENT182 - Dental Radiology 3

DENT186 - Clinical Dental Radiology 1.5

Skills Certificate, Ultrasonic Scaling

The Skills Certificate provides the student with knowledge of the fundamental language/skill necessary for dental courses. Successful completion of Dental Assisting 183 will earn the student a certificate in ultrasonic scaler usage in an orthodontic setting. This course is approved by the Board of Dental Examiners under the Department of Consumer Affairs administered through the Committee on Dental Auxiliaries. The original certificate is issued to the Committee on Dental Auxiliaries. Records of participants must be maintained for five years. This certificate allows the individual to use an ultrasonic scaler to remove excess supragingival cement around orthodontic bands in a private dental office or dental clinic under direct supervision of a dentist.

Skills Certificate, Ultrasonic Scaling (Total 1.5 Units)

DENT183 - Advanced Dental Procedures 1.5

Course Information

DENT172: Dental Science I

3.0 Units

(No prerequisite.) This course covers principles of human anatomy, histology, and physiology as they relate to the head, neck and body systems in dentistry. Students study microbiology as it relates to the control of infection and disease, as well as bloodborne pathogen standards including sterilization and disinfection within the dental environment. Students receive instruction in applications of dental infection control, cross-contamination prevention, disposal of regulated and nonregulated waste, and current state and national infection control industry standards. Upon successful completion of this course, students will have the appropriate knowledge and skills necessary to begin clinical rotation experiences in the next phase of the dental assisting program. (CSU)

DENT174: Dental Materials

3.0 Units

(Prerequisite: DENT 176.) This course introduces the physical and chemical properties of dental materials, and the preparation, placement, adjustment and removal of direct provisional restorations within the scope of the registered dental assistant (RDA) and in compliance with state regulations. The laboratory instructional material covers the applications of placement of temporary sedative restorations, placement of cement bases and liners, fabrication of preliminary impression materials, fabricating temporary crowns and restorations, preparing final impression materials, and four-handed dentistry techniques including composite/bonding and crown/bridge dental procedures. Upon successful completion of this course, students will have the appropriate knowledge and skills necessary to begin clinical rotation experiences in the next phase of the dental assisting program. (CSU)

DENT176: Dental Morphology, Histology, and Recordings

3.0 Units

(No prerequisite.) This course presents dental terminology as it relates to tooth morphology and histology, charting, tooth nomenclature systems, cavity classifications, patient assessment, oral examination, dental diagnosis, and treatment planning in preparation of four-handed dentistry procedures within the RDA scope of practice. The course combines foundational knowledge and practices integrated with clinical experiences. Laboratory content includes identification of permanent and primary dentition, nomenclature, location and function. Students distinguish normal

oral anatomy from oral pathology and demonstrate the ability to document patient records including dental charting. Students assist during and perform oral examinations and patient assessments according to the RDA scope of practice. Upon successful completion of this course, students will have the appropriate clinical patient assessment knowledge and skills necessary to begin clinical rotation experiences in the next phase of the dental assisting program. (CSU)

DENT178: Dental Science II

3.0 Units

(Prerequisite: DENT 172.) This course covers principles of oral pathology, preventive dentistry, nutrition, dental anxiety, medical emergencies, pharmacology, and special needs populations as they relate to dentistry and the RDA scope of practice. Applied psychology, cultural diversity, and interpersonal communication skills with dental patients and coworkers are explored. The course combines foundational knowledge and practices integrated with clinical experiences. Laboratory content includes principles related to oral hygiene instructions and preventive techniques, nutrition counseling, special needs patient management and medical emergency response in the dental office. Upon successful completion of this course, students will have the appropriate clinical patient assessment knowledge and skills necessary to begin clinical rotation experiences in the next phase of the dental assisting program. (CSU)

DENT180: Chairside I

3.0 Units

(Prerequisite: DENT 176) This course provides instruction in the principles of four-handed dentistry within the RDA scope of practice. Students will be given the opportunity to gain proficient knowledge and clinical skills in the use, care, and preparation of the dental operator, chair, unit, and dental hand and rotary instruments. Laboratory applications will also include isolation, aspects of anesthesia protocol, provisional restorations, and four-handed dentistry techniques for chairside assisting in a clinical setting. Upon successful completion of this course, students will have achieved competency in the basic four-handed dentistry skills necessary to begin clinical rotation experiences in the next phase of the dental assisting program. (CSU)

DENT182: Dental Radiology

3.0 Units

(No prerequisite.) In this introductory and preclinical course for radiographic proficiencies relating to dental assisting, the instruction includes

principles of radiology including history and current concepts relating to the production and projection of film and digital dental radiographs. Topics of study comprise physics of radiation, biologic effects, and principles of radiology safety and standard precautions associated with radiation exposure, including bitewing, bisection and paralleling techniques. In the laboratory portion of study, students expose, process, mount and evaluate dental radiographs for diagnostic purposes. Upon successful completion of this course and DENT 186, students receive their radiographic proficiency state certificate and are eligible to sit for the national radiographic proficiency examination. (CSU)

DENT183: Advanced Dental Procedures

1.5 Units

(Prerequisite: DENT 180.) This course covers the knowledge and skills required for entry-level competency in advanced dental procedures including coronal polishing, professionally applied topical fluoride, and teeth whitening and mouth guard tray fabrication. This course builds on the foundational and preclinical skills acquired through previously completed sequential coursework in the Registered Dental Assisting (RDA) program. Instruction also includes prevention, patient education, oral hygiene techniques to prevent oral diseases, and legal parameters pertaining to advanced dental procedures. Upon successful completion of this course students are eligible for the state Coronal Polishing certificate. (CSU)

DENT184: Chairside Procedures II

5.0 Units

(Prerequisites: DENT 176 and 180.) This course is an extension of the four-handed dentistry instruction received in DENT 180, and provides entry-level knowledge for the dental specialties including surgical endodontics, orthodontics, periodontics, oral surgery and implants, removable prosthodontics, and pediatric dentistry. Topics also include the role of the dental assistant regarding nitrous oxide conscious sedation, and registered dental assisting legal functions and scope of practice according to state regulations. Upon successful completion of this course, students will have achieved competency in basic dental specialty assisting skills required to be eligible for the state registered dental assisting certificate. (CSU)

DENT186: Clinical Dental Radiology

1.5 Units

(Four-week course. Prerequisite: DENT 182. Students must be at least 18 years old.) This course is an extension of the registered dental

assisting (RDA) radiology course, DENT 182, and provides instruction in methods of exposure and evaluation of clinical diagnostic quality dental x-rays on patients. Topics include in-depth study of bisecting and paralleling techniques employed in patient intra-oral radiographs, methodology for exposing intra-oral digital and extra-oral panoramic dental radiographs, analysis and correction of techniques and processing errors, and the legal parameters of patient records and rights to privacy. Upon successful completion of this course, students will gain proficiency in dental radiography consistent with the expectations for a dental assistant practicing in the dental profession, are eligible to receive a state radiation safety certificate, and are eligible to apply for the national radiation safety examination. (CSU)

DENT187: Clinical/Technique Practicum

1.0 Units

(Prerequisites: DENT 174, 180, and 182.) This is a clinical practicum course intended to provide individual self-study practice for specific dental assisting skills such as exposing, processing, and mounting dental radiographs; taking study model impressions; pouring and trimming models; taking bite registration; fabricating provisional crowns; placing temporary restorations; and fabricating bleaching trays and mouth guards under the supervision of an instructor. Upon successful completion of this course, students will have the appropriate knowledge and skills required to achieve entry level competency in four-handed dentistry within the scope of practice of the registered dental assistant (RDA). (CSU)

DENT188: Chairside Clinical Operative Procedures

6.0 Units

(Prerequisite: DENT 174 and 180. Students must fulfill clinical requirements for external rotations prior to enrollment, including current CPR, Hepatitis B, tetanus vaccinations, and TB testing before attending external rotations. One weekly lecture/seminar and 280 [35 days at 8 hours per day] off-campus hours. Student must be 18 years of age or older.) This is the clinical practice course offered to allow students time in dental and specialty offices to utilize four-handed dentistry and dental assisting techniques chairside. Students may have a range of experiences including extended functions in general dentistry delegated to the dental assistant and registered dental assistant in private dental offices and clinics. Weekly seminars are held to discuss student progress and provide instruction and suggestions for student improvement.

Independent self-evaluations are required during rotation experiences in preparation for workforce entry. (CSU)

DENT190: Dental Practice Management and Economics

2.0 Units

(No prerequisite.) This course offers instruction in dental office management skills, including background in all phases of dental reception functions and office management procedures. Topics of instruction include computer management, oral and written communication, bookkeeping skills, case presentation and financial arrangements, collection techniques, insurance processing, banking procedures, computing salaries and small business tax records, inventory control and job seeking skills. The course also addresses the legal parameters regarding state regulations and functions of the registered dental assistant and dental auxiliaries, ethical decision making, and patient documentation processes, including protecting patient right to privacy. (CSU)

DENT192: Clinical Applications in Dental Offices

1.5 Units

(Prerequisites: DENT 183 and DENT 186. Corequisite: DENT 192A. Students must fulfill clinical requirements for external rotations prior to enrollment, including current CPR, Hepatitis B, tetanus vaccinations and TB testing before attending external rotations. One hour lecture/seminar and 24 off-campus hours per week for four weeks.) This course, an extension of DENT 188, offers students external rotation experiences in dental and specialty offices to utilize four-handed dentistry and dental assisting techniques chairside. Students will have a range of experiences including extended functions in general dentistry delegated to the dental assistant and registered dental assistant in private dental offices and clinics. Weekly seminars are held to discuss student progress and provide instruction and suggestions for student improvement. Independent self-evaluations are required during rotation experiences in preparation for workforce entry. (CSU)

DENT192A: Pit and Fissure Sealants

1.0 Units

(Prerequisite: DENT 176. Corequisite: DENT 192.) This course offers instruction in the application of pit and fissure sealants on patients. Upon successful completion of this course, and all other courses in the registered dental assisting (RDA) program, the student will be eligible for the

state RDA and Pit and Fissure Sealant certificates and the national certified dental assistant (CDA) examination. (CSU)

Drama/Theatre Arts - DRAM

Program Information

The Drama Program offers a variety of major productions on the main stage and in the studio theater. A thriving Drama Club sponsors student productions and events, and the Brown Bag Theater series offers lunch hour programs, including student-directed productions. The Theatre Arts curriculum is designed to provide an interdisciplinary approach to drama whether a student's goals are transfer, professional or self-enrichment. Students participate in all aspects of production including acting, directing, various facets of technical theatre, and the design and building of sets, lights, costumes, sound and properties. In addition, there is a strong emphasis on the historical and theoretical contexts of the art-form as students examine works of dramatic literature, historical context, and criticism. Degrees and Certificates

A.A. in Drama

A.A. Degree Major

Comprised of academic classes and production opportunities, the College of Marin Drama program offers interdisciplinary training and experience in performance, stage management, technical production, design, and construction. Students receive more attention in class as well as mentoring in leadership roles given our low student-to-teacher ratio. Classes in theatre history and dramatic literature, along with improvisation, scene study, stage combat, voice, and movement provide a broad-based education in preparation for transfer to a four-year institution or employment in an entry level position in the arts industry. COM Drama Students who complete the requirements listed below, plus additional general education and graduation requirements, will be awarded the associate degree. The drama major is offered only at the Kentfield Campus and all students should consult with a counselor when mapping their progression through the program.

Major Requirements (Total 28.5 - 29 Units)

1. Required Core (Total 10 Units)

DRAM110 - Introduction to the Theatre 3
DRAM130 - Theory and Practice in Acting I 3
DRAM134 - Acting for the Director's Workshop 0.5
DRAM150 - Introduction to Theatre Production 3
DRAM160 - Production Stagecraft 0.5

2. Select 6 units from the following (Total 6 Units)

DRAM116 - Survey of Dramatic Literature: Ancient Greek to the Present 3

DRAM117 - Survey of Dramatic Literature: Shakespeare and His Theatre 3

DRAM240 - Directing for the Stage 3

3. Select 2 units from the following (Total 2 Units)

DRAM161A - Production Preparation: Set 0.5

DRAM161B - Production Preparation: Properties 0.5

DRAM162 - Production Preparation: Costumes and Hair 0.5

DRAM163A - Production Preparation: Lighting 0.5

DRAM163B - Production Preparation: Audio and Video 0.5

DRAM164 - Production Crew 1

4. Select 3 units from the following (Total 3 Units)

DRAM142 - Children's Theatre Workshop 3

DRAM151 - Introduction to Set Design 3

DRAM152 - Introduction to Stage Costume 3

DRAM153 - Introduction to Stage Lighting and Sound Design 3

DRAM252B - Seminar and Fieldwork Experience 3

5. Select one course from the following (Total 2.5 - 3 Units)

DRAM245 - Rehearsal and Performance 2.5

DRAM246 - Rehearsal and Performance of a Modern Comedy 2.5

DRAM247 - Rehearsal and Performance of a Period Play 3

DRAM260 - Musical Theatre Production Workshop 3

DRAM248 - Rehearsal and Performance of a Play for Young Audiences 3

6. Select 5 units from the following (Total 5 Units)

DRAM125 - Stage Movement 2

DRAM126 - Improvisation for the Theatre 3

DRAM129A - Voice for the Stage I 1

DRAM129B - Voice for the Stage II 1

DRAM131 - Theory and Practice in Acting II 3

DRAM137 - Stage Combat 1

DRAM230 - Advanced Acting Techniques 3

DRAM237 - Techniques of Audition 0.5

MUS181 - Voice I 1

Program Learning Outcomes

- Identify specific historical contributions to the art form of theatre.
- Discern how those contributions have been integrated into our contemporary theatre experience.

- Comprehend the design and implementation process in stagecraft and compare various technical production techniques.
- Observe and demonstrate the practical skills necessary to realize the artistic vision of the show.
- Demonstrate the fundamental skills of stage technique towards the definition and execution of a distinctive acting approach.

AA-T Theatre Arts

A.A. Degree for Transfer

The goal of the Associate in Arts in Theatre Arts for Transfer Degree is to provide an efficient option for transfer to the California State University (CSU) from College of Marin in the Theatre Arts major.

To complete this Associate Degree for Transfer, a student must:

1. Complete 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - The Intersegmental General Education Transfer Curriculum (IGETC) or The California State University General Education – Breadth Requirements.
 - A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Complete all courses in the major with a grade of “C” or better, or “P” if the course is taken as “pass/no pass.”
3. Obtain a minimum grade point average of 2.0.

Major Requirements (Total 18 Units)

1. Required Core (Total 9 Units)

DRAM110 - Introduction to the Theatre 3

DRAM130 - Theory and Practice in Acting I 3

Rehearsal and Performance or Technical Theatre Practicum - choose maximum 3 units from below

DRAM164 - Production Crew 1

DRAM245 - Rehearsal and Performance 2.5

DRAM246 - Rehearsal and Performance of a Modern Comedy 2.5

DRAM247 - Rehearsal and Performance of a Period Play 3

DRAM248 - Rehearsal and Performance of a Play for Young Audiences 2.5

DRAM252B - Seminar and Fieldwork Experience 3

DRAM260 - Musical Theatre Production Workshop 3

2. List A - select three courses, may select maximum 3 units from Rehearsal and Performance or Technical Theatre Practicum from Required Core above that are not already used. (Total 9 Units)

DRAM131 - Theory and Practice in Acting II 3

DRAM230 - Advanced Acting Techniques 3

DRAM116 - Survey of Dramatic Literature:

Ancient Greek to the Present 3

DRAM150 - Introduction to Theatre Production 3

DRAM151 - Introduction to Set Design 3

DRAM152 - Introduction to Stage Costume 3

DRAM153 - Introduction to Stage Lighting and

Sound Design 3

Double-Counted Units (IGETC) 3 - 6

Double-Counted Units (CSU-GE) 3 - 6

IGETC/CSU-GE Units 37 - 39

Elective Units (following the IGETC pattern) 8 - 11

Elective Units (following the CSU-GE pattern) 6 - 9

Total Degree Units 60

Program Learning Outcomes

- Identify specific historical contributions to the art form of theatre.
- Discern how those contributions have been integrated into our contemporary theatre experience.
- Comprehend the design and implementation process in stagecraft and compare various technical production techniques.
- Observe and demonstrate the practical skills necessary to realize the artistic vision of the show.
- Demonstrate the fundamental skills of stage technique towards the definition and execution of a distinctive acting approach.

Note: This version of ADT is submitted in the California Community Colleges Curriculum Inventory (COCI) system and pending review.

Certificate of Achievement, Theatrical Technologies

The Certificate in Theatrical Technologies is a foundation program designed as a nexus for best practices in theatrical technology, equipment, and production experience for emerging entertainment and theatre arts specialists. Each course develops practical skills and professional dispositions through production-based learning. The Certificate of Achievement in Theatrical Technologies provides students with vocational training in various areas of entertainment and theatre arts such as Stagecraft, Rigging, Carpentry, Props, Audio and Video tech, and Lighting tech. Through

project-based learning on department productions and campus events, students develop practical experience and professional dispositions to succeed in a wide range of careers in the entertainment industry.

Certificate of Achievement, Theatrical Technologies (Total 22 Units)

1. Required Core (Total 9 Units)

DRAM110 - Introduction to the Theatre 3

DRAM150 - Introduction to Stagecraft 3

DRAM165 - Stage Carpentry, Rigging, and Safety 3

2. Choose 6 units from the following (Total 6 Units)

DRAM252B - Seminar and Fieldwork Experience 3

DRAM151 - Introduction to Set Design 3

DRAM153 - Introduction to Stage Lighting and Sound Design 3

DRAM154 - Audio Visual Equipment and Design 3

3. Choose 3 units from the following (Total 3 Units)

DRAM161A - Production Preparation: Set 0.5

DRAM161B - Production Preparation: Properties 0.5

DRAM163A - Production Preparation: Lighting 0.5

DRAM163B - Production Preparation: Audio and Video 0.5

DRAM164 - Production Crew 1

DRAM168 - Theatre Production Management 2

4. Choose 4 units from the following (Total 4 Units)

ART112 - 2-D Art Fundamentals 4

ART113 - 3-D Art Fundamentals 4

ART130 - Drawing and Composition I 4

MACH130 - Welding I 2

MACH131 - Welding II 2

Program Learning Outcomes

- Identify specific historical contributions to the art form of theatre.
- Discern how those contributions have been integrated into our contemporary theatre experience.
- Comprehend the design and implementation process in stagecraft and compare various technical production techniques.
- Observe and demonstrate the practical skills necessary to realize the artistic vision of the show.
- Demonstrate the fundamental skills of stage technique towards the definition and execution of a distinctive acting approach.

- Recognize standard terminology associated with fundamental stagecraft practices.
- Demonstrate analytical and comprehension skills in the reading and execution of scenic, or props, or lighting, or audio/visual design plans.
- Apply theatre history knowledge and research practices when executing the production concept in the collaborative production process.
- Assess appropriate materials and equipment to meet production and/or construction needs.
- Employ standard stagecraft practices during the production process when working backstage.
- Apply standard safety practices when working within the entertainment and theatre arts industries.

(1) Note: MACH 130 is replaced by WELD 102; MACH 131 is replaced by WELD 104.

(2) Note: DRAM 150 title changed to "Introduction to Theatre Production".

Course Information

DRAM103: History of Musical Theatre

3.0 Units

(No prerequisite. May be taken as Music 103, Dance 103 or Drama 103; credit awarded for only one course.) This course surveys the history of American musical theatre and its effects on popular culture. The course explores the development of the musical in the context of American theatre history, through a multicultural study of the evolution of this uniquely American art form. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

DRAM110: Introduction to the Theatre

3.0 Units

(No prerequisite.) A survey course designed to foster appreciation for the theatre by students not majoring in drama, and to solidify a foundation for drama majors. Topics include the purpose of theatre, significant milestones in theatre history, a behind-the-scenes look at play production, and trends in contemporary theatre. Lectures are combined with viewing of live and videotaped scenes representing different types of theatre. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

DRAM116: Survey of Dramatic Literature: Ancient Greek to the Present

3.0 Units

(No prerequisite.) This course surveys the history of the theatre and dramatic literature from the Greek classical period to the present. Recommended for drama majors. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B, C-ID: THTR 114

DRAM117: Survey of Dramatic Literature: Shakespeare and His Theatre

3.0 Units

(No prerequisite.) This course examines selected plays of Shakespeare, and analyzes their aesthetic, cultural, historical and literary significance. Recommended for drama majors. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

DRAM125: Stage Movement

2.0 Units

(No prerequisite.) The theory and practice of the art of physical theater with special focus on character construction, movement through music, mask work, psychological gesture, period movement, and commedia techniques. This class addresses the need for mastery over the physical realm in theater. Recommended for all actors and required for all theater majors. (CSU/UC)

DRAM126: Improvisation for the Theatre

3.0 Units

(No prerequisite.) A participatory class in which students practice skills necessary to support improvised performances. Students engage in activities that draw upon their ability to concentrate and respond spontaneously and honestly. The class calls upon and extends students' imagination, and provides opportunities to work collaboratively with others. Recommended for non-theatre as well as theatre majors. (CSU/UC)

DRAM127: Improvisation Performance

2.0 Units

(No prerequisite. Advisory: Drama 126.) In this course, students rehearse as an ensemble, develop performance skills, and perform improvisational theatre pieces. (CSU/UC) C-ID: THTR 191

DRAM128: Improvisation II

3.0 Units

(No prerequisite. Advisory: Drama 126.) This intermediate improvisation class, for students with prior improv experience, explores ensemble performance and different improv genres: narrative, long form, social commentary, and dramatic improv. (CSU/UC) C-ID: THTR 152

DRAM129A: Voice for the Stage I

1.0 Units

(No prerequisite.) This class prepares students to effectively strengthen their breath and support their voice. Students explore various vocal warm-ups, learn about vocal health, practice relaxation and resonance, projection, and articulation exercises. Recommended for anyone who wants to improve their clarity and projection. Required for all drama majors. (CSU)

DRAM129B: Voice for the Stage II

1.0 Units

(No prerequisite. Advisory: Drama 129A.) This class offers a continued study of breath and clarity in vocal production. The techniques of Kristin Linklater and Cicely Berry are explored and applied to performance pieces. The International Phonetic Alphabet is introduced along with beginning dialect study. Recommended for anyone engaged in public speaking or performance. Required for all drama majors. (CSU)

DRAM130: Theory and Practice in Acting I

3.0 Units

(No prerequisite. Corequisite: Drama 134.) Beginning class in acting techniques. Exercises in characterization, pantomime, improvisation, voice projection, and body movement. Required for drama majors. (CSU/UC) C-ID: THTR 151

DRAM131: Theory and Practice in Acting II

3.0 Units

(Prerequisite: Drama 130. Advisory: Drama 134.) This class emphasizes the creation and analysis of a character through intensive rehearsal of scenes. Recommended for drama majors. (CSU/UC) C-ID: THTR 152

DRAM134: Acting for the Director's Workshop

0.5 Units

(No prerequisite.) Acting in student-directed scenes from Drama 240: Stage Direction. Audition, rehearsal and performance in student-directed scenes. (CSU/UC)

DRAM137: Stage Combat

1.0 Units

(No prerequisite.) This class covers the diverse cultural influences, history, theory and practice of the art of stage combat. Students learn a controlled simulated approach to performing punches, slaps, falls and choreographed sword work. Students work individually on basic solo skills then move into advanced partner techniques. For drama majors. (CSU)

DRAM142: Children's Theatre Workshop

3.0 Units

(No prerequisite.) This course introduces methods for organizing, selecting, and producing

plays for children, and includes rehearsal and performance of a production. Techniques for acting and directing children's theatre are analyzed. A production is rehearsed and performed. (CSU/UC)

DRAM143: Storytelling and Personal Narratives

3.0 Units

(No prerequisite.) In this class, students conceive and perform original autobiographical stories in a workshop setting. Good for all levels, from early childhood educators to potential performing artists and monologists. (CSU)

DRAM150: Introduction to Theatre Production

3.0 Units

(No prerequisite.) Introduction to Theatre Production includes a general overview of and appreciation for the procedures involved in mounting a theatrical production. Emphasis placed on how a theatrical event is designed and executed with reflections on the intersection of historical and cultural events impacting technical theatre. This course is for non-majors as well as drama majors. (CSU/UC) AA/AS Area C, CSU Area C-1, C-ID: THTR 171

DRAM151: Introduction to Set Design

3.0 Units

(Prerequisite: Drama 150.) An introduction to stage design from page to stage. Includes basic concepts of design, painting techniques, set construction, set movement, basic drafting, set dressings and prop construction. (CSU/UC) C-ID: THTR 172

DRAM152: Introduction to Stage Costume

3.0 Units

(Prerequisite: Drama 150.) The study of costume history, design, and basic construction techniques as an introduction to basic theatrical costuming, including fabrics, pattern making, and draping. (CSU/UC) C-ID: THTR 174

DRAM153: Introduction to Stage Lighting and Sound Design

3.0 Units

(Prerequisite: Drama 150.) An introduction to lighting and sound design from page to stage. Includes basic concepts of lighting design, the nature of light, color, stage lighting equipment and electricity and their application to lighting for productions. Also includes the basic concepts of sound design, use of microphones, cables, and controls. (CSU/UC) C-ID: THTR 173

DRAM154: Audio Visual Equipment and Design

3.0 Units

(Prerequisite: DRAM 150) Basic training in the design, selection, and use of specialized audiovisual equipment such as microphones, cables, and controls for theater, events, or concerts. (CSU/UC)

DRAM160: Production Stagecraft

0.5 Units

(No prerequisite.) This general course covers the basic vocabulary and introductory level practice of stagecraft and production support including set, properties and costume construction and organization; theatrical lighting; stage rigging; sound development; shop organization; and production office support. (CSU/UC)

DRAM161: Production Preparation: Sets and Properties

0.5 Units

(Prerequisite: Drama 160.) Practical participation in the construction of scenery and properties for a staged production. (CSU/UC)

DRAM161A: Production Preparation: Set

0.5 Units

(No prerequisite.) Practical participation in the construction of scenery for a staged production or event. (CSU/UC)

DRAM161B: Production Preparation: Properties

0.5 Units

(No prerequisite.) Practical participation in the construction of properties and set dressing for a staged production. (CSU/UC)

DRAM162: Production Preparation: Costumes and Hair

0.5 Units

(Prerequisite: Drama 160.) Practical participation in the construction, care and maintenance of theatrical costumes, basic hair styling, wig care, and costume maintenance for department productions. (CSU/UC)

DRAM163: Production Preparation: Lights and Sound

0.5 Units

(Prerequisite: Drama 160.) A general course in the practical application of lighting and sound techniques for a department production. (CSU/UC)

DRAM163A: Production Preparation: Lighting

0.5 Units

(No prerequisite.) A general course in the practical application of lighting and basic rigging equipment used in stage productions and events. (CSU/UC)

DRAM163B: Production Preparation: Audio and Video

0.5 Units

(No Prerequisite.) Practical participation in the acoustic and multimedia needs for a staged production or event. (CSU/UC)

DRAM164: Production Crew

1.0 Units

(No prerequisite. Advisory: Drama 150.) This course offers participation in a running crew for theatrical productions. Students are trained for crewing assignments such as lighting technician, sound technician, dresser, wardrobe mistress/master, backstage crew, properties management, assistant stage manager, and stage manager. (CSU/UC)

DRAM165: Stage Carpentry, Rigging, and Safety

3.0 Units

(No Prerequisite. Advisory: ability to climb ladders and lift 50lbs.) This course introduces student to the fundamentals of set construction, rigging, shop safety, use of hand and power tools, and blueprint reading. Student must be able to climb ladders and lift fifty pounds.(CSU/UC)

DRAM166: Stage Makeup: Theory and Practice

1.5 Units

(No prerequisite.) Designed for students interested in the application of stage makeup, this course covers basic, old age, and character makeup for various-sized theatres. Also includes animals, fantasy, Kabuki, and Chinese opera. Students are required to purchase makeup supplies following instructor's guidelines. (CSU/UC)

DRAM168: Theatre Production Management

2.0 Units

(No prerequisite.) An introduction to the principles and practice of theatre management, (public relations, promotions, box office operations, mission statements, budgeting, and event staffing) and stage management (creating schedules, promptbooks, organizing and managing crew; managing production meetings and the rehearsal process; running performances). Strongly recommended for all theatre majors. (CSU/UC)

DRAM217: Shakespearean Text Analysis for the Actor

0.5 Units

(No prerequisite. Advisory: Drama 247.) This class covers techniques for actors to analyze the text of a Shakespearean or other classical play, to prepare for the performance of a role in a Drama Department production. Focus on verse and prose

speaking, discovery of character through the language, and historical stylistic approach to the performance of classical plays on stage.

(CSU/UC)

DRAM230: Advanced Acting Techniques

3.0 Units

(Prerequisite: Drama 130 and Audition based upon a standardized level of performance. Evidence of successful completion of audition must be obtained from the Drama department prior to registration) This course, designed to further the student's practical application in role preparation and performance techniques, emphasizes intensive preparation and analysis of plays of various types and periods. (CSU/UC) C-ID: THTR 152

DRAM237: Techniques of Audition

0.5 Units

(No prerequisite. Advisory: Drama 130.) A workshop for acting students, covering the techniques of the audition process and how to prepare for auditions, including memorizing monologues, cold reading from scripts, interview techniques, resume preparation, and finding a suitable monologue. (CSU/UC)

DRAM240: Directing for the Stage

3.0 Units

(No prerequisite. Advisory: Drama 110, 130, and 134.) This class focuses on the transference of the written script into live action on the stage. Students learn fundamentals of script analysis, design concepts, casting, composition, blocking, actor-coaching, characterization, and rehearsal techniques as they relate to the play production process. (CSU/UC) C-ID: THTR 191

DRAM245: Rehearsal and Performance

2.5 Units

(Prerequisite: Audition based upon a standardized level of performance for College productions. Corequisite: Drama 160 or 161 or 162 or 163.) In this course, students act in the scheduled department production of a play. In addition, students are required to participate in the technical production areas covered by any of the corequisites, for a minimum of three weekly lab hours. (CSU/UC) C-ID:THTR 191

DRAM246: Rehearsal and Performance of a Modern Comedy

2.5 Units

(Prerequisite: Audition based upon a standardized level of performance for College productions. Corequisite: Drama 160 or 161 or 162 or 163.) In this course, students act in the scheduled department production of a modern

comedy play. In addition, students are required to participate in the technical production areas covered by any of the corequisites, for a minimum of three weekly lab hours. (CSU/UC)

DRAM247: Rehearsal and Performance of a Period Play

3.0 Units

(Prerequisite: audition based upon a standardized level of performance for College productions. Corequisite: Drama 160 or 161 or 162 or 163.) In this course, students act in the scheduled department production of a period play. In addition, students are required to participate in the technical production areas covered by any of the corequisites, for a minimum of three weekly lab hours. (CSU/UC) C-ID: THTR 191

DRAM248: Rehearsal and Performance of a Play for Young Audiences

3.0 Units

(Prerequisite: Audition based upon a standardized level of performance for College productions. Corequisite: Drama 160 or 161 or 162 or 163.) In this course, students act in the scheduled department production of a Children's play. The plays in this group are appropriate for specific ages within the K-12 range. In addition, students are required to participate in the technical production areas covered by any of the co-requisites, for a minimum of three weekly lab hours. (CSU/UC) C-ID: THTR 191

DRAM252A: Seminar and Fieldwork Experience

2.0 Units

(No prerequisite. Advisory: Drama 150 or 168 or 130.) This course is designed to give theatre students meaningful work experience in the areas of technical theatre, theatre management, and performance. Each student works in a theatre company under the supervision of an artistic, technical or managerial employee. In the weekly seminar, students receive lectures on various theatre occupations and discuss the skill-set necessary for securing work in the theatre. (CSU)

DRAM252B: Seminar and Fieldwork Experience

3.0 Units

(Prerequisite: Drama 164. Advisory: Drama 150 or 168 or 130.) This course is designed to give theatre students meaningful work experience in the areas of technical theatre, theatre management, and performance. Each student works at a theatre company under the supervision of an artistic, technical or managerial employee of the theatre. In the weekly seminar, students receive lectures on various theatre occupations

and discuss the skill-set necessary for securing work in the theatre. (CSU) C-ID: THTR 192.

DRAM260: Musical Theatre Production Workshop

3.0 Units

(Prerequisite: Audition based upon a standardized level of performance for roles in College productions. Corequisite: Drama 160, 161, 162, 163, or 164.) This course involves acting, singing, and dancing/movement in the scheduled department production of a musical theatre play. Students also participate in the technical production areas of sets, lights, costumes, or crew. (CSU/UC) CSU Area C-1, C-ID: THTR 191

Early Childhood Education - ECE

Program Information

The Early Childhood Education Program is designed to prepare students to become teachers or directors in children's centers, nursery and preschools, prekindergartens, infant-toddler programs, employer-supported children's centers, extended day-care or family day-care programs. Note: All coursework applicable to Early Childhood Education degrees, certificates, licenses, and permits must be completed with a grade of C, P, CR or higher.

Licensing Coursework Requirements:

The Department of Social Services requires that anyone working in a children's program as a teacher have at least 12 semester units of coursework in early childhood education, with at least one course in each of the following three subject areas:

1. Child or Human Growth and Development (ECE 101 or 110)
2. Child, Family and Community, or Child-Family Relations (ECE 112)
3. Programs and Curriculum (ECE 114*, 115*, 116, 120, 131, 132, 133, 134, 135, 137, 205, 208, 217, 218, 222, 223, 224, 225, 226, 280**, 281**)

*Recommended (Core) Courses for 12 ECE units. Only one of the recommended courses in Child Development is necessary.

**ECE 280 and 281 may be counted as units in the Programs and Curriculum category or as 96 hours of experience, but not both.

Child Development Permit Requirements:

The California Department of Education requires that anyone working in a children's program subsidized by the Child Development Division

obtain the appropriate permit from the California Commission on Teacher Credentialing.

4. For Child Development Assistant Teacher Permit: Six units of early childhood education (ECE) or child development (CD) courses. No experience requirement.

5. For Child Development Associate Teacher Permit: Twelve units in ECE/CD including the core* courses. Experience requirement: 50 days (3 or more hours per day) within 2 years.

6. For Child Development Teacher Permit: Twenty-four units in ECE/CD including the core* courses, plus 16 units in general education**. Experience requirement: 175 days (3 or more hours per day) within 4 years.

7. For Child Development Master Teacher Permit: Twenty-four units in ECE/CD including the core* courses, plus 16 units in general education**, plus 6 units in an ECE/CD area of specialization, plus 2 units of adult supervision (ECE 295). Experience requirement: 350 days (3 or more hours per day) within 4 years.

8. For Child Development Site Supervisor Permit: Associate degree (or 60 units) with at least 24 units in ECE/CD including the core* courses, plus 6 units in administration (ECE 220A, 220B), 2 units in adult supervision (ECE 295). Experience requirement: 350 days (3 or more hours per day) within 4 years, including at least 100 days supervising adults.

9. For Child Development Program Director Permit: BA/BS degree or higher including 24 units in ECE/CD, including the core* courses, plus 6 units in early childhood education administration (ECE 220A, 220B), 2 units in adult supervision (ECE 295). Experience requirement: Site supervisor status and one program year of adult supervision experience.

*Core courses for the Child Development permit include at least one course in each of the following three subject areas:

10. Child or Human Growth and Development (ECE 101 or 110)

11. Child, Family and Community, or Child-Family Relations (ECE 112)

12. Programs and Curriculum (ECE 114, 115, 116, 120, 131, 132, 133, 134, 135, 137, 205, 208, 217, 218, 222, 223, 224, 225, 226, 280***, 281***)

**General Education units require one course in each of the four degree-applicable general education categories: English/Language Arts; Math or Science; Social Sciences; Humanities and/or Fine Arts.

***ECE 280 and 281 may be counted as units in the Programs and Curriculum category or as 96 hours of experience, but not both.

Degrees and Certificates

A.S. in Early Childhood Education

(Certificate of Achievement also awarded.)

A.S. Degree Major

To obtain an Associate in Science degree with a major in Early Childhood Education, students must complete the required courses, as well as general education courses and graduation requirements. All students should consult a counselor. Students who wish to enter the Early Childhood Education Program are advised to contact the program coordinator to discuss options for beginning the program and for tailoring individual scheduling needs to the structure of the program. Students enrolling in the student teaching practicum courses must fill out an application and complete all forms required by the ECE Student Teaching Program prior to beginning their student teaching placements. Child development knowledge is a key competency for success in early childhood education classes. Students with limited college background or experience with science textbook reading should seriously consider taking ECE 101, Introduction to Child Development, among their first courses in Early Childhood Education.

Major Requirements (Total 37.5 - 39.5 Units)

1. Required Core (Total 33.5 Units)

ECE100 - Licensing and Permits: Introduction to Childcare Programs 0.5

ECE110 - Child Development 3

ECE112 - Child, Family, and Community 3

ECE114 - Principles and Practices of Teaching Young Children 3

ECE115 - Introduction to Early Childhood Curriculum 3

ECE116 - Observation and Assessment 3

ECE131 - Health, Safety, and Nutrition Practices for Young Children 3

ECE208 - Teaching in a Diverse Society 3

ECE222 - Curriculum and Strategies for Children with Special Needs 3

ECE280 - Early Childhood Education Fieldwork and Seminar I: Beginning Practicum 3

ECE281 - Early Childhood Education Fieldwork and Seminar II: Advanced Practicum 3

PSY114 - Psychology of Human Development: Lifespan 3

2. Elective - choose two courses from the following list (Total 4 - 6 Units)

ECE133 - Creative Art Curriculum for Children 2

ECE135 - Working with Children's Challenging Behavior 2

ECE137 - Emergent Literacy in the Early Childhood Classroom 3

ECE205 - Integrated Curriculum and the Project Approach 3

ECE217 - Fostering Creativity in the Classroom 2

ECE218 - Infant and Toddler Development 3

ECE220A - Early Childhood Education

Administration A 3

ECE220B - Administration II: Personnel and

Leadership in Early Childhood Education 3

ECE224 - Working with Parents in Early

Childhood Programs 2

ECE225 - Guidance and Limit Setting in the Early Childhood Classroom 2

ECE226 - Exploration and Discovery in Math and Science 3

ECE295 - Supervising Adults in Early Childhood Programs 2

Program Learning Outcomes

- Integrate understanding of the needs, characteristics, and multiple influences on development of children birth to age eight as related to high quality care and education.
- Design, implement and evaluate environments and activities that support positive, developmental play and learning outcomes for all young children.
- Apply effective guidance and interaction strategies that support all children's social learning, identity and self-confidence.
- Develop strategies that promote partnerships between programs, teachers, families and their communities.
- Demonstrate ethical standards and professional behaviors that deepen understanding, knowledge and commitment to the EC/CD profession.

AS-T Early Childhood Education

A.S. Degree for Transfer

The Associate in Science in Early Childhood Education for Transfer degree (AS-T) is primarily intended for the student who wants to earn a degree on the way to transferring to a California State University.

To complete this Associate Degree for Transfer, a student must:

1. Complete 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - The Intersegmental General Education Transfer Curriculum (IGETC) or The California State University General Education – Breadth Requirements.

- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

2. Complete all courses in the major with a grade of “C” or better, or “P” if the course is taken as “pass/no pass.”
3. Obtain a minimum grade point average of 2.0.

Major Requirements (Total 24 Units)

ECE110 - Child Development 3

ECE112 - Child, Family, and Community 3

ECE114 - Principles and Practices of Teaching

Young Children 3

ECE115 - Introduction to Early Childhood Curriculum 3

ECE116 - Observation and Assessment 3

ECE208 - Teaching in a Diverse Society 3

ECE131 - Health, Safety, and Nutrition Practices for Young Children 3

ECE280 - Early Childhood Education Fieldwork and Seminar I: Beginning Practicum 3

Double-Counted Units (IGETC/CSU-GE) 3

IGETC/CSU-GE Units 37 - 39

Elective Units (following the IGETC pattern) 2

Elective Units (following the CSU-GE pattern) 0

Total Degree Units 60

Program Learning Outcomes

- Integrate understanding of the needs, characteristics, and multiple influences on development of children birth to age eight as related to high quality care and education.
- Design, implement, and evaluate environments and activities that support positive, developmental play and learning outcomes for all young children.
- Apply effective guidance and interaction strategies that support all children's social learning, identity and self-confidence.
- Develop strategies that promote partnerships between programs, teachers, families and their communities.
- Demonstrate ethical standards and professional behaviors that deepen understanding, knowledge and commitment to the EC/ CD profession.

Certificate of Achievement, Early Childhood Education

Certificate

Upon completion of the Early Childhood Education Certificate of Achievement, a student would be academically eligible to apply for the Teacher level of the Child Development Permit issued by the

Commission on Teacher Credentialing. All students should consult a counselor.

COA in Early Childhood Education (Total 44.5 Units)

1. Required Core (Total 34.5 Units)

ECE100 - Licensing and Permits: Introduction to Childcare Programs 0.5

ECE110 - Child Development 3

ECE112 - Child, Family, and Community 3

ECE114 - Principles and Practices of Teaching Young Children 3

ECE115 - Introduction to Early Childhood Curriculum 3

ECE116 - Observation and Assessment 3

ECE131 - Health, Safety, and Nutrition Practices for Young Children 3

ECE208 - Teaching in a Diverse Society 3

ECE222 - Curriculum and Strategies for Children with Special Needs 3

ECE280 - Early Childhood Education Fieldwork and Seminar I: Beginning Practicum 3

PSY114 - The Psychology of Human Development: Lifespan 3

Choose one ENGL course from below 4

ENGL120 - Introduction to College Writing and Reading 4

ENGL120SL - Introduction to College Writing and Reading for Bilingual/Multilingual Students 4

2. At least 3 units in Humanities or Fine Arts (Total 3 Units)

COMM102 - Intercultural Communication 3

ART112 - 2-D Art and Design Foundations 4

SPAN101 - Elementary Spanish I 4

SPAN102 - Elementary Spanish II 4

ASL101 - Elementary Sign Language I 4

ASL102 - Elementary Sign Language II 4

3. At least 3 units in Math or Science (Total 3 Units)

GEOL120 - Physical Geology 3

GEOL120L - Physical Geology Laboratory 1

KIN107 - Human Biology 3

BIOL107 - Human Biology 3

MATH115 - Probability and Statistics 4

STAT115 - Introduction to Statistics for Business 4

4. At least 4 units from the following (Total 4 Units)

COMM101 - Interpersonal Communication 3

COMM102 - Intercultural Communication 3

ART112 - 2-D Art and Design Foundations 4

SPAN101 - Elementary Spanish I 4

SPAN102 - Elementary Spanish II 4

ASL101 - Elementary Sign Language I 4

ASL102 - Elementary Sign Language II 4

GEOL120 - Physical Geology 3

GEOL120L - Physical Geology Laboratory 1

MATH115 - Probability and Statistics 4

ENGL116 - College Reading 3

ENGL150 - College Writing and Reading (1A) 4

ENGL151 - Advanced College Writing about Literature (1B) 4

ENGL155 - Critical Thinking and Composition 4

KIN107 - Human Biology 3

BIOL107 - Human Biology 3

POLS100 - American Political Institutions 3

HIST118 - History of the United States II 3

STAT115 - Introduction to Statistics for Business 4

Program Learning Outcomes

- Integrate understanding of the needs, characteristics, and multiple influences on development of children birth to age eight as related to high quality care and education.
- Design, implement, and evaluate environments and activities that support positive, developmental play and learning outcomes for all young children.
- Apply effective guidance and interaction strategies that support all children's social learning, identity and self-confidence.
- Develop strategies that promote partnerships between programs, teachers, families and their communities.
- Demonstrate ethical standards and professional behaviors that deepen understanding, knowledge and commitment to the EC/CD profession.

Skills Certificate, Early Childhood Education Core

Skills Certificates are an acknowledgement that the student has attained a specified set of competencies within an occupational program. Skills Certificates may be part of a "ladder" of skills, beginning with job entry skills and leading to a full Certificate of Achievement program or may constitute a skill set that enables a student to upgrade or advance in an existing career. Skills Certificates require less than 18 units and are shorter in duration than the Certificate of Achievement. A student who has an Early Childhood Education Core Skills Certificate has completed 9-12 of the units required for the next level of certificate, the Certificate of Achievement in Early Childhood Education. A student who has completed the required courses for the Early Childhood Education Core Skills Certificate has met the coursework requirements of the Department of Social Services to be a teacher in a Title 22 preschool or children's center. Upon completion of the Early Childhood Education Core

Skills Certificate a student would be eligible to apply for the Associate Teacher level of the Child Development permit, issued by the Commission on Teacher Credentialing.

Skills Certificate, Early Childhood Education Core (Total 12 Units)

1. **Choose one course** (Total 3 Units)
ECE101 - Introduction to Child Development 3
ECE110 - Child Development 3
2. **Required Core** (Total 9 Units)
ECE112 - Child, Family, and Community 3
ECE114 - Principles and Practices of Teaching Young Children 3
ECE115 - Introduction to Early Childhood Curriculum 3

Course Information

ECE100: Licensing and Permits: Introduction to Childcare Programs

0.5 Units

(No prerequisite.) This course provides information regarding state requirements for being a teacher in a licensed children's program and for obtaining a Child Development Permit. Coursework requirements for the Associate of Science degree and Certificate of Achievement in Early Childhood Education are reviewed. Information about setting up a family childcare program is also included. (CSU)

ECE101: Introduction to Child Development

3.0 Units

(No prerequisite.) This introductory course explains the ages and stages of development from birth through adolescence, describing physical, intellectual, social and emotional growth. Emphasis is on the practical application of principles and the adult role in supporting optimal growth. This course meets the Department of Social Services licensing requirements for coursework in early childhood education. It also meets requirements for all levels of the Child Development Permit. (CSU)

ECE110: Child Development

3.0 Units

(No prerequisite.) This course examines the progression of development in the physical, cognitive, social, and emotional domains and identifies developmental milestones for children from conception through adolescence. Emphasis on interactions between biological processes and environmental factors. Students will observe children, evaluate individual differences, and analyze characteristics of development at various stages according to developmental theories. The course meets Department of Social Services

licensure requirements for coursework in ECE and Child Development Permits. (CSU/UC) AA/AS Area B, CSU Area D and E, IGETC Area 4, C-ID: CDEV 100

ECE112: Child, Family, and Community

3.0 Units

(No prerequisite.) This course examines the processes of socialization focusing on the interrelationship of family, school, and community. Examines the influence of multiple societal contexts. Explores the role of collaboration between family, community, and schools in supporting children's development, birth through adolescence. The course is required by the Department of Social Services to satisfy licensure requirements for coursework in ECE and Child Development Permits. (CSU) AA/AS Area B, CSU Area D, C-ID: CDEV 110

ECE114: Principles and Practices of Teaching Young Children

3.0 Units

(No prerequisite.) This course is an examination of the historical contexts and theoretical perspectives of developmentally appropriate practice in early care and education for children birth through age eight. Explores the typical roles and expectations of early childhood educators. Identifies professional ethics, career pathways, professional standards, and practices promoting advocacy. Introduces best practices for developmentally appropriate learning environments, curriculum, and effective pedagogy for young children including how play contributes to children's learning, growth, and development. (CSU) C-ID: ECE 120.

ECE115: Introduction to Early Childhood Curriculum

3.0 Units

(Prerequisite: ECE 101 or 110.) This course provides an overview of Developmentally appropriate curriculum and environments for children birth through age eight. Students will use knowledge of children's development, theories of learning and development, and examples from various models of developmentally appropriate practice to plan environments and curriculum in all content areas to support children's development and learning integrated throughout indoor and outdoor settings. (CSU) C-ID: ECE 130

ECE116: Observation and Assessment

3.0 Units

(Prerequisite: ECE 101 or 110.) This course focuses on the appropriate use of assessment and observation strategies that document development, growth, play and learning to join

with families and professionals in promoting children's success. Recording strategies, rating systems, portfolios and multiple assessment tools are explored. (CSU) C-ID: ECE 200

ECE120: Planning and Teaching an After School Program

1.0 Units

(No prerequisite.) This course includes age-appropriate activities for after school programs, aspects of after school care, and strategies for working with and understanding children in after school settings. (CSU)

ECE131: Health, Safety, and Nutrition Practices for Young Children

3.0 Units

(No prerequisite.) Introduction to the laws, regulations, standards, policies, procedures and early childhood curriculum related to children's health, safety and nutrition. Key components ensuring physical and mental health and safety for both children and staff are identified, along with the importance of collaboration with families and health professionals. Certificates issued upon successful completion of Pediatric CPR and First Aid training components. (CSU) C-ID: ECE 220

ECE132: Planning and Leading Circle Times with Young Children

1.0 Units

(No prerequisite.) This course examines approaches for planning and leading circle times for preschoolers, toddlers, school-agers and mixed age groups. Features ideas for materials, songs and activities for large groups, and strategies for managing groups and guiding young children during circle times. The course can be applied towards licensing and Child Development Permit coursework requirements in the subject area of Programs and Curriculum. (CSU)

ECE133: Creative Art Curriculum for Children

2.0 Units

(No prerequisite.) In this course students learn how to plan, design and present a process-oriented art curriculum for young children. Through in-class hands-on art activities, students sample a variety of media for children. An overview of current trends in early art education is also included. (CSU)

ECE134: Understanding Young Children's Temperaments

1.0 Units

(No prerequisite.) This course provides information about how to work with children of different temperaments. It includes an examination of the different temperament types,

an overview of research on temperament and children, how to recognize the different temperamental traits, and strategies and approaches for working successfully with young children of different temperamental types in group care and classroom settings. (CSU)

ECE135: Working with Children's Challenging Behavior

2.0 Units

(No prerequisite.) In this course, students discuss descriptors and characteristics of challenging behavior of young children in early childhood classroom settings. Strategies and approaches for managing such behavior are featured. Methods for working with parents when their child displays challenging behavior and for locating outside help are also included. (CSU)

ECE137: Emergent Literacy in the Early Childhood Classroom

3.0 Units

(No prerequisite.) This course introduces students to developing early literacy curriculum that aligns with California Infant/Toddler and Preschool Learning Foundations and Frameworks. Includes methods for setting up a classroom and planning curriculum to foster the development of language and literacy skills. (CSU)

ECE205: Integrated Curriculum and the Project Approach

3.0 Units

(Prerequisite: ECE 115. Advisory: ECE 114.) This course provides information, ideas, and hands-on experience in developing curriculum for young children that integrates activities across all areas of the curriculum--mathematics, language arts, science, art, music and movement. The course introduces the innovative project approach demonstrated in the preschools of Reggio Emilia, Italy. (CSU)

ECE208: Teaching in a Diverse Society

3.0 Units

(No prerequisite.) Examination of the development of social identities in diverse societies, including theoretical and practical implications of oppression and privilege as they apply to young children, families, programs, classrooms and teaching. Various classroom strategies are explored, emphasizing culturally and linguistically appropriate anti-bias approaches, supporting all children in becoming competent members of a diverse society. Includes self-examination and reflection on issues related to social identity, stereotypes and bias, social and

educational access, media and schooling. (CSU)
C-ID: ECE 230

ECE217: Fostering Creativity in the Classroom
2.0 Units

(No prerequisite.) This course offers a variety of strategies and hands-on ideas for fostering creativity in young children. It examines aspects of creative thinking and provides methods for planning creative activities in all curriculum areas. (CSU)

ECE218: Infant and Toddler Development
3.0 Units

(No prerequisite.) A study of infants and toddlers from pre-conception to age three, including physical, cognitive, language, social, and emotional growth and development. The course applies theoretical frameworks to interpret behavior and interactions between heredity and environment, emphasizing the role of family and relationships in development. (CSU)

ECE219: Care and Education for Infants and Toddlers
3.0 Units

(No prerequisite.) This course applies current theory and research to the care and education of infants and toddlers in group settings, and examines essential policies, principles, and practices that lead to quality care and developmentally appropriate curriculum for children from birth to 36 months. (CSU)

ECE220A: Early Childhood Education Administration A
3.0 Units

(No prerequisite.) Introduction to the administration of early childhood programs. Covers program types, budget, management, regulations, laws, and development and implementation of policies and procedures. Examines the administrative tools, philosophies, and techniques needed to organize, open, and operate an early care and education program. The course can be applied toward the administration course requirement of the Site Supervisor and Program Director Child Development Permits and meets Community Care Licensing standards for administration courses required for Directors. (CSU)

ECE220B: Administration II: Personnel and Leadership in Early Childhood Education
3.0 Units

(Prerequisite: ECE 220A or concurrent enrollment.) Effective strategies for personnel management and leadership in early care and education settings. Includes legal and ethical

responsibilities, supervision techniques, professional development, and reflective practices for a diverse and inclusive early care and education program. (CSU)

ECE222: Curriculum and Strategies for Children with Special Needs
3.0 Units

(No prerequisite.) Covers curriculum and intervention strategies for working with children with special needs in partnership with their families. Focuses on the use of observation and assessment in meeting the individualized needs of children in inclusive and natural environments. Includes the role of the teacher as a professional working with families, collaboration with interdisciplinary teams, and cultural competence. (CSU)

ECE223: Music Activities for Young Children
1.0 Units

(No prerequisite.) Through a survey of teaching methods and hands-on music activities, this course enables students to develop a rich and enjoyable music program for young children, understand basic musical concepts, present culturally diverse music activities, and foster reading and math readiness through music. This course meets the Department of Social Services' requirement for coursework in the area of Programs and Curriculum. (CSU)

ECE224: Working with Parents in Early Childhood Programs
2.0 Units

(No prerequisite.) This course includes approaches and techniques for working with parents in infant/toddler, preschool and extended day programs; strategies for planning and leading parent-teacher conferences; effective techniques for communicating with parents; and ideas for parent involvement in early childhood programs. (CSU)

ECE225: Guidance and Limit Setting in the Early Childhood Classroom
2.0 Units

(No prerequisite.) Strategies and approaches for guiding and setting limits with infants, toddlers, and preschoolers in classroom settings are presented and explored in this course. Also featured are methods for assisting young children in conflict resolution. (CSU)

ECE226: Exploration and Discovery in Math and Science
3.0 Units

(Prerequisite: ECE 101 or 110.) This course familiarizes students with elements of the scientific

method and how those elements can be present in curriculum for young children. Students actively explore math and science concepts suitable for young children, and develop and implement age-appropriate activities to explore those concepts. (CSU)

ECE239: Current Issues in Early Childhood Education

3.0 Units

(No prerequisite. Hours will vary with selected topic.) Specialized and contemporary topics in ECE are the focus of this course. The subject matter varies with the needs and interests of the students. The course content meets educational requirements for Department of Social Services licensing and Child Development Permit attainment. (CSU)

ECE261: ECE Conference Course

0.5 Units

(No prerequisite.) This is a conference-format course. Topics and content vary. The course can be used to meet Professional Growth requirements for renewal of the Teacher, Master Teacher, Site Supervisor, or Director level of Child Development Permit issued by the California Commission on Teacher Credentialing. (CSU)

ECE261A: Early Childhood Education Conference Course A

0.5 Units

(No prerequisite.) This is a conference-format course. Topics and content of this course vary. It may be used to meet "Professional Growth" requirements for renewal of the Teacher, Master Teacher, Site Supervisor, or Director levels of the Child Development Permit issued by the California Commission on Teacher Credentialing. (CSU)

ECE261B: Early Childhood Education Conference Course B

0.5 Units

(No prerequisite.) This is a conference-format course. Topics and content of this course vary. It may be used to meet "Professional Growth" requirements for renewal of the Teacher, Master Teacher, Site Supervisor, or Director levels of the Child Development Permit issued by the California Commission on Teacher Credentialing. (CSU)

ECE261C: Early Childhood Education Conference Course C

0.5 Units

(No prerequisite.) This is a conference-format course. Topics and content of this course vary. It may be used to meet "Professional Growth" requirements for renewal of the Teacher, Master Teacher, Site Supervisor, or Director levels of the

Child Development Permit issued by the California Commission on Teacher Credentialing. (CSU)

ECE261D: Early Childhood Education Conference Course D

0.5 Units

(No prerequisite.) This is a conference-format course. Topics and content of this course vary. It may be used to meet "Professional Growth" requirements for renewal of the Teacher, Master Teacher, Site Supervisor, or Director levels of the Child Development Permit issued by the California Commission on Teacher Credentialing. (CSU)

ECE280: Early Childhood Education Fieldwork and Seminar I: Beginning Practicum

3.0 Units

(Prerequisite: ECE101 or ECE110; ECE112; ECE114; and ECE 115. Advisory ECE 116. Other limitations on enrollment: evidence of physical exam and TB test within past 6 months and up-to-date immunization records; also must complete Criminal Record Clearance Statement prior to fieldwork placement.) Demonstration of developmentally appropriate early childhood program planning and teaching competencies under the supervision of ECE/CD faculty and other qualified early education professionals. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Reflective practice will be emphasized as student teachers design, implement, and evaluate approaches, strategies, and techniques that promote development and learning in a child centered and play-oriented program. Includes exploration of career pathways, professional development, and teacher responsibilities. (CSU) C-ID: ECE 210

ECE281: Early Childhood Education Fieldwork and Seminar II: Advanced Practicum

3.0 Units

(Prerequisite: ECE 280. Other limitations on enrollment: evidence of physical exam and TB test from within the past 6 months and up-to-date immunization records; also must complete Criminal Record Clearance statement prior to fieldwork placement.) Advanced training in planning, preparing, implementing and evaluating various curriculum activities and techniques with young children in an early education and care settings. Integration of curriculum and documentation of individual children's competencies is emphasized. A seminar is included, in which students discuss teaching strategies and curriculum development

techniques. Includes six hours weekly working directly with children in the campus Children's Centers or in California Early Childhood Mentor program classrooms. (CSU)

ECE295: Supervising Adults in Early Childhood Programs

2.0 Units

(No prerequisite.) Methods and principles of supervising student teachers, volunteers, staff, and other adults in early care and education settings. The course emphasizes roles and development of early childhood professionals as mentors and leaders. It meets the requirements on the Child Development Permit Matrix for adult supervision units required for Master Teacher or Site Supervisor permits. (CSU)

Economics - ECON

Program Information

Courses in economics provide students with a foundation of preparation for careers in business and government. Economists who work in business are expected to help their firms adapt to the changing environment. This typically involves short- and long-term economic forecasts of how changes in the economic environment will affect various aspects of business, such as marketing, purchasing, industrial relations, and finance. Most economists employed by the government are specialists in such fields as agriculture, labor, business, and international trade.

AA-T Economics

A.A. Degree for Transfer

The goal of the Associate in Arts in Economics for Transfer Degree is to provide an efficient option for transfer to the California State University (CSU) from College of Marin in the Economics major. As one of the primary missions of the community college is transfer, this degree offers students an option in a high-demand major. The intent is for students to satisfy the lower-division major preparation and general education requirements before transfer.

To complete this Associate Degree for Transfer, a student must:

1. Complete 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:

- The Intersegmental General Education Transfer Curriculum (IGETC) or The California State University General Education – Breadth Requirements.
 - A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Complete all courses in the major with a grade of “C” or better, or “P” if the course is taken as “pass/no pass.”
 3. Obtain a minimum grade point average of 2.0.

Major Requirements (Total 19 - 25 Units)

1. Required Core (Total 13 - 15 Units)

ECON101 - Principles of Macroeconomics 3

ECON102 - Principles of Microeconomics 3

Choose one: MATH115 or STAT115 4

MATH115 - Probability and Statistics 4

STAT115 - Introduction to Statistics for Business 4

Choose one: MATH121 or MATH123 3 - 5

MATH121 - Calculus I with Applications 3

MATH123 - Analytic Geometry and Calculus I 5

2. List A - select one course (Total 3 - 5 Units)

MATH124 - Analytic Geometry and Calculus II 5

BUS112 - Financial Accounting 4

BUS113 - Managerial Accounting 4

BUS144 - Business Communication 3

BUS101 - Introduction to Business 3

BUS107 - Business Law 3

CIS110 - Introduction to Computer Information Systems 3

COMP130 - Introduction to Computer Programming using C++ 4

COMP232 - Advanced Programming in JAVA 4

3. List B - select one course or any course not used in LIST A (Total 3 - 5 Units)

ECON120 - Introduction to Environmental Economics 3

ECON215 - Survey of Current Issues 3

MATH223 - Analytic Geometry and Calculus III 5

MATH116 - Linear Algebra 4

Double-Counted Units (IGETC/CSU-GE) 9

IGETC/CSU-GE Units 37 - 39

Elective Units (following the IGETC pattern) 7 - 13

Elective Units (following the CSU-GE pattern) 5 - 11

Total Degree Units 60

Program Learning Outcomes

- Apply critical thinking and analytical methods to evaluate the credibility of economic theories, concepts, research, and models.
- Apply Supply and Demand Models to both macroeconomic and microeconomic problems.
- Evaluate market outcomes and the costs and benefits of government action in markets.
- Describe the interconnections between the U.S. and the global economy.
- Explain the interdependent relationship between economies and the environment.

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Course Information

ECON101: Principles of Macroeconomics

3.0 Units

(Prerequisite: Completion of Elementary Algebra or the equivalent. Or, placement based on AB 705 mandates. Advisory: Eligibility for college level composition, English 150 (1A) or the equivalent. ECON 102 may be taken before ECON 101.) This introductory course provides a comprehensive overview of the economy as a whole by examining both long-run and short-run macroeconomic issues. Topics include scarcity, comparative economic systems, domestic output and national income, growth, unemployment, inflation, aggregate demand and supply. It also includes an examination of international trade, government stabilization policy, money and banking, and financial institutions. Students are exposed to both macroeconomic theory and contemporary macroeconomic issues. Special emphasis is placed on developing economic tools and applying those tools to understanding contemporary issues. (CSU/UC) AA/AS Area B, CSU Area D-2, IGETC Area 4B,C-ID: ECON 202

ECON102: Principles of Microeconomics

3.0 Units

(Prerequisite: Completion of Elementary Algebra or the equivalent. Or, placement based on AB 705

mandates. Advisory: Eligibility for college level composition, English 150 (1A) or the equivalent. ECON 101 and ECON 102 may be taken in either order.) This course introduces microeconomic analysis and focuses on choices of individual economic decision-makers. Topics include the economic perspective, how markets work, market failures, consumers, producers and efficiency, businesses and costs of production in various market structures, gains from trade, and globalization. (CSU/UC) AA/AS Area B, CSU Area D-2, IGETC Area 4B, C-ID: ECON 201

ECON120: Introduction to Environmental Economics

3.0 Units

(No prerequisite. Advisory: ECON 101 or 102.) This course introduces the interdependent relationship between economics and the environment. It focuses on how to apply economic concepts to study the sources of, and remedies for, environmental problems. It examines analytical tools of economics, such as cost-benefit analysis and welfare analysis, to study problems with environmental dimensions, and covers the circumstances in which markets fail to efficiently allocate resources in the presence of negative externalities. Students learn objectives used in the development of environmental policies, and examine the role of government and policies to address issues such as energy, water, biodiversity, wildlife, global climate change, and long-term sustainability. (CSU/UC) AA/AS Area B, CSU Area D, IGETC Area 4

ECON215: Survey of Current Issues

3.0 Units

(No prerequisite. Can be taken as ECON 215 or POLS 215; credit awarded for only one course.) This course introduces students to the origins, current status, and future trends of major transnational issues confronting the global community. Topics may include population trends, economic development and inequality, basic human needs (for food, water, healthcare), human rights, international conflict and security concerns, and environmental problems. When possible, informed participants in world and national events will meet with the class to share insights. (CSU)

Education - EDUC

Program Information

Courses in this area provide students with an introduction to the field of public education and practical experience in literacy, curriculum planning, and classroom assessment. Courses include field placement in classrooms under the supervision of an experienced mentor teacher.

Skills Certificate, Education

Skills Certificates are an acknowledgement that the student has attained a specified set of competencies within an occupational program. Skills Certificates may be part of a “ladder” of skills, beginning with job entry skills and leading to a full Certificate of Achievement program or may constitute a skill set that enables a student to upgrade or advance in an existing career. Skills Certificates require less than 18 units and are shorter in duration than the Certificates of Achievement. The Education Certificate indicates that the student has successfully completed foundation coursework in education, teaching and learning, and has gained experience working as a volunteer in a K-12 classroom.

Skills Certificate, Education (Total 6 Units)

EDUC110 - Foundations of Education 3

EDUC111 - Introduction to Teaching 3

Course Information

EDUC110: Foundations of Education

3.0 Units

(No prerequisite.) A foundation for understanding the public education system for those interested in teaching and learning, this course includes information about school governance, the nature of teaching as a profession, and the philosophies of education. (CSU/UC)

EDUC111: Introduction to Teaching

3.0 Units

(No prerequisite.) This course explores what it means to be a professional teacher in the current high-stakes environment of education. Building upon a strong mentoring approach, the course helps students make decisions about their teaching future by fostering an awareness of the realities of teaching in America today. Practical perspectives for meeting the challenges of teaching as well as practical and foundational topics provide students with a well-rounded view of the teaching profession. (CSU/UC)

Electronics Technology - ELEC

Program Information

Courses in this area provide a limited introduction to electronics and telecommunication technology. They are designed to equip the student with basic terminology, concepts, and some measurement and diagnostic skills.

Course Information

ELEC120A: Electrical and Alternative Energies Fundamentals

3.0 Units

(No prerequisite.) Introduction to the principles, terminology, and measurements of electrical circuits, including the fundamentals of AC/DC circuits and their common uses. Includes an introduction to the generation of power by solar photovoltaic, solar thermal, wind, hydrogen cells, and electric vehicles. (CSU)

ELEC120B: Electrical and Alternative Energies Troubleshooting

3.0 Units

(No prerequisite.) Review of the principles, terminology, and measurements of electrical circuits, including the fundamentals of AC/DC circuits, their common uses, and simple troubleshooting techniques. Includes an introduction to the generation of power by solar photovoltaic, solar thermal, wind, hydrogen cells, and electric vehicles. (CSU)

ELEC120C: Electrical and Alternative Energies Repair

3.0 Units

(No prerequisite.) Review of the principles, terminology, and measurements of electrical circuits, including the fundamentals of AC/DC circuits and their common uses, and an introduction to the generation of power by solar photovoltaic. Emphasis on solar thermal, wind, hydrogen cells, and electric vehicles. (CSU)

ELEC200A: Solar Photovoltaic Design for Residential and Small Commercial: Fundamentals

3.0 Units

(No prerequisite. Six lecture hours weekly for eight weeks.) An introductory course for residential and small commercial owners and those wishing to gain jobs in the solar field. It covers electrical and photovoltaic (PV) theory, guiding students through the steps to design and install a complete working PV system for the home or small commercial building. The course qualifies students to take the National NABCEP

(North American Board of Certified Energy Practitioners) Test. (CSU)

ELEC200B: Solar Photovoltaic Design for Residential and Small Commercial: Troubleshooting

3.0 Units

(No prerequisite. Six lecture hours weekly for eight weeks.) Review course for residential and small commercial owners and those wishing to gain jobs in the solar field. It guides students through the steps to design and install a PV system for the home or small commercial building, introduces troubleshooting techniques, and qualifies students to take the National NABCEP (North American Board of Certified Energy Practitioners) Test. (CSU)

ELEC200C: Solar Photovoltaic Design for Residential and Small Commercial: Repair

3.0 Units

(No prerequisite. Six lecture hours weekly for eight weeks.) Review course for residential and small commercial owners and those wishing to gain jobs in the solar field. It guides students through the steps to design and install a PV system for the home or small commercial building and covers troubleshooting techniques. It introduces repair techniques and qualifies students to take the National NABCEP (North American Board of Certified Energy Practitioners) Test. (CSU)

ELEC260: Electronic Instrument Certification

3.0 Units

(No prerequisite. May be taken as AUTO 260 or ELEC 260; credit awarded for only one course.) This course guides students through all levels of electrical measurement using the digital multimeter, increasing students' technological capabilities with the meter from 20% to 90%. The course also uses the automotive scanner to teach diagnostic research/repair information with multi-leveled equipment. Students learn to efficiently and effectively utilize 90% of the features. The course concludes with the training and certification on various torque instruments. (CSU)

ELEC290A: Electric Vehicle Conversion and Hybrid Maintenance

3.0 Units

(No prerequisite. May be taken as ACRT 290A or ELEC 290A; credit awarded for only one course.) This course covers hybrid maintenance, guiding students through the complete process of converting a vehicle from a gasoline engine to an electrically-powered engine. Through lecture and hands-on experience, students learn the principles behind good component layout, battery rack and

box design, construction details, and electrical wiring. Additional topics include AC and DC drive systems, types of batteries, selecting the right chassis, transmission adapter housing design, and handling chargers and controllers. (CSU)

ELEC292A: Electric and Hybrid Vehicle Design and Maintenance Fundamentals

3.0 Units

(No prerequisite. May be taken as AUTO 292A or ELEC 292A; credit awarded for only one course.) This course covers electric and hybrid vehicle maintenance and design, emphasizing the principles behind component layout, battery rack and box design, construction details, and electrical wiring. The course introduces hands-on experience with these components, as well as AC and DC drive systems, types of batteries, selecting the right chassis, transmission adapter housing design, and handling chargers and controllers. (CSU)

ELEC292B: Electric and Hybrid Vehicle Design and Maintenance Troubleshooting

3.0 Units

(No prerequisite. May be taken as AUTO 292B or ELEC 292B; credit awarded for only one course.) This course covers the maintenance and design of hybrid and electric vehicles, guiding students through the complete process of understanding car design, and introducing the troubleshooting of hybrids and high-voltage electric cars. (CSU)

ELEC292C: Electric and Hybrid Vehicle Design and Maintenance Repair

3.0 Units

(No prerequisite. May be taken as AUTO 292C or ELEC 292C; credit awarded for only one course.) This course covers the maintenance and design of hybrid and electric vehicles, guiding students through the complete process of understanding car design, and introducing the troubleshooting of hybrids and high-voltage electric cars, and the repair techniques needed. (CSU)

Engineering - ENGG

Program Information

No profession has as many diverse specialties and applications as engineering. Few other professions offer the challenge, financial rewards, and opportunity to make a contribution to the betterment of our environment and standard of living as engineering. There are many specialties in engineering, and within each area there are countless subdivisions. Our technology has grown so pervasive and complex that each facet of an

engineering problem demands a specific type of training and expertise.

Course Information

ENGG110: Introduction to Engineering

3.0 Units

(Prerequisite: Completion of intermediate algebra or the equivalent.) An introduction to the engineering profession and its different fields. The course explains engineering education pathways and explores effective strategies for students to reach their full academic potential. It also provides an understanding of engineering processes and tools, including experimentation, data analysis, and computer and communication skills.

Emphasis is given to academic success strategies, technical communications, ethical considerations, and engineering design and analysis skills applied to illustrative projects and problems drawn from various engineering fields. MS Excel and a high-level computer language (MATLAB or equivalent) are integral parts of the course. (CSU/UC) C-ID: ENGR 110

ENGG111: Computer Tools for Scientists and Engineers: Spreadsheets

1.0 Units

(Prerequisite: completion of Intermediate algebra or the equivalent) An introduction to computer tools and techniques useful for data analysis, problem solving, and communication in science and engineering coursework and professional activities. Students learn to use spreadsheet software to perform routine data analysis, including use of mathematical equations, statistical analysis, graphing, curve fitting, and a variety of numerical problem-solving techniques. (CSU)

ENGG125: Introductory Engineering Graphics

4.0 Units

(Prerequisite: Math 104 or 109 or placement by the current assessment methods.) This course covers the principles of engineering drawings in visually communicating engineering designs and provides an introduction to computer-aided design (CAD). Topics include the development of visualization skills; orthographic projections; mechanical dimensioning and tolerancing practices; and the engineering design process. Assignments develop sketching and 2-D and 3-D CAD skills. The use of CAD software is an integral part of the course. (CSU/UC) C-ID: ENGR 150

ENGG150: Programming in MATLAB for Engineers

4.0 Units

(Prerequisite: Math 123. May be taken as ENGG 150 or COMP 150; credit awarded for only one course.) This course utilizes the MATLAB (or a functionally equivalent) software environment to provide students with a working knowledge of computer-based problem-solving methods relevant to science and engineering. It introduces the fundamentals of procedural programming, numerical analysis, and data structures, as well as elementary concepts of object-oriented programming. Examples and assignments in the course are drawn from practical applications in engineering, physics, and mathematics. (CSU/UC) C-ID: ENGR 220

ENGG220: Electric Circuit Analysis

3.0 Units

(Prerequisites: PHYS 207B, and Math 224 or concurrent enrollment.) An introduction to the theory and analysis of electric circuits, including basic quantities and analytical techniques; network theorems and modeling; natural and forced responses of first- and second-order RLC circuits; AC circuit analysis and power calculations; and linear models of common devices such as transistors, operational amplifiers, and transformers. (CSU/UC)

ENGG220L: Electric Circuit Analysis Laboratory

1.0 Units

(No prerequisite. Corequisite: ENGG 220.) This optional lab to accompany ENGG 220 introduces the construction and measurement of electric circuits. Students learn how to use oscilloscopes, multimeters, function generators, power supplies, and computer simulation tools to study electric circuits. They also build and analyze a variety of circuits, including those with operational amplifiers, and investigate DC, transient, and AC steady state behavior. (CSU/UC)

ENGG230: Engineering Dynamics

3.0 Units

(Prerequisite: ENGG 235.) This course covers the fundamentals of kinematics and kinetics of particles and rigid bodies. Topics include kinematics of particle motion, Newton's second law, work-energy and momentum methods, kinematics of planar and three-dimensional motions of rigid bodies, D'Alembert's principle, work-energy and momentum principles for rigid body motion, and an introduction to mechanical vibrations. (CSU/UC) C-ID: ENGR 230

ENGG235: Engineering Mechanics: Statics

3.0 Units

(Prerequisite: PHYS 207A, and Math 124 or concurrent enrollment.) An introduction for

engineering students to applied vector mechanics of rigid bodies in static equilibrium. Students learn standard engineering approaches for the two- and three-dimensional analysis of forces and moments acting on engineering structures in equilibrium; center of gravity and centroids; distributed loadings, including dry friction and fluid statics; trusses and beams, including shear and bending moment diagrams; and area and mass moments of inertia, including application of Mohr's circle. (CSU/UC) C-ID: ENGR 130

ENGG245: Engineering Materials Science

4.0 Units

(Prerequisites: CHEM 131 and PHYS 207A.) This course presents the internal structures and resulting behaviors of materials used in engineering applications, including metals, ceramics, polymers, composites, and semiconductors. The course emphasizes the ability both to select appropriate materials to meet engineering design criteria, and to understand the effects of heat, stress, imperfections, and chemical environments upon material properties and performance. Laboratories provide opportunities to directly observe the structures and behaviors discussed in the course, operate testing equipment, and prepare reports. (CSU/UC) C-ID: ENGR 140B

English - ENGL

Program Information

The essence of the English major involves the development of skills and techniques such as looking at language development and literature in-depth. This elicits the ability to analyze, to ascertain assumptions, to determine values, and to make intelligent judgments and decisions. For these reasons, a major in English would be appropriate for the professions of law, medicine, or industry.

English 150, 151, 155: Letter grade only.

English 150C (companion course to English 150): Pass/No Pass only.

All other courses: Letter grade or pass/no pass.

In general, courses required for a transfer student's four-year major should be taken on a letter grade basis.

AA-T English

A.A. Degree for Transfer

This degree is primarily intended for the student who wants to earn a degree on the way to transferring to a California State University. It provides students with a solid basis for the

continuing study of English, American and world literature and develops skills in critical thinking and writing. An English major is the foundation for careers requiring verbal proficiency, analytic skills, literary competence, insight, and the exercise of judgment.

To complete this Associate Degree for Transfer, a student must:

1. Complete 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - The Intersegmental General Education Transfer Curriculum (IGETC) or The California State University General Education – Breadth Requirements.
 - A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Complete all courses in the major with a grade of "C" or better, or "P" if the course is taken as "pass/no pass."
3. Obtain a minimum grade point average of 2.0.

Major Requirements (Total 19 - 21 Units)

1. Required Core (Total 4 Units)

ENGL151 - Advanced College Writing about Literature (1B) 4

2. List A - select two courses (Total 6 Units)

ENGL221A - Survey of American Literature Through 1865 3

ENGL221B - Survey of American Literature Since 1865 3

ENGL222 - Survey of British Literature Through 1800 3

ENGL223 - Survey of British Literature Since 1800 3

ENGL224 - Survey of World Literature Through 1650 3

ENGL225 - Survey of World Literature Since 1650 3

3. List B - select two courses; may use any course from List A not previously used. (Total 6 Units)

ENGL155 - Critical Thinking and Composition 4

ENGL202 - Creative Writing I 3

ENGL203 - Creative Writing II 3

ENGL230 - Survey of Shakespeare 3

ENGL237 - The Literature of American Cultures 3

ENGL240 - Classic Children's Literature 3

4. List C - select one course; may select any List A or B course not already used. (Total 3 Units)

ASL101 - Elementary Sign Language I 4

ASL102 - Elementary Sign Language II 4
 ASL203 - Intermediate Sign Language III 4
 BUS144 - Business Communication 3
 COMM106 - Performance Studies 3
 COMM111 - Writing for the Media 3
 DRAM110 - Introduction to the Theatre 3
 DRAM116 - Survey of Dramatic Literature:
 Ancient Greek to the Present 3
 DRAM117 - Survey of Dramatic Literature:
 Shakespeare and His Theatre 3
 ENGL208 - Short Fiction 3
 ENGL212 - Introduction to Poetry 3
 ENGL214 - The Popular Novel 3
 ENGL220 - Detective Fiction 3
 ENGL235 - Women in Literature 3
 ETST154 - Native American Lit 3
 FREN101 - Elementary French I 4
 FREN102 - Elementary French II 4
 FREN203 - Intermediate French III 4
 FREN204 - Intermediate French IV 4
 HUM100A - Introduction to Humanities: Ancient
 Greece to the Medieval Period 3
 HUM100B - Introduction to Humanities:
 Renaissance to the Modern Period 3
 ITAL101 - Elementary Italian I 4
 ITAL102 - Elementary Italian II 4
 ITAL203 - Intermediate Italian III 4
 ITAL204 - Intermediate Italian IV 4
 JPNS101 - Elementary Japanese I 4
 JPNS102 - Elementary Japanese II 4
 JPNS203 - Intermediate Japanese III 4
 JPNS204 - Intermediate Japanese IV 4
 SPAN101 - Elementary Spanish I 4
 SPAN102 - Elementary Spanish II 4
 SPAN203 - Intermediate Spanish III 4
 SPAN204 - Intermediate Spanish IV 4
Double-Counted Units (IGETC/CSU-GE) 9 - 12
IGETC/CSU-GE Units 37 - 39
Elective Units (following the IGETC pattern) 11 - 16
Elective Units (following the CSU-GE pattern) 9 - 14
Total Degree Units 60

Program Learning Outcomes

- Write well-developed, organized, and clear interpretive analysis, demonstrating stages of the writing process.
- Demonstrate close reading of texts to identify, describe, and analyze literary or rhetorical elements of various genres.
- Explain significant historical, theoretical, philosophical, cultural, or aesthetic influences on texts and discuss how texts relate to contemporary or traditional issues.

Note: This version of ADT is submitted in the California Community Colleges Curriculum Inventory (COCI) system and pending review.

Course Information

ENGL098SL: Introduction to College Reading and Composition I - for Non-Native English Speakers

3.0 Units

(Prerequisite: ESL 83 or ENGL 92 or ENGL 93 or HUM 101 or English Placement Test or equivalent.) This course, for bilingual/non-native English speakers, prepares students for success in college-level reading and writing tasks. Students practice reading, writing, grammar skills and critical thinking to improve reading comprehension and develop skills for effective academic writing. The focus is on writing fluently, using effective organizational structures, and developing ideas with support, using the conventions of standard written English. Assignments help explore connections among readings, personal experience, observation, and class discussion. Requires one hour weekly of guided practice in the Writing Center or the ESL Lab.

ENGL116: College Reading

3.0 Units

(No prerequisite.) A course designed to strengthen students' ability to understand and respond to college-level readings in all disciplines. Emphasis is on critically evaluating purpose, support, conclusions, tone, and language. Vocabulary enhancement is included. (CSU)

ENGL116NC: Reading in Biology

0.0 Units

(No prerequisite. Corequisite: BIOL 110.) Readings and assignments in this class are based on readings assigned in BIOL 110. During the first week of classes, Biology 110 students are given a reading assessment by the ENGL 116S instructor. The ENGL 116S instructor delivers the results of the assessment confidentially to each student, and advises them whether they could benefit from taking ENGL 116S. Not every BIOL 110 student must take ENGL 116S, but every student who takes ENGL 116S must be enrolled in BIOL 110.

ENGL116S: Readings in Biology

3.0 Units

(No prerequisite. Corequisite: BIOL 110.) Readings and assignments in this course are based on readings assigned in BIOL 110. During the first week of classes, Biology 110 students are given a reading assessment by the ENGL 116S instructor. The ENGL 116S instructor delivers the results of the assessment confidentially to each student, and advises them whether they could benefit from taking ENGL 116S. Not every BIOL

110 student must take ENGL 116S, but every student who takes ENGL 116S must be enrolled in BIOL 110. (CSU)

ENGL120SL: Introduction to College Writing and Reading for Bilingual/Multilingual Students

4.0 Units

(No prerequisite.) This course for non-native English speakers prepares multi-lingual students for transfer-level courses by building proficiency in reading college-level texts, writing essays, and applying critical thinking skills. Students develop strong reading comprehension strategies and write clear, organized, well-supported essays that become increasingly longer and more complex over the term. Assignments help students build interconnections among readings, personal experience, observation, and class discussion. Students also spend one hour per week in the Reading/Writing Lab or ESL lab. (CSU/UC)

ENGL150: College Writing and Reading (1A)

4.0 Units

(Prerequisite: Eligibility for college level composition, English 150 (1A) or the equivalent.) This course develops and refines students' writing, reading, and critical thinking abilities by introducing the conventions of academic conversations and arguments in an academic community. Students read and discuss a variety of works from different literary genres, focusing on non-fiction and expository texts, reading 30-60 or more pages per week. The course also emphasizes research skills, including evaluating and documenting sources, using MLA style, and practicing academic integrity. Students write several essays in expository and argumentative prose, including at least one research paper, in response to class reading and outside research, for a minimum of 5,000 words. (CSU/UC) AA/AS Area D, CSU Area A-2, IGETC Area 1A

ENGL150C: Support Course for English 150 (1A)

1.0 Units

(No prerequisite. Corequisite: ENGL 150.) This one-unit co-requisite course provides in-class support to help students succeed in the linked English 150 course. The course offers intensive practice in critical reading skills, research skills, and academic essay development. Students may work individually, in small groups, with the instructor, and with tutors on essays and readings assigned in English 150.

ENGL150NC: Support Course for English 150 (1A)--0 units/Noncredit

0.0 Units

(No prerequisite. Corequisite: ENGL 150.) This noncredit corequisite course provides in-class support to help students succeed in the linked English 150 course. The course offers intensive practice in critical reading skills, research skills, and academic essay development. Students may work individually, in small groups, with the instructor, and with tutors on essays and readings assigned in English 150.

ENGL151: Advanced College Writing about Literature (1B)

4.0 Units

(Prerequisite: ENGL 150 or equivalent.) This course focuses on critical thinking, writing, and reading, through the study of literature including fiction, poetry, drama, and other texts. Students develop skills in close reading, textual analysis, information literacy, argumentation, reasoning, and logic. They also develop composition and rhetorical skills through the organization, development, and revision of analytical, persuasive essays. A minimum of 6,000 words of expository writing is required. (CSU/UC) AA/AS Areas C or E, CSU Area A-3, IGETC Area 1B, C-ID: ENGL 110

ENGL155: Critical Thinking and Composition

4.0 Units

(Prerequisite: ENGL 150 or equivalent.) This course develops rhetorical, critical, argumentative, and organizational skills in written composition, and heightened perceptivity in analytical reading. Extensive analysis of writing models focuses on deductive, inductive, and inferential reasoning; assumptions and inferences embedded in arguments; informal logical fallacies; divergent world views; and incoherencies and biases in presentation. Student essays are expected to demonstrate a capacity for presenting complex ideas in a clear, coherent, and convincing manner, with particular attention to organization and style. A minimum of 6,000 words of writing is required of each student. (CSU/UC) AA/AS Area E, CSU Area A-3, IGETC Area 1B, C-ID: ENGL 105

ENGL202: Creative Writing I

3.0 Units

(Prerequisite: eligibility for college level composition, English 150 (1A) or the equivalent.) This reading and writing course engages eligible students in both the study and practice of the crafts of fiction, poetry, and drama. (CSU/UC) AA/AS Area C, CSU Area C-2, C-ID: ENGL 200

ENGL203: Creative Writing II

3.0 Units

(Prerequisite: ENGL 202.) This reading and writing course engages eligible students in both

the study and practice of the crafts of fiction, poetry, and drama. It continues and develops the study and practice begun in ENGL 202. (CSU/UC) AA/AS Area C, CSU Area C-2

ENGL208: Short Fiction

3.0 Units

(Prerequisite: Eligibility for college level composition, English 150 (1A) or the equivalent.) This course introduces short fiction through selected works by a variety of authors (such as Chekhov, Hawthorne, Hemingway, Oates, Saunders, and Moore) and related criticism, which might also be supplemented with videos, graphics, and other related texts. Students read and write about literature, and explore questions of interpretation, evaluation, and definition within a cultural and historical context. They analyze and compare selected works for thematic content and express their understanding through written responses, examinations, presentations, and classroom discussion. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL212: Introduction to Poetry

3.0 Units

(Prerequisite: Eligibility for college level composition, English 150 (1A) or the equivalent.) This course examines poetry as a major literary genre, and introduces the fundamental nature of poetry through an examination of poetic forms, poetic devices (rhyme, meter), imagery, diction, tone, figures of speech, meaning, and idea. The course also addresses the historical and cultural factors that have influenced poetry's stylistic developments. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL214: The Popular Novel

3.0 Units

(Prerequisite: Eligibility for college level composition, English 150 (1A) or the equivalent.) This course introduces the popular American novel, especially those adapted for the screen, through reading selected works of a variety of authors (such as Fitzgerald, Capote, Morrison, Vonnegut, DeLillo, and Boyle) and related criticism, which might also be supplemented with videos, graphics, and other related texts. Students read and write about literature, and explore questions of interpretation, evaluation, and definition within a cultural and historical context. They analyze and compare selected works for thematic content and express their understanding through written responses, examinations, presentations, and classroom discussion. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL220: Detective Fiction

3.0 Units

(Prerequisite: Eligibility for college level composition, English 150 (1A) or the equivalent.) This course traces the development of the genre from classic mysteries to hard-boiled detective stories to police procedurals. Students read representative works by such authors as Poe, Doyle, Christie, Hammett, Chandler, and MacDonald, as well as related criticism. The course emphasizes the conventions of the form, the elements of fiction, the methods of critical thinking used in solving crimes, and the ethical problems raised in the works under discussion. Students analyze and compare selected works for thematic content and express their understanding through written responses, examinations, presentations, and classroom discussion. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL221A: Survey of American Literature Through 1865

3.0 Units

(Prerequisite: Eligibility for college level composition, English 150 (1A) or the equivalent.) Students examine representative American writings, with emphasis shared between the "major" authors and works from America's "other" voices, including Native American, Chicano and Hispanic American, and African-American authors. Lectures, discussions and media presentations will relate the literature to the developing social and philosophical attitudes that characterize American society. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B, C-ID: ENGL 130

ENGL221B: Survey of American Literature Since 1865

3.0 Units

(Prerequisite: Eligibility for college level composition, English 150 (1A) or the equivalent.) Students examine representative American writers from the Civil War to the present, with emphasis shared between the canonized "major" authors and works from Hispanic and African-American authors. Lectures, discussions and media presentations relate the literature to the developing social and philosophical attitudes that characterize American society. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B, C-ID: ENGL 135

ENGL222: Survey of British Literature Through 1800

3.0 Units

(Prerequisite: Eligibility for college level composition, English 150 (1A) or the equivalent.) This survey covers major texts in English literature, from its Anglo-Saxon beginnings through the initial stages of modern English in the mid-17th century and into the 18th century Age of Enlightenment, including texts such as Beowulf, Milton's Paradise Lost, and Swift's Gulliver's Travels. Lectures provide historical and cultural contexts and critical methods for analysis of the texts in class discussions. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B, C-ID: ENGL 160

ENGL223: Survey of British Literature Since 1800

3.0 Units

(Prerequisite: Eligibility for college level composition, English 150 (1A) or the equivalent.) This survey course in British literature covers important works from the late 18th century through the 21st century. Lectures supply the background necessary for appreciation of the works, and suggest the wealth of literary material available to the intellectually curious reader or to the student of literature. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL224: Survey of World Literature Through 1650

3.0 Units

(Prerequisite: Eligibility for college level composition, English 150 (1A) or the equivalent.) This course surveys representative literature from around the world, from ancient times to the 17th century (excluding British and American literature). Students explore a diverse range of works in translation from a variety of cultural traditions, including epics from ancient civilizations, foundational texts from the world's major religions, timeless works of drama and performance, and classics that have influenced literature and culture around the world up to today. Students analyze and compare selected works while exploring the significance of translation, historical context, cultural exchange, and the evolution of literary forms around the world and throughout the centuries. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B, C-ID: ENGL 140

ENGL225: Survey of World Literature Since 1650

3.0 Units

(Prerequisite: Eligibility for college level composition, English 150 (1A) or the equivalent.) This course surveys representative literature from around the world, from the 17th century to the

21st century (excluding British and American literature). Students explore fiction, poetry, drama, and nonfiction through a variety of cultural and intellectual movements, such as Enlightenment philosophy, Romanticism, Realism, Modernism, Postmodernism, and Postcolonialism. They analyze and compare selected works while exploring the significance of translation, historical context, cultural exchange, and the cross-pollination of literary forms and movements around the modern world. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL230: Survey of Shakespeare

3.0 Units

(Prerequisite: Eligibility for college level composition, English 150 (1A) or the equivalent.) This survey covers representative plays from the course of Shakespeare's career, focusing on examples of history plays, comedies, and tragedies. May also include some sonnets. Lectures focus on analysis of the plays' language and cultural context, and discussions consider themes, characters, and dramatic structure. Students analyze and compare selected works for thematic content and express their understanding through written responses, examinations, presentations, and discussion. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

ENGL235: Women in Literature

3.0 Units

(Prerequisite: Eligibility for college level composition, English 150 (1A) or the equivalent.) The representation of women in Western literature from Greek tragedy through contemporary texts, with a particular emphasis on women writing in English, is examined through the analysis of selected works. Lectures and discussions concentrate on such issues as the conception of female characters, women's language and genres, the development of a tradition of women's literature, the evolution of women's education and social activism, the influences of specifically gendered experiences such as maternity and wifehood on women's writing, and relevant political and cultural contexts. This historical survey concludes with contemporary writing by minority women in the United States and in an international context. (CSU/UC) AA/AS Area C and G, CSU Area C-2, IGETC Area 3B

ENGL237: The Literature of American Cultures

3.0 Units

(Prerequisite: Eligibility for college level composition, English 150 (1A) or the equivalent.) Students explore the richness and diversity of American culture by studying the literature of

several social and ethnic groups, including works by African-American, Native American, Jewish American, Chicanx/Latinx, and Asian American writers. Through close readings of representative texts, the course focuses on themes of identity and community in the context of 20th- and 21st-century cultural history. (CSU/UC) AA/AS Area C and G, CSU Area C-2, IGETC Area 3B

ENGL240: Classic Children's Literature

3.0 Units

(Prerequisite: Eligibility for college level composition, English 150 (1A) or the equivalent.) This course explores the key elements of representative children's literature from a variety of cultures, periods, and genres. Students examine and compare the social, philosophical, aesthetic, and spiritual values in major works of children's literature. The course introduces critical theories and techniques for analysis, but emphasizes practical criticism for the non-specialist. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B, C-ID: ENGL 180

English as a Second Language - ESL

Program Information

For over forty-five years, College of Marin has been addressing the needs of Marin County's English learners through its high-quality English as a Second Language (ESL) Programs. The program's Foundational Skills and Focused Skills classes have helped countless Marin residents and international students from over 100 countries fulfill their educational, career, and personal goals. The program covers all levels of ESL from very beginning English to transfer-level English. Most classes are offered for noncredit (free) and the higher levels are also offered for credit (\$\$). For more information about the ESL program, visit esl.marin.edu or contact the department located in the Academic Center, Room 109, Kentfield Campus.

Foundational Skills ESL Classes

Beginning to intermediate Foundational Skills ESL classes (levels 10 to 40) take an integrated skills approach practicing the fundamentals of grammar and vocabulary for everyday and employment situations through listening, speaking, reading, and writing activities. These classes help students improve their English so that they can communicate in their everyday life, get a better job, help their children in school, and prepare for citizenship. We also offer vocational ESL classes

for students who would like to work in customer service. These classes are offered free.

Certificate of Competency, Academic ESL Preparation

These courses in English as a Second Language develop and expand intermediate-level English skills for non-native English speaking students in preparation for the more academic-focused higher levels.

Certificate of Competency, Academic ESL Preparation (Total 0 Units)

ESLN040A and ESLN040B; or ESLN040L (Total 0 Units)

ESLN040A - Academic ESL Preparation A 0

ESLN040B - Academic ESL Preparation B 0

ESLN040L - Academic ESL Preparation - Long 0

Program Learning Outcomes

- Recognize and identify basic parts of speech
- Recognize and correct basic errors
- Express opinions and describe experiences and future plans orally or in writing
- Use an English-English Dictionary to get information about a new word

Certificate of Competency, ESL Beginning

These courses in English as a Second Language develop beginning-level English skills for non-native English speaking students.

Certificate of Competency, ESL Beginning (Total 0 Units)

Take ESLN010A and ELSN010B; or ESLN010L (Total 0 Units)

ESLN010A - Beginning ESL A 0

ESLN010B - Beginning ESL B 0

ESLN010L - Beginning ESL - Long 0

Program Learning Outcomes

- Be able to respond to basic personal information questions orally and in writing
- Recognize and use simple grammatical structures
- Produce and respond to simple questions and engage in basic social conversations
- Comprehend simple reading materials on familiar topics

Certificate of Competency, ESL High Beginning

These courses in English as a Second Language develop and expand high beginning-level English skills for non-native English speaking students.

Certificate of Competency, ESL High Beginning (Total 0 Units)

Take ESLN020 and ELSN025, or ESLN020L (Total 0 Units)

ESLN020 - High Beginning ESL A 0
ESLN025 - High Beginning ESL B 0
ESLN020L - High Beginning ESL - Long 0

Program Learning Outcomes

- Ask for and give information using present, past and future tenses.
- Describe basic needs and routines in common situations.
- Produce a paragraph with 3-5 properly sequenced sentences that are grammatically correct.
- Determine general meaning of basic written English.

Certificate of Competency, ESL Low Intermediate A

These courses in English as a Second Language develop and expand low intermediate level English skills for non-native English speaking students.

Certificate of Competency ESL Low Intermediate A (Total 0 Units)

ESLN030 - Low Intermediate ESL A 0
ESLN030L - Low Intermediate ESL A - Long 0

Program Learning Outcomes

- Demonstrate ability to scan for specific information.
- Write complete affirmative and negative compound statements and questions in various tenses.
- Make comparisons using appropriate comparative and superlative forms.
- Describe experiences using common regular and irregular verbs.

Certificate of Competency, ESL Low Intermediate B

These courses in English as a Second Language develop and expand low intermediate-level English skills for non-native English speaking students.

Certificate of Competency, ESL Low Intermediate B (Total 0 Units)

ESLN035 - Low Intermediate ESL B 0
ESLN035L - Low Intermediate ESL B - Long 0

Program Learning Outcomes

- Follow multiple step directions.
- Give instructions to explain a process.
- Discuss abilities and experience orally and in writing in paragraph format.
- Locate main ideas and supporting details in spoken and written English in familiar situations.
- Interpret short narratives and descriptions using contextual clues.

Certificate of Competency, ESL for Childcare Workers

These courses in Vocational English as a Second Language develop and expand English skills for students working with small children.

Certificate of Competency, ESL for Childcare Workers (Total 0 Units)

ESLV004 - English for Childcare A 0
ESLV005 - English for Childcare B 0

Program Learning Outcomes

- Talk to infants and toddlers when performing daily routines
- Read simple children's books, play games, sing songs
- Exchange and clarify information with co-workers and parent
- Read medicine labels, safety instructions and warning labels
- Fill out job applications
- Interview for childcare positions

Certificate of Competency, Intermediate ESL

These courses in English as a Second Language develop and expand intermediate-level English skills with an academic focus for non-native English speaking students.

Certificate of Competency, Intermediate ESL (Total 0 Units)

ESLN053 - Intermediate ESL: Writing and Grammar 0

ESLN056 - Intermediate ESL: Words 1
(Vocabulary/Spelling/Reading/Discussion) 0

Program Learning Outcomes

- Write an 8 to 10 sentence narrative or descriptive paragraph with a minimum of grammatical or punctuation errors.
- Employ skimming, scanning, predicting and previewing skills to enhance reading abilities.
- Develop vocabulary-building techniques.

Certificate of Competency, High Intermediate ESL

These courses in English as a Second Language develop and expand high intermediate-level English skills with an academic focus for non-native English speaking students.

Certificate of Competency, High Intermediate ESL (Total 0 Units)

ESLN063 - High Intermediate ESL: Writing and Grammar 0

ESLN066 - High Intermediate ESL: Words II
(Vocabulary/Spelling/Reading/Discussion) 0

Program Learning Outcomes

- Demonstrate writing process skills including outlining.
- Identify independent and dependent clauses and compose more complex sentences.
- Read and analyze 60-page short novels.
- Demonstrate library and dictionary skills.

Certificate of Competency, Intermediate Pronunciation for ESL Students

These courses in English as a Second Language develop and expand intermediate to advanced pronunciation skills for non-native English speaking students.

Certificate of Competency, Intermediate Pronunciation for ESL Students (Total 0 Units)

ESLN058A - Pronunciation for Non-Native English Speakers I 0

ESLN058B - Pronunciation for Non-Native English Speakers II 0

Program Learning Outcomes

- Distinguish the characteristics of vowels and produce them within words, phrases and discourse.
- Demonstrate intelligibility by practicing stress and rhythmic patterns in English.
- Determine speaker intention by pitch and intonation.
- Emphasize their point by use of prominence.

Certificate of Competency, Listening/Speaking Skills A

These courses in English as a Second Language develop listening, speaking and pronunciation skills for low level non-native English speaking students.

Certificate of Completion, Listening/Speaking Skills A (Total 0 Units)

ESLN020LS - High Beginning Listening and Speaking 0

ESLN040LS - Low Intermediate Listening and Speaking 0

ESLNPRON - Noncredit ESL Pronunciation 0

Program Learning Outcomes

- Successfully participate in pair and group discussions
- Give and follow instructions and ask for opinions and clarification
- Develop note-taking skills
- Speak with pronunciation and intonation generally comprehensible to native speakers
- Make short presentations

Certificate of Competency, Listening/Speaking Skills B

These courses in English as a Second Language develop and expand intermediate to advanced listening and speaking skills for non-native English speaking students. These courses have an academic focus.

Certificate of Competency, Listening/Speaking Skills B (Total 0 Units)

ESLN060 - Intermediate ESL: Listening and Speaking 0

ESLN080 - Advanced ESL: Listening and Speaking (Social/Academic/Workplace) 0

Program Learning Outcomes

- Distinguish between main and supporting ideas
- Comprehend and restate information from conversations and lectures
- Take notes from academic lectures and other everyday sources
- Give a well-organized presentation

Certificate of Competency, Low Advanced ESL

These courses in English as a Second Language develop and expand low advanced-level English skills with an academic focus for non-native English speaking students.

Certificate of Competency, Low Advanced ESL (Total 0 Units)

ESLN073 - Low Advanced ESL: Writing and Grammar 0

ESLN076 - Low Advanced ESL: Words III (Vocabulary/Spelling/Reading/Discussion) 0

Program Learning Outcomes

- Develop writing fluency and analyze writing for coherence, unity and completeness.
- Use various rhetorical modes.
- Read academic passages and unadapted novels.
- Increase reading speed and comprehension.

Course Information

ESLN-SBA: Summer Bridge A

0.0 Units

This class is intended for high beginning ESL students transitioning from High School to College of Marin. It will introduce basic grammar and develop basic reading and writing skills.

ESLN-SBB: Summer Bridge B

0.0 Units

This class is intended for low intermediate ESL students transitioning from High School to College

of Marin. It will review basic grammar and develop low intermediate reading and writing skills.

ESLN010A: Beginning ESL A

0.0 Units

(Advisory: ESL placement using current assessment methods.) This course, for beginning English learners who know some basic English vocabulary, introduces everyday English vocabulary, expressions, and instructions to describe everyday actions, needs and abilities.

ESLN010B: Beginning ESL B

0.0 Units

(Advisory: ESL placement using current assessment methods.) This course is for beginning English learners who know some basic English vocabulary. The course will introduce students to everyday English vocabulary, expressions and instructions to describe everyday actions, needs and abilities.

ESLN010L: Beginning ESL - Long

0.0 Units

(Advisory: ESL placement using current assessment methods.) This course introduces beginning English learners to basic everyday English vocabulary, expressions and instructions to describe everyday actions, needs and abilities. Emphasis is placed on aural comprehension and basic survival skills. The course meets for more hours to give more opportunity to focus on reading and writing skills.

ESLN010X: Beginning ESL Summer Review

0.0 Units

This short Level-10 summer course offers a chance to review basic grammar points learned during the year, and/or to focus on reading, vocabulary development, or interactive communication skills.

ESLN020: High Beginning ESL A

0.0 Units

(Advisory: ESL placement using current assessment methods or teacher recommendation.) In the first part of high beginning ESL, students will learn to ask for and give basic information about yesterday, today and tomorrow and to express basic likes, wants, needs, abilities and obligations in conversation and in written form.

ESLN020L: High Beginning ESL - Long

0.0 Units

(Advisory: ESL placement using current assessment methods or teacher recommendation.) In this high beginning ESL course, students learn to ask for and give basic information about yesterday, today and tomorrow

and to express basic likes, wants, needs, abilities and obligations in conversation and in written form. They also learn to negotiate and interact on the telephone, at work and in the community. This course meets for more hours to give more opportunity to focus on reading and writing skills.

ESLN020LS: High Beginning Listening and Speaking

0.0 Units

(Advisory: ESL placement using current assessment methods. Recommended for students concurrently enrolled in levels 010-015 or 020-025.) This is a beginning (Level 10/15) and high beginning (Level 20/25) noncredit ESL course emphasizing listening and speaking skills. Practice in speaking and listening comprehension of English through the use of audiovisual materials related to survival skills, asking for directions, giving personal information and making appointments.

ESLN020X: High Beginning ESL A Summer Review

0.0 Units

(Advisory: ESL placement using current assessment methods or teacher recommendation.) This short High Beginning ESL A summer course offers a chance to review basic grammar points learned during the year, and/or to focus on reading, vocabulary development, or interactive communication skills.

ESLN025: High Beginning ESL B

0.0 Units

(Advisory: ESL placement using current assessment methods or teacher recommendation.) In the second part of high beginning ESL, students practice expressing basic likes, wants, needs, abilities and obligations and talking about yesterday, today and tomorrow. They also begin to negotiate and interact on the telephone, at work and in the community.

ESLN025X: High Beginning ESL B Summer Review

0.0 Units

Advisory: (ESL placement using current assessment methods or teacher recommendation.) This short High Beginning ESL B summer course offers a chance to review basic grammar points learned during the year, and/or to focus on reading, vocabulary development, or interactive communication skills.

ESLN030: Low Intermediate ESL A

0.0 Units

(Advisory: ESL placement using current assessment methods or teacher

recommendation.) ESLN 030 students know everyday survival English, but want to learn to talk about their experiences in life and at work. They learn to describe how their lives were before they came to this country. The focus is on learning more verbs and verb forms.

ESLN030L: Low Intermediate ESL A - Long

0.0 Units

(Advisory: ESL placement using current assessment methods or teacher recommendation.) ESLN 30 students know everyday survival English, but want to learn to talk about their experiences in life and at work. They learn to describe how their lives were before they came to this country. The focus is on learning more verbs and verb forms. The course meets for more hours to give more opportunity to focus on reading and writing skills.

ESLN030X: Low Intermediate ESL A Summer Review

0.0 Units

(Advisory: ESL placement using current assessment methods or teacher recommendation.) This short Low Intermediate ESL A summer course offers a chance to review basic grammar points learned during the year, and/or to focus on reading, vocabulary development, or interactive communication skills.

ESLN035: Low Intermediate ESL B

0.0 Units

(Advisory: ESL placement using current assessment methods or teacher recommendation.) ESLN 035 is the second part of the low intermediate level. Students review and build upon basic English skills and survival skills covered in Levels 010-030. They may read and discuss short adapted fiction or nonfiction in class and write about personal abilities and experiences.

ESLN035L: Low Intermediate ESL B - Long

0.0 Units

(Advisory: ESL placement using current assessment methods or teacher recommendation.) ESLN 035L is the second part of the low intermediate level. Students review and build upon basic English skills and survival skills covered in levels 10-30. They may read and discuss short adapted fiction or nonfiction in class and write about personal abilities and experiences. The course meets for more hours to give more opportunity to focus on reading and writing skills.

ESLN035X: Low Inter ESL B Summer Review

0.0 Units

(Advisory: ESL placement using current assessment methods or teacher recommendation.) This short Low Intermediate ESL B summer course offers a chance to review basic grammar points learned during the year, and/or to focus on reading, vocabulary development, or interactive communication skills.

ESLN040A: Academic ESL Preparation A

0.0 Units

(Advisory: ESL placement using current assessment methods or teacher recommendation.) Students in ESL 040A continue to develop their intensive and extensive reading skills; make oral presentations; and use an English dictionary, the library, and the internet for simple research projects. In preparation for transitioning to credit ESL, regular attendance, homework, and group participation are strongly encouraged.

ESLN040B: Academic ESL Preparation B

0.0 Units

(Advisory: ESL placement using current assessment methods or teacher recommendation.) Students in ESL 040B continue to develop their intensive and extensive reading skills; make oral presentations; and use an English dictionary, the library, and the internet for simple research projects. In preparation for transitioning to credit ESL, regular attendance, homework, and group participation are strongly encouraged.

ESLN040L: Academic ESL Preparation - Long

0.0 Units

(Advisory: ESL placement using current assessment methods or teacher recommendation.) Students in ESL 040L continue to develop their intensive and extensive reading skills; make oral presentations; and use an English dictionary, the library, and the internet for simple research projects. In preparation for transitioning to credit ESL, regular attendance, homework, and group participation are strongly encouraged. This course meets for more hours to give more opportunity to focus on reading and writing skills.

ESLN040LS: Low Intermediate Listening and Speaking

0.0 Units

(Advisory: ESL placement using current assessment methods. Students should be in level 035 or 040.) In this college ESL preparation course in speaking and listening skills, students improve their spoken fluency and accuracy in English through listening comprehension,

grammar, vocabulary, idioms, pronunciation and presentation skills.

ESLN040X: Academic ESL Preparation Summer Review

0.0 Units

(Advisory: ESL placement using current assessment methods or teacher recommendation.) This short Credit ESL Preparation summer course offers a chance to review grammar points learned during the year, and/or to focus on reading, vocabulary development, or interactive communication skills.

ESLNPRON: Noncredit ESL Pronunciation

0.0 Units

(Advisory: ESL placement using current assessment methods. Students should be in levels 020-040.) This course provides Noncredit ESL students from ESLN Levels 020-040 with practice in English pronunciation. The primary goal is to help ESL students to be understood when they are speaking English. This includes learning how to listen to English in order to acquire better pronunciation and intonation skills. Students work on (a) individual sounds, (b) the sounds in context in sentences, and (c) sentence rhythm and stress employing the same sounds.

ESLV001: ESL for Customer Service

0.0 Units

(Advisory: ESLN 20 or higher) This class is for anyone who would like to improve their customer service skills and learn the most professional customer service language for all industries, emphasizing the language and techniques of the hotel, restaurant, and retail fields.

ESLV003: Communication Skills for Healthcare Workers

0.0 Units

(Advisory: ESLN 30 or higher) This course is designed for healthcare workers and others interested in healthcare fields. The focus will be on the language skills necessary to function in a medical/dental environment. Emphasis is on social and cultural skills for successful interaction with patients and co-workers.

ESLV004: English for Childcare A

0.0 Units

(Advisory: ESLN 20 or higher or teacher recommendation.) This class is for high beginning English language learners who as parents, babysitters, and childcare workers need to be able to communicate with young children, co-workers, and parents. Students develop vocabulary and grammar needed for communication in basic care-giving activities. They improve reading and

pronunciation skills through childrens' books, games, and songs. Basic health and safety issues are covered.

ESLV005: English for Childcare B

0.0 Units

(Advisory: ESLN 35 or higher or teacher recommendation.) This is the second class for English language learners who as parents, babysitters and childcare workers need to be able to communicate with young children and give, ask for and clarify information or instructions from co-workers and parents. It focuses on health and safety, continuing education opportunities and job search skills.

ESLV011: Intermediate ESL for Customer Service

0.0 Units

(Advisory: ESLN 20 or higher) This class is for anyone who would like to improve their customer service skills and learn the most professional customer service language for all industries, emphasizing the language and techniques of the hotel, restaurant, and retail fields.

ESLV015: ESL for Employment: Job Search Skills

0.0 Units

(No prerequisite.) This course is designed for those interested in finding and retaining employment, focusing on developing the language skills necessary to identify a job, pursue the written application process, participate in an oral interview, and accept employment. Assignments include completing a master application, an online application, writing a resume and list of references, a cover letter, and thank-you note.

Focused Skills ESL Classes: High Intermediate to Advanced ESL Classes

The intermediate and advanced level classes (levels 50 to 80, plus ENGL 98SL and ENGL 120SL) are more skills-focused – with separate classes for grammar and writing, reading and vocabulary, listening and speaking, and pronunciation. Students who progress through the higher-level sequence may eventually take college-level English and work towards career certificates, degrees, or transfer to a university.

Skills Certificate, High Intermediate ESL

These courses in English as a Second Language develop and expand high intermediate-level English skills with an academic focus for non-native English speaking students.

Skills Certificate, High Intermediate ESL (Total 8 Units)

ESL063 - High Intermediate ESL: Writing and Grammar 4

ESL066 - High Intermediate ESL: Words II (Vocabulary, Spelling, Reading, and Discussion) 4

Program Learning Outcomes

- Demonstrate writing process skills including outlining
- Identify independent and dependent clauses and compose more complex sentences
- Read and analyze 60-page short novels
- Demonstrate library and dictionary skills

Skills Certificate, Intermediate ESL

These courses in English as a Second Language develop and expand intermediate-level English skills with an academic focus for non-native English speaking students.

Skills Certificate, Intermediate ESL (Total 4 Units)

ESL053 - Intermediate ESL: Writing and Grammar 2

ESL056 - Intermediate ESL: Words I (Vocabulary, Spelling, Reading, and Discussion) 2

Program Learning Outcomes

- Write an 8 to 10 sentence narrative or descriptive paragraph with a minimum of grammatical or punctuation errors
- Employ skimming, scanning, predicting and previewing skills to enhance reading abilities
- Develop vocabulary-building techniques

Skills Certificate, Intermediate Pronunciation for ESL Students

These courses in English as a Second Language develop and expand intermediate to advanced pronunciation skills for non-native English speaking students.

Skills Certificate, Intermediate Pronunciation for ESL Students (Total 4 Units)

ESL058A - Pronunciation for Non-Native English Speakers I 2

ESL058B - Pronunciation for Non-Native English Speakers II 2

Program Learning Outcomes

- Distinguish the characteristics of vowels and produce them within words, phrases and discourse.
- Demonstrate intelligibility by practicing stress and rhythmic patterns in English.
- Determine speaker intention by pitch and intonation.
- Emphasize their point by use of prominence.

Skills Certificate, Listening/Speaking Skills B

These courses in English as a Second Language develop and expand intermediate to advanced listening and speaking skills for non-native English speaking students. These courses have an academic focus.

Skills Certificate, Listening/Speaking Skills B (Total 6 Units)

ESL060 - Intermediate ESL: Listening and Speaking 3

ESL080 - Advanced ESL: Listening and Speaking for Social, Academic, and Workplace Situations 3

Program Learning Outcomes

- Distinguish between main and supporting ideas.
- Comprehend and restate information from conversations and lectures.
- Take notes from academic lectures and other everyday sources.
- Give a well-organized presentation

Skills Certificate, Low Advanced ESL

These courses in English as a Second Language develop and expand low advanced-level English skills with an academic focus for non-native English speaking students.

Skills Certificate, Low Advanced ESL (Total 8 Units)

ESL073 - Low Advanced ESL: Writing and Grammar 4

ESL076 - Low Advanced ESL: Words III (Vocabulary, Spelling, Reading, and Discussion) 4

Program Learning Outcomes

- Develop writing fluency and analyze writing for coherence, unity and completeness
- Use various rhetorical modes
- Read academic passages and unadapted novels
- Increase reading speed and comprehension

ENGL098SL: Introduction to College Reading and Composition I - for Non-Native English Speakers

3.0 Units

(Prerequisite: ESL 83 or ENGL 92 or ENGL 93 or HUM 101 or English Placement Test or equivalent.) This course, for bilingual/non-native English speakers, prepares students for success in college-level reading and writing tasks. Students practice reading, writing, grammar skills and critical thinking to improve reading comprehension and develop skills for effective academic writing. The focus is on writing fluently, using effective organizational structures, and

developing ideas with support, using the conventions of standard written English. Assignments help explore connections among readings, personal experience, observation, and class discussion. Requires one hour weekly of guided practice in the Writing Center or the ESL Lab.

ENGL120SL: Introduction to College Writing and Reading for Bilingual/Multilingual Students

4.0 Units

(No prerequisite.) This course for non-native English speakers prepares multi-lingual students for transfer-level courses by building proficiency in reading college-level texts, writing essays, and applying critical thinking skills. Students develop strong reading comprehension strategies and write clear, organized, well-supported essays that become increasingly longer and more complex over the term. Assignments help students build interconnections among readings, personal experience, observation, and class discussion. Students also spend one hour per week in the Reading/Writing Lab or ESL lab. (CSU/UC)

ESL060: Intermediate ESL: Listening and Speaking

3.0 Units

(No prerequisite. Advisory: ESL placement using current assessment methods or completion of ESL 40L.) An intermediate course in listening and speaking communication skills recommended for students enrolled in ESL 50-level or 60-level courses. Students are introduced to formal and informal speaking and listening skills to provide a bridge to educational and career opportunities.

ESL063: High Intermediate ESL: Writing and Grammar

4.0 Units

(No prerequisite. Advisory: ESL placement using current assessment methods or completion of all 50-level ESL courses.) This course is suitable for the high intermediate student with a good foundation in English grammar and writing. The class emphasizes grammatical accuracy and writing a logical sequence of sentences in organized paragraphs. Requires one hour weekly to be arranged in the ESL Lab.

ESL064: High Intermediate ESL: Grammar

3.0 Units

(No prerequisite. Advisory: ESL placement using current assessment methods or completion of all ESL 50-level courses.) This grammar course is designed to improve the language skills of high intermediate ESL students. Requires one hour weekly to be arranged in the ESL Lab.

ESL066: High Intermediate ESL: Words II (Vocabulary, Spelling, Reading, and Discussion)

4.0 Units

(No prerequisite. Advisory: ESL placement using current assessment methods or completion of all 50-level ESL courses.) This course provides high intermediate ESL students with practice reading stories, short novels, newspapers and other non-fiction materials. Students are introduced to academic reading and study skills, and learn to use the resources available at the COM Library.

ESL068: American Topics

2.0 Units

(No prerequisite.) This course helps students understand important American topics, past and present, through lectures, reading, and discussion. Examples of topics include the education system, the American Dream, and drugs and drug treatment.

ESL073: Low Advanced ESL: Writing and Grammar

4.0 Units

(No prerequisite. Advisory: ESL placement using current assessment methods or completion of all ESL 60-level courses.) In this course, low advanced ESL students review paragraph writing and are introduced to the essay. Intermediate and advanced grammar structures and punctuation are reviewed.

ESL074: Low Advanced ESL: Grammar

3.0 Units

(No prerequisite. Advisory: ESL placement using current assessment methods or completion of all 60-level ESL courses.) This course is designed for low advanced ESL students who need to refine their understanding of grammar.

ESL076: Low Advanced ESL: Words III (Vocabulary, Spelling, Reading, and Discussion)

4.0 Units

(No prerequisite. Advisory: ESL placement using current assessment methods or completion of all ESL 60-level courses.) This course improves the reading comprehension and academic vocabulary of low advanced non-native speakers of English. This course includes reading skills, study skills, novel reading, and library research projects.

ESL078: Current Events for ESL Students

2.0 Units

(No prerequisite. Advisory: ESL placement using current assessment methods or completion of all ESL 60-level courses.) This course introduces students to current events, with attention given to

contemporary local, national, and international events, using newspapers, magazines, television, films, and radio. Students develop greater awareness of global issues, applying the academic skills they have learned in previous and concurrent ESL classes.

ESL079: Review of Low Advanced ESL

3.0 Units

(No prerequisite. Advisory: ESL placement using current assessment methods.) This review course is designed for ESL students at the low advanced level, who have completed or are in the process of completing the ESL 70 or 80 level, or for ESL students who, through the ESL placement using current assessment methods, have qualified for the ESL 80 level.

ESL080: Advanced ESL: Listening and Speaking for Social, Academic, and Workplace Situations

3.0 Units

(No prerequisite. Advisory: ESL placement using current assessment methods or completion of all ESL 70-level courses.) This course in listening and speaking skills is recommended for low-advanced to advanced ESL students. It helps students improve the listening and speaking skills necessary to participate in college, workplace and everyday life situations. Students practice listening and note taking skills and conduct interviews, give presentations and lead discussion sessions.

ESL083: Advanced ESL: Writing and Grammar

4.0 Units

(No prerequisite. Advisory: ESL placement using current assessment methods and completion of all 70-level ESL courses.) This ESL course is suitable for the advanced student with a strong foundation in English grammar and writing. The course is designed to review and build upon grammar and writing skills, enabling the student to function in academic courses.

ESL084: Advanced ESL: Grammar

3.0 Units

(No prerequisite. Advisory: ESL placement using current assessment methods and completion of all 70-level ESL courses.) This course is designed for advanced ESL students who need to refine their understanding of grammar for academic writing.

ESL086: Advanced ESL: Vocabulary and Reading Skills

4.0 Units

(No prerequisite. Advisory: ESL placement using current assessment methods or completion of all 70-level ESL courses.) This course is designed to help advanced ESL students improve reading

comprehension and develop academic vocabulary. It also improves study skills for more effective reading of textbooks and other material, including short fiction.

ESL088: Editing for ESL Students

2.0 Units

(No prerequisite. Advisory: concurrent enrollment in ESL 083, ENGL 98SL, ENGL 120SL, or other composition courses.) This course is designed for ESL students enrolled in advanced writing courses; students learn to identify and correct errors of syntax, logic and structure in their own writing at the final draft stage. Areas of concentration include common errors in shifting tenses, grammar, punctuation, logical organization, and paragraph/essay structure.

ESLN053: Intermediate ESL: Writing and Grammar

0.0 Units

(Advisory: ESL placement using current assessment methods.) This course introduces the conventions of standard written English to intermediate ESL students and reviews basic grammar structures. Emphasis is placed on sentence structure and the correct use of tenses.

ESLN054: Intermediate ESL: Grammar

0.0 Units

(No prerequisite. Advisory: ESL placement using current assessment methods.) This course reviews basic grammar structures for intermediate ESL students, with emphasis on verb tenses.

ESLN056: Intermediate ESL: Words 1 (Vocabulary/Spelling/Reading/Discussion)

0.0 Units

(Advisory: ESL placement using current assessment methods.) This course is designed to improve the reading comprehension and vocabulary usage of nonnative speakers of English. The course includes reading skills, study skills, short stories, and the reading of short novels.

ESLN058A: Pronunciation for Non-Native English Speakers I

0.0 Units

This course provides ESL students the opportunity to improve their production of standard American English. Students practice the consonant phoneme system and the rhythm of the language, including syllable count and stress patterns, to become more intelligible and to gain understanding of spoken English.

ESLN058B: Pronunciation for Non-Native English Speakers II

0.0 Units

(No prerequisite. Advisory: ESL placement using current assessment methods.) This course provides ESL students the opportunity to improve their pronunciation of standard American English. Students practice the vowel phoneme system in words, phrases and in discourse. They practice stress and intonation patterns, linking, assimilation, and prominence to become more intelligible and to gain understanding of spoken English.

ESLN059: Review of Low Intermediate ESL

0.0 Units

This review course is designed for students who have completed or are in the process of completing the ESL 50 or 60 level, or for students who, through the ESL placement using current assessment methods, have qualified for the ESL 60 level.

ESLN060: Intermediate ESL: Listening and Speaking

0.0 Units

(No prerequisite. Advisory: ESL placement using current assessment methods.) This intermediate course in listening and speaking communication skills is recommended for students enrolled in ESL 50-level or 60-level courses. Students are introduced to the formal and informal speaking and listening skills to provide a bridge to educational and career opportunities.

ESLN063: High Intermediate ESL: Writing and Grammar

0.0 Units

This course is suitable for the high intermediate student with a good foundation in English grammar and writing. There is an emphasis on grammatical accuracy and on writing a logical sequence of sentences in organized paragraphs. Completion of all 50-level ESL courses or the appropriate score on the ESL placement using current assessment methods is recommended.

ESLN064: High Intermediate ESL: Grammar

0.0 Units

This grammar course is designed to improve language skills for high-intermediate speakers of ESL. Requires one hour weekly to be arranged in the ESL lab. Recommended completion of all 50-level ESL classes. (See time chart in schedule for ESL lab.)

ESLN066: High Intermediate ESL: Words II (Vocabulary/Spelling/Reading/Discussion)

0.0 Units

This course provides high intermediate ESL students with practice reading stories and short novels, newspapers and other non-fiction

materials. Students are introduced to academic reading and study skills, and learn to use various resources available at the COM library. Completion of all 50-level ESL courses is recommended.

ESLN068: American Topics

0.0 Units

This course helps students understand important American topics, past and present, through lecture, reading, and discussion. Examples of topics include the education system, the American Dream, drugs and drug treatment.

ESLN073: Low Advanced ESL: Writing and Grammar

0.0 Units

(Four lecture hours and one laboratory hour weekly.) In this course, low advanced ESL students review paragraph writing and are introduced to the essay. Intermediate and advanced grammar structures and punctuation are reviewed. Completion of all 60-level ESL courses or the appropriate score on the ESL placement using current assessment methods is recommended.

ESLN074: Low Advanced Grammar for ESL Students

0.0 Units

This course is designed for low advanced ESL students who need to refine their understanding of grammar. Recommended completion of all 60-level ESL courses.

ESLN076: Low Advanced ESL: Words III (Vocabulary/Spelling/Reading/Discussion)

0.0 Units

This course is designed to improve the reading comprehension and academic vocabulary of low advanced non-native speakers of English. This course includes reading skills, study skills, novel reading, and library research projects. Recommended completion of all 60-level ESL courses.

ESLN078: Current Events for ESL Students

0.0 Units

This course introduces students to current events, with attention given to contemporary local, national, and international events, using newspapers, magazines, television, films, and radio. Students develop greater awareness of global issues, applying the academic skills they have learned in previous and concurrent ESL classes.

ESLN079: Review of Intermediate ESL

0.0 Units

This review course is designed for ESL students at the low advanced level who have completed or are in the process of completing the ESL 70 or 80 level, or for students who, through the ESL placement using current assessment methods, have qualified for the ESL 80 level.

ESLN080: Advanced ESL: Listening and Speaking (Social/Academic/Workplace)

0.0 Units

(Completion of all 70-level ESL courses recommended.) This course in listening and speaking skills is recommended for low-advanced to advanced ESL students. It helps students improve the listening and speaking skills necessary to participate in college, workplace and everyday life situations. Students practice listening and note-taking skills, conduct interviews, give presentations and lead discussion sessions.

ESLN083: Advanced ESL: Writing and Grammar

0.0 Units

(Four lecture hours and one laboratory hour weekly.) This ESL course is suitable for the advanced student with a strong foundation in English grammar and writing. The course is designed to review and build on grammar and writing skills enabling the student to function in academic courses. Completion of all 70-level ESL courses or the appropriate score on the ESL placement using current assessment methods is recommended.

ESLN084: Advanced ESL: Grammar

0.0 Units

(No prerequisite. Advisory: ESL placement using current assessment methods and completion of all 70-level ESL courses.) This course is designed for advanced ESL students who need to refine their understanding of grammar for academic writing.

ESLN086: Advanced ESL

0.0 Units

(No prerequisite. Advisory: ESL placement using current assessment methods or completion of all 70-level ESL courses recommended.) This course helps advanced English as a Second Language students improve reading comprehension and develop academic vocabulary. It also improves study skills for more effective reading of textbooks and other material, including short fiction.

ESLN088: Editing for ESL Students

0.0 Units

(No prerequisite. Advisory: concurrent enrollment in ESL/N 083, ENGL 98SL, ENGL 120SL, or other composition courses.) This course is designed for ESL students enrolled in advanced writing

courses; students learn to identify and correct errors of syntax, logic, and structure in their own writing at the final draft stage. Areas of concentration include common errors in shifting tenses, grammar, punctuation, logical organization, and paragraph/essay structure.

Environmental Science - ENVS

Course Information

ENVS138: Introduction to Environmental Sciences

4.0 Units

(No prerequisite. Can be taken as ENVS 138 or BIOL 138; credit awarded for only one course.)

This science-based course takes an interdisciplinary approach to understanding the environmental crisis that confronts us all.

Discussions focus on understanding ecosystem services, how humans interfere with earth's life support systems, and how to deal with the environmental problems we face. Field studies may include visits to restoration projects, local ecosystems, and local environmental conferences. (CSU/UC) AA/AS Area A, CSU Area B-1 or B-2 & B-3, IGETC Area 5A or 5B & 5C

ENVS141: Global Climate Change: Science, Impact, and Solutions

3.0 Units

(No prerequisite. Can be taken as BIOL 141, ENVS 141, or GEOG 141; credit awarded for only one course.) This course introduces scientific, ecological, and economic issues underlying the threat of global climate change. It also develops an integrated approach to analysis of climate change processes, and an assessment of proposed policy measures to develop solutions. (CSU/UC) AA/AS Area A, CSU Area B-2

ENVS143: Stewardship of Marin Parks and Open Spaces

4.0 Units

(No prerequisite. May be taken as ENVS 143 or BIOL 143; credit awarded for only one course.) Besides making Marin a desirable place in which to live and travel, its nonurbanized park and open space areas carry with them a great responsibility: preservation and enhancement of their best qualities for present and future generations. Fulfilling this responsibility involves a diverse mix of philosophical, legislative, biological, sociological and logistical challenges. The course includes essential background material, interviews with current management personnel, and field visits to

parkland and open space areas of special interest. (CSU)

ENVS147: Food, People, Health, and the Environment

4.0 Units

(No prerequisite. May be taken as ENVS 147 or BIOL 147; credit awarded for only one course.)

This course examines the past, present and future of the global food system; inputs, outputs, and practices of agriculture, the chief method for securing food from the environment and the basis of human civilization; and the distribution, accessibility, and consumption of food by people throughout the world. The class presents possible solutions to some of the most pressing problems facing the human race as we struggle to feed ourselves and be healthy, while enhancing our overall environment. (CSU/UC)

ENVS148: Marin County Agriculture

4.0 Units

(No prerequisite. May be taken as ENVS 148 or BIOL 148; credit awarded for only one course.)

This course focuses on one of Marin County's most significant human activities in terms of use of land and other natural resources, preservation of a valuable way of life, generation of economic benefits and formation of the unique character of the local environment. It offers a general agricultural overview; historical background and explanation of important biological, social and economic processes; and insights provided by current Marin County agricultural systems including beef and dairy, poultry, shellfish, flowers, fruits and vegetables, from planning and production through marketing and consumption. Includes field trips to notable local farms. (CSU)

Ethnic Studies - ETST

Program Information

The Ethnic Studies course offerings are intended for those who desire a deeper understanding of American minority peoples and their communities. Students receive a unique, interdisciplinary educational experience with courses emphasizing the historical and philosophical impact of the cultures of African American, Hispanic American, Asian American, and American Indian peoples, and their contributions to the culture of the United States.

Course Information

ETST110: Introduction to Ethnic Studies

3.0 Units

(No prerequisite.) A survey course designed to promote academic and professional knowledge of, and sensitivity to, historical and cultural developments important to understanding ethnic groups and their experiences in the United States. Students examine the specific historical and contemporary legacies of race, class, prejudice, diversity, and immigration. The course introduces topics such as multiculturalism, ethnocentrism, cultural relativism, and migration. (CSU/UC) AA/AS Area B & G, CSU Area D or Area F, IGETC Area 4, C-ID: SOCI 150

ETST111: History of African Americans (A)

3.0 Units

(No prerequisite. Advisory: Eligibility for college level composition, English 150 (1A) or the equivalent. Please note: ETST 111 is not a prerequisite for ETST 112.) A historical survey of the African/African American experience from developments on the African continent to the beginning of the twentieth century in American history. The course explores Nile Valley cultures, the influences of trade and Islam, European-African interactions, Caribbean and South American developments, slavery in North America, the Civil War, Reconstruction, and the growth of a distinctive African American culture. (CSU/UC) AA/AS Areas B or F & G, CSU Area D, IGETC Area 4C, CSU US History, Constitution, and American Ideals

ETST112: Introduction to African American Studies

3.0 Units

(No prerequisite. Advisory: Eligibility for college level composition, English 150 (1A) or the equivalent. Please note: ETST 111 is not a prerequisite for ETST 112.) This course examines African and African American communities and culture in American society from classical African beginnings to the contemporary period. The African American contributions and conflicts in American society are studied utilizing an interdisciplinary approach (i.e., anthropology, history, sociology, literature, art, and music). The course introduces concepts such as race and racism, white supremacy, settler colonialism, eurocentrism, historical trauma, self-determination, decolonization, and resistance. The course is intended for students interested in Ethnic Studies, History, Sociology, Psychology, and the African/African American historical and cultural experience in both a national and diasporic context. (CSU/UC) AA/AS Areas B or F & G, CSU Area D or Area F, IGETC Area 4C,

CSU US History, Constitution, and American Ideals

ETST121: Introduction to Chicana/o Studies

3.0 Units

(No prerequisite.) This course studies the Chicana and Chicano community and culture in American society from Pre-Columbian roots. The Chicana and Chicano contributions and conflicts in American society are studied using an interdisciplinary approach (anthropology, history, sociology, literature, art, and music). The course introduces concepts such as race and racism, white supremacy, settler colonialism, historical trauma, and historical victory in the Americas. Intended for students interested in history, Chicana/o, Ethnic Studies, and Race and Resistance or other social sciences. Analysis on understanding the impact of European invasion of the Americas through colonialism and imperialism while making connections between the past and the present. Chicana/o, Mexicana/o, Afro-Latina/o, and Indigenous resistance, decolonization, and cultural survival are analyzed. (CSU/UC) AA/AS Areas B or F & G, CSU Area D or Area F, IGETC Area 4, CSU US History, Constitution, and American Ideals

ETST151: Ethnic Studies: Native American History

3.0 Units

(No prerequisite. Can be taken as ETST 151 or HIST 151; credit awarded for only one course.) This course has an ethnic studies approach and presents Native American History from an "insider's point of view." Students will learn 48 cultural characteristics shared by traditionally raised Native Americans in this hemisphere. Students will be able to use these characteristics, along with an ethnic studies lens, to examine the origins, traditions, lifeway and belief systems of the major cultural groups of the American hemisphere as well as historical events and trends in North America from 1492 to the present. This course gives students an understanding of the intersection and impact of race, culture, ethnicity, spirituality, religion, and other forms of difference upon communities of color and the ways in which Native communities have responded to these issues to develop modern Native American Indian identities emphasizing survival, resistance, and sovereignty. When we understand and respect our differences, true communication begins. (CSU/UC) AA/AS Areas B or F & G, CSU Area D-3 or D-6, IGETC Area 4C, CSU US History, Constitution, and American Ideals

ETST154: Ethnic Studies: Native American Literature

3.0 Units

(No prerequisite.) This course is a survey of Native American literature and culture. The course focuses on the work of selected Native American authors, both poets and fiction writers, with an emphasis on Ethnic Studies, providing students with an overview of Native American life in the United States by critically exploring the social, cultural, political, economic, and life way experience through literature. Students will critically analyze the ways that Native American cultural identities and literature challenge, complicate, and reinvent the languages and literary forms of mainstream American culture, emphasizing Native American survival, sovereignty, and resistance through the oral and written traditions of Native Americans. Since those traditions are participatory, the course will also develop students creative writing skills and their cultural sensitivity. (CSU/UC) AA/AS Areas B or C & G, CSU Area C-2, IGETC Area 3B

ETST156: Native American Philosophy and Sacred Ceremony

3.0 Units

(No prerequisite.) This course surveys Native American philosophy, religion, and culture, focusing on selected philosophical systems and religious practices of various Native American nations/tribes, and examining some of the sacred movements and belief systems prevalent in areas of the Americas, from the Arctic to the Andes. The course emphasizes the ancient roots of Native American philosophical systems still in practice, and includes background on Native American cultures and the social issues facing Native Americans today. The course develops students' understanding of philosophical systems and religious practices that may be quite different from their own beliefs and principles, encouraging cross-cultural understanding. (CSU/UC) AA/AS Areas G and C, IGETC Area 3B

ETST214: History of Latin America

3.0 Units

(No prerequisite. Can be taken as HIST 214 or ETST 214; credit awarded for only one course.) A historical survey of Latin America beginning with pre-Columbian societies. The survey investigates European colonization, colonial culture combined with native culture and national emergence in the nineteenth century. It also covers the economic maturity of the twentieth century, the emergence of indigenous culture, and Latin America's striving

for independent identity. (CSU/UC) AA/AS Area B, CSU Area D-6, IGETC Area 4

ETST216: History of Mexico

3.0 Units

(No prerequisite. Can be taken as HIST 216 or ETST 216; credit awarded for only one course.)

An interdisciplinary course on the history and ethnic studies of Mexico beginning with pre-Columbian societies. The course examines how the social, cultural, and political changes under Spanish colonization led to the independence movement and a search for national identity. (CSU/UC) AA/AS Area B, CSU Area D-6, IGETC Area 4

Film/Video - FILM

Program Information

The curriculum is designed to provide theory and skills for those who are interested in films, television and broadcast studio, whether students' goals be transfer, professional, or self-enrichment. The production courses are hands-on, with equal emphasis on aesthetic principles and technology.

A.A. in Communication, Filmmaking

A.A. Degree Major

The curriculum is designed to provide theory and skills for those who are interested in films, television and broadcast studio, whether students' goals be transfer, professional, or self-enrichment. The production courses are hands-on, with equal emphasis on aesthetic principles and technology. Students who complete the requirements listed below, plus additional general education and graduation requirements, will be awarded the associate degree. All students should consult a counselor.

Major Requirements (Total 19 Units)

1. Required Core (Total 13 Units)

COMM175 - Nonlinear Editing for Film and Video 3

FILM150 - Digital Filmmaking Basics: Theory, Practice, Production 4

FILM240 - Foundations of Digital Filmmaking: Producing, Directing, Cinematography and Editing 3

FIL 170 Fundamentals of Cinematography (Inactive; contact the department for course substitution) 3

2. Select six additional units (Total 6 Units)

FILM109A - History of Cinema: Beginning to World War II 4

FILM109B - Analysis and History of Contemporary Media 3

COMM110 - Introduction to Mass Communication and Media Literacy 3

COMM160 - Legacy of Class, Ethnicity and Identity in Media and Society 3

COMM161 - Introduction to Screenwriting 3

Program Learning Outcomes

- Produce short motion-picture projects on film and video.
- Compare and contrast various historical film movements within the United States and other major film-producing countries.
- Recognize the unique set of rules and conventions used by image-based media to construct messages. Identify the primary influences of dominant mass media on major cultural practices and social formations.
- Recognize the influences of mass media on the construction of socio-cultural identity and behavior, in particular as they relate to the representations of race, class, and gender.

A.A. in Communication, Screenwriting

A.A. Degree Major

The curriculum is designed to provide theory and skills for those who are interested in films, television and broadcast studio, whether students' goals be transfer, professional, or self-enrichment. The production courses are hands-on, with equal emphasis on aesthetic principles and technology. Students who complete the requirements listed below, plus additional general education and graduation requirements, will be awarded the associate degree. All students should consult a counselor.

Major Requirements (Total 22 - 23 Units)

1. Required Core (Total 19 Units)

FILM109A - History of Cinema: Beginning to World War II 4

FILM109B - Analysis and History of Contemporary Media 3

FILM150 - Digital Filmmaking Basics: Theory, Practice, Production 3

FILM161 - Fundamentals of Story and Writing for Moving Images 3

FILM162 Intermediate Narrative Story Writing for Cinema, Television, And Gaming (Must be taken twice for six units) - inactive course, contact the department for course substitution 6

2. Select one course, or any other film or television production course. (Total 3 - 4 Units)

COMM110 - Introduction to Mass Communication and Media Literacy 3

COMM160 - Legacy of Class, Ethnicity and Identity in Media and Society 3

Program Learning Outcomes

- Develop a screenplay.
- Compare and contrast various historical film movements within the United States and other major film-producing countries.
- Recognize the unique set of rules and conventions used by image-based media to construct messages. Identify the primary influences of dominant mass media on major cultural practices and social formations.
- Recognize the influences of mass media on the construction of socio-cultural identity and behavior, in particular as they relate to the representations of race, class, and gender.

AS-T Film, Television, and Electronic Media A.S. Degree for Transfer

The goal of the Associate in Science in Film, Television, and Electronic Media for Transfer Degree is to provide an efficient option for transfer to the California State University (CSU) from College of Marin in the Film, Television, and Electronic Media major. As one of the primary missions of the community college is transfer, this degree offers students an option in a high-demand major. The intent is for students to satisfy the lower-division major preparation and general education requirements before transfer.

To complete this Associate Degree for Transfer, a student must:

1. Complete 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - The Intersegmental General Education Transfer Curriculum (IGETC) or The California State University General Education – Breadth Requirements.
 - A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Complete all courses in the major with a grade of “C” or better, or “P” if the course is taken as “pass/no pass.”
3. Obtain a minimum grade point average of 2.0.

Major Requirements (Total 18 - 19 Units)

1. **Required Core** (Total 6 Units)
COMM110 - Introduction to Mass Communication and Media Literacy 3
COMM111 - Writing for the Media 3

2. **List A - Area 1: Audio; select one course**

(Total 3 Units)

COMM155 - On-Camera Performance and Reporting for Electronic Media 3

COMM156 - Fundamentals of Audio Recording 3

2. **List A - Area 2: Video or Film Production; select one course** (Total 3 - 4 Units)

COMM154 - Multi-Camera Production Techniques 4

COMM157 - Non-Linear Editing for Film, Video, and Electronic Media 3

FILM150 - Digital Filmmaking Basics: Theory, Practice, Production 3

3. **List B - select any course not already used in List A 3**

4. **List C - select one course** (Total 3 Units)

COMM116 - Principles of Journalism 3

COMM158 - News Media Production Team I 3

COMM159 - News Media Production Team II 3

Double-Counted Units (IGETC/CSU-GE) 3

IGETC/CSU-GE Units 37 - 39

Elective Units (following the IGETC pattern) 7 - 8

Elective Units (following the CSU-GE pattern) 5 - 6

Total Degree Units 60

Program Learning Outcomes

- Analyze the social effects and role of the electronic media.
- Identify the structure, governance and trends in the electronic media industry.
- Practice ethical standards when creating media content.
- Effectively communicate using the electronic media through scriptwriting and production.
- Understand and apply fundamental electronic media production methods.

Course Information

COMM140: Film Direction

3.0 Units

(No prerequisite.) In this course, students learn the theory, process and practical application of directing narrative, documentary, commercial, promotional and training motion-picture projects. The focus of the class is on how the director functions in the process of casting, script breakdown, scene blocking, development and interpretation of content/scripts and crew functions. This course is for those considering a career in media or who use media for personal expression or enjoyment. (CSU)

COMM154: Multi-Camera Production Techniques

4.0 Units

(No prerequisite.) In this project-based course, students learn the theory, process, and

techniques used in multi-camera studio video productions by producing multi-camera television, video, and media projects. Areas of study include crew positions and responsibilities, preproduction planning, lighting, directing, control room operations, audio and multi-camera production techniques for interviews, news, and dramatic in-studio, location and real-time productions. (CSU)

COMM155: On-Camera Performance and Reporting for Electronic Media

3.0 Units

(No prerequisite.) This course prepares students to communicate more effectively through the electronic media. Students explore how to articulate messages, vary pitch and volume to the text and context, pronounce words according to accepted standards, express thoughts and feelings with confidence, understand and interpret the meaning of a message, and communicate ideas from a variety of prompts. (CSU)

COMM156: Fundamentals of Audio Recording

3.0 Units

(No prerequisite.) In this workshop, students develop basic skills in sound recording for electronic media, including basic use of microphones, introduction to digital sound recording, audio aesthetics, techniques for recording good-quality sound for a variety of media, and fundamentals of non-linear sound editing. (CSU)

COMM157: Non-Linear Editing for Film, Video, and Electronic Media

3.0 Units

(No prerequisite.) This course provides basic instruction in the theory and practical application of non-linear editing for film and video, using non-linear editing workstations such as Avid, Final Cut Pro, or Premiere. Students develop skills through project-based learning, hands-on practice, and arranging and manipulating images and sound in the process of media and electronic communication. (CSU)

COMM158: News Media Production Team I

3.0 Units

(No prerequisite.) In this workshop, students produce COM's multimedia online student newspaper and are introduced to multimedia news production and learn the basics of journalistic norms, ethics, and roles. Students work in at least one of the following areas: Researching and writing articles, designing layout, graphics, and illustrations, recording and editing video and/or audio stories, taking photographs, planning and soliciting advertisements, interviewing, fact-

checking, editing, and overall news media production planning. (CSU)

COMM159: News Media Production Team II
3.0 Units

(No prerequisite.) In this advanced workshop, students take a leadership role in producing COM's multimedia online student newspaper. Students practice professional journalistic norms, ethics, and roles. Students work in at least two of the following areas: Researching and writing articles, designing layout, graphics, and illustrations, recording and editing video and/or audio stories, taking photographs, planning and soliciting advertisements, interviewing, fact-checking, editing, and overall news media production planning. (CSU)

COMM160: Legacy of Class, Ethnicity and Identity in Media and Society

3.0 Units

(No prerequisite.) In this course, students become more media, information, culturally and socially literate from a critical study the role media has in enabling, facilitating, or challenging various social constructions including race, ethnicity, identity, sexual orientation, age and disability. (CSU/UC) AA/AS Areas B and G, CSU Area D, IGETC Area 4

COMM161: Introduction to Screenwriting

3.0 Units

(No prerequisite.) This course teaches the basics of dramatic writing, emphasizing the three-act structure of the feature film screenplay and plot logic. Students learn to write to create sympathy for characters, using interesting dramatic and comedic conflict, and developing a believable transformational arc for the characters. Students analyze feature films and screenplays for structure, pacing, and characterization, complete a treatment or outline for a feature film, and practice writing scenes in the correct format. (CSU)

COMM175: Nonlinear Editing for Film and Video

3.0 Units

(No prerequisite.) This course provides basic instruction in the theory and practical application of nonlinear editing for film and video using nonlinear workstations such as Avid and Final Cut Pro. The emphasis is on developing skills through hands-on work and practice. (CSU)

COMM240: Advanced Production Projects

3.0 Units

(Prerequisites: COMM 140, 150, 166, and 170.) This advanced level seminar allows students to

work on their second-year film projects. It includes a critical and analytical evaluation of students' films, working as crew on other advanced students' projects, and completing postproduction work. (CSU)

FILM109A: History of Cinema: Beginning to World War II

4.0 Units

(No prerequisite.) This seminar explores narrative film as art, business, communication system, technological wonder, and the connection and interplay of cinema, culture and society from the beginning of modern cinema in the 1880s to World War II. Some of the periods and movements covered are: the origin of cinema, the silent era, Soviet Cinema: the birth of cinema as a language system, Hollywood and Studio System, sound, early independent film, an overview of the history of people of color, women and other fringe groups in early cinema and the emergence of cinema's tendency to have a profound influence on individuals, cultures and societies. Classroom screenings of representative films. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

FILM109B: Analysis and History of Contemporary Media

3.0 Units

(No prerequisite.) This course offers an analysis and the history of contemporary media as an art, business, technology, and as an expression of the culture and politics of the times and places from which it emerges. Its focus is on the historical development and analysis of cinema, digital media (Internet, computers, smart devices, social media, etc.), legacy media, television, music and radio. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

FILM150: Digital Filmmaking Basics: Theory, Practice, Production

3.0 Units

(No prerequisite.) This course is for students who are considering careers in film, media, television, or video, or who want to learn about digital motion picture production for personal enrichment. Students learn digital motion picture theory and processes, and use digital video and computers to develop basic motion-picture imaging and visual communication skills. Students who complete this course are able to produce and direct short fictional and non-fictional video projects, news stories and short instructional videos. (CSU)

FILM161: Fundamentals of Story and Writing for Moving Images

3.0 Units

(No prerequisite.) This beginning media-writing course introduces students to the basics of dramatic writing for cinema and electronic media emphasizing story structure, plot development and logic. Students learn the fundamentals of narrative and content structure, character construction, technical, conceptual and stylistic elements of script writing for fiction informational and entertainment purposes. (CSU)

FILM240: Foundations of Digital Filmmaking: Producing, Directing, Cinematography and Editing

3.0 Units

(No prerequisite. Advisory: FILM 150.) In this seminar student use basic film and video production skills to produce digital film projects, internet and social media content. Student learn how to use equipment ranging from smartphones to cameras used to shoot independent professional films. In addition, students work as crew on the projects of fellow students, and gain practical experience in film and video postproduction. (CSU)

Fire Technology - FIRE

Program Information

These courses provide occupational education and training for men and women who wish to pursue coursework in fire technology.

A.A. in Public Safety

A.A. Degree Major

College of Marin's Associate in Arts in Public Safety Degree is designed to provide students, as well as current public safety workers, with the knowledge and skills necessary for entrance or advancement within various public service sectors. This breadth of study allows a student to explore courses across the field of public safety and supports associate degree completion for existing law enforcement, emergency medical service, and fire personnel. All students should consult a counselor.

Major Requirements (Total 18 - 20 Units)

1. **Required Core** (Total 10 Units)
FIRE215 - Advanced First Aid/First Responder 3
FIRE112 - Emergency Medical Technician I 7
2. **List A: Health and Wellness** (Total 3 Units)
BIOL100 - Nutrition 3
BIOL107 - Human Biology 3
HED115 - Personal Health Focus on Nutrition and Exercise 3
HED130 - Contemporary Health 3

HED140 - Stress Management and Health 3

HED150 - Women's Health Issues 3

SOC110 - Introduction to Sociology 3

PSY110 - Introduction to Psychology 3

PSY118 - Drugs and Psychology 3

3. List B: Cultural Competency (Total 3 Units)

COMM102 - Intercultural Communication 3

ETST110 - Introduction to Ethnic Studies 3

ETST111 - History of African Americans (A) 3

ETST112 - Introduction to African American Studies 3

ETST121 - Introduction to Chicana/o Studies 3

SOC130 - Race and Ethnicity 3

4. List C: Public Service Professional Competencies (may choose from List A or B if not already taken) (Total 2 - 4 Units)

CHEM105 - Chemistry in the Human Environment 3

COMM101 - Interpersonal Communication 3

MEDA165 - Medical Terminology I 2

MEDA166 - Medical Terminology II 2

WE298A - Occupational Work Experience 1

WE298B - Occupational Work Experience 2

WE298C - Occupational Work Experience 3

SPAN101 - Elementary Spanish I 4

AJ110 - Introduction to Administration of Justice 3

AJ118 - Community Oriented Policing and Problem Solving 3

AJ215 - Introduction to Investigation 3

SOC112 - Modern Social Problems 3

SOC140 - Family and Intimate Relationships 3

FIRE255 - Wildland Fire Fighting 1.5

Program Learning Outcomes

- Analyze and demonstrate critical thinking in evaluating emergency incidents, safety guidelines, patient assessment, medical and trauma, and emergency management.
- Perform the assessments and skillsets expected per the US Department of Transportation mandated performance standards for pre-hospital medical care of patients.
- Demonstrate workplace skills to promote community and cultural awareness in a public safety setting.
- Demonstrate community and cultural awareness in community centered public safety issues with vulnerable or at risk populations.
- Identify, describe, and evaluate personal health, public health and social concerns.

Note: BIOL108A was removed from List A due to course deactivation.

Skills Certificate, Emergency Medical Technician Training Course

Certificate

Skills Certificates are an acknowledgement that the student has attained a specified set of competencies within an occupational program. Skills Certificates may be part of a "ladder" of skills, beginning with job entry skills and leading to a full Certificate of Achievement program or may constitute a skill set that enables a student to upgrade or advance in an existing career. Skills Certificates require less than 18 units and are shorter in duration than the Certificate of Achievement. The Emergency Medical Technician Training Course certificate meets the requirements of the California Health and Safety Code for basic EMT-1 training. The approving authority is the Marin County Emergency Medical Service Agency. This course completion is valid for two years from the completion date and shall be recognized statewide. Note: This is not an EMT-1 Certificate.

Skills Certificate, Emergency Medical Technician Training Course (Total 7 Units)

FIRE112 - Emergency Medical Technician I 7

Course Information

Fire110: Fire Protection Organization

3.0 Units

(No prerequisite.) This course provides an introduction to fire protection; career opportunities in the fire service and related fields; history of fire protection; the organization and function to public and private fire protection services, fire departments as a part of local government; fire service nomenclature; specific fire protection functions; basic fire chemistry and behavior; introduction to fire protection systems and an introduction to strategy and tactics and building construction. (CSU)

FIRE112: Emergency Medical Technician I

7.0 Units

(Prerequisite: FIRE 215 Advanced First Aid/First Responder or equivalent and CPR for Health Care Providers. Previous EMT-1, EMT-2, EMT-P also accepted and is required if refreshing the certificate. This course provides 170 hours of instruction in the theory and skills required for the Emergency Medical Technician (EMT-1) scope of practice as defined in title 22 of the California Health and Safety Code, and eligibility to sit for the National Registry of Emergency Medical Technician (NREMT) certification exam. 24 hours of supervised clinical experience with emergency ambulance providers and hospital emergency room is included. A health clearance, drug

screening clearance, and a criminal background clearance are required by clinical agencies. (CSU)

FIRE112A: Emergency Medical Technician (EMT) - Medical

3.5 Units

(Prerequisite: FIRE 215 Advanced First Aid/First Responder or equivalent and CPR for Health Care Providers. Previous EMT-1, EMT-2, EMT-P also accepted and is required if refreshing the certificate.) This course is the first half of FIRE 112 Emergency Medical Technician. This course provides approx.85 hours of instruction in the theory and skills required for the Emergency Medical Technician (EMT-1) scope of practice as defined in title 22 of the California Health and Safety Code, and eligibility to sit for the National Registry of Emergency Medical Technician (NREMT) certification exam once both sections of Fire 112A and Fire 112B are completed. A health clearance, drug screening clearance, and a criminal background clearance are required by clinical agencies. (CSU)

FIRE112B: Emergency Medical Technician (EMT) - Trauma

3.5 Units

(Prerequisite: FIRE 112A.) This is the second half of FIRE 112 Emergency Medical Technician course. This course provides approximately 85 hours of instruction in the theory and skills required for the Emergency Medical Technician (EMT-1) scope of practice as defined in title 22 of the California Health and Safety Code, and eligibility to sit for the National Registry of Emergency Medical Technician (NREMT) certification exam. Additional 24 hours of supervised clinical experience with emergency ambulance providers and hospital emergency room is included. A health clearance, drug screening clearance, and a criminal background clearance are required by clinical agencies. (CSU)

FIRE120A: Emergency Medical Technician-1 Refresher A

1.5 Units

(Prerequisite: Current EMT-1 Certification.) This course provides 24 hours of CE's and the 10 State-mandated skills required for recertification of EMT-1 personnel (including Narcan administration, blood glucose testing, and Epinephrine auto injector). This course also provides didactic and skills instruction and updates students in all areas of pre-hospital care as contained in the California Title 22 EMT-1 scope of practice. (CSU)

FIRE120B: Emergency Medical Technician-1 Refresher B

3.0 Units

(Prerequisite: Current or expired EMT-1 Certification.) This course provides 48 hours of CE's and the State-mandated skills required for recertification of EMT-1 personnel who are expired or wish to keep their NREMT current (including Narcan administration, blood glucose testing, and Epinephrine auto injector). The course also provides didactic and skills instruction and updates students in all areas of prehospital care as contained in the EMT-1 scope of practice. (CSU)

FIRE215: Advanced First Aid/First Responder

3.0 Units
(No prerequisite.) This introductory course is designed for lay persons interested in, or for professionals who require, First Responder training per State of California (Title 22) or U.S. DOT standards. The class teaches the basic pre-hospital care skills needed to render care at the scene of an emergency until more highly trained emergency medical response personnel arrive. Includes basic anatomy and body systems; lifting and moving patients; airway management; patient assessment; medical, behavioral, and trauma emergencies; terrorism awareness; and an overview of the Emergency Medical Services (EMS) system. This course is a prerequisite for the Emergency Medical Technician Program. (CSU/UC) C-ID: KIN 101

FIRE255: Wildland Fire Fighting

1.5 Units

(No prerequisite.) A basic course designed to give the student a fundamental understanding of wildland fire behavior, safety equipment, dozer safety, construction of handlines, and fire control. (CSU)

French - FREN

Program Information

Bonjour! French is spoken by over 220 million people worldwide. Demographers predict that by 2025 it will be the most widely spoken language in Europe, and that by 2050 there will be over 700 million French speakers around the world. Currently, French is an official language of 29 countries, second only to English in this category. French is one of the working languages of numerous international organizations including the United Nations and the European Union. In addition, French has played an important role in art, literature, film, cuisine, viticulture, sports, politics, international business, science, medicine,

and global communication. Proficiency in French and knowledge of French-speaking cultures enhance any profession and field of specialization, and enrich one's intellectual growth.

Policy Statement Regarding Sequence of Enrollment in French Language Classes

Although students are advised to enroll in language courses sequentially, they will not be precluded from enrolling in lower level language classes after completion of more advanced courses. Students should be aware, however, that units resulting from the CATALOG 2019/2020 French 165 lower level courses may not be accepted at transfer institutions as a part of the required transferring units.

A.A. in French

A.A. Degree Major

Students may take classes at either campus to fulfill requirements for the major. Students who complete the requirements listed below, plus additional general education and graduation requirements, will be awarded the associate degree. All students should consult a counselor.

Major Requirements (Select 18 Units)

FREN101 - Elementary French I 4
FREN102 - Elementary French II 4
FREN108A - French-Speaking Cultures Through Film 3
FREN203 - Intermediate French III 4
FREN204 - Intermediate French IV 4
FREN249A - Independent Study A 1
FREN249B - Independent Study B 2
FREN249C - Independent Study C 3

Program Learning Outcomes

- Demonstrate listening and reading comprehension as well as literary analysis of high intermediate French. ("High intermediate French" includes vocabulary related to a wide range of topics including the environment and nature, as well as grammar such as the subjunctive tenses.)
- Communicate in high intermediate French verbally and in writing.
- Articulate specific knowledge about the geographies, cultures, and regional variations of the French-speaking world.

Note: FREN112, 114, 225, 226 were removed due to course deactivation. May substitute with FREN 228A or 228B. Contact the department for course substitution.

Skills Certificate, French

Skills Certificates are an acknowledgement that the student has attained a specified set of competencies within a program. Skills Certificates

require less than 18 units and are shorter in duration than the Certificate of Achievement. The French Skills Certificate provides a way for students to verify that they have reached a level of proficiency in the French language.

Skills Certificate, French (Total 12 Units)

FREN101 - Elementary French I 4
FREN102 - Elementary French II 4
FREN203 - Intermediate French III 4

Course Information

FREN101: Elementary French I

4.0 Units

(No prerequisite.) A beginning course offering study and practice in speaking, understanding, reading, and writing French, along with an exploration of cultural aspects of the French-speaking world. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 6: UC Language other than English

FREN102: Elementary French II

4.0 Units

(Prerequisite: FREN 101.) Further emphasis is placed on the structure of the language, verbal communication, and understanding of French culture. Continued use of the language laboratory for further mastery. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: UC Language other than English

FREN108A: French-Speaking Cultures Through Film

3.0 Units

3 units. 3 lecture hrs/wk. No prerequisite. This course introduces students to various sociocultural aspects of French-speaking societies through film. Geographical areas may include the French-speaking countries and/or regions of North Africa, Central & Southern Africa, the Caribbean, Canada/Quebec, South America, Asia, the Pacific Islands, France and other parts of Europe. Topics may include immigration, political oppression, cultural repression, social protest, sociopolitical change, racism, sexism, classism, colonialism, family, gender, religion, environment, art, music, and dance. Although knowledge of French is helpful, it is not required. Films in French and other languages such as Creole, Wolof, and Arabic are presented with English subtitles. Discussions and assignments are in English. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

FREN203: Intermediate French III

4.0 Units

(Prerequisite: FREN 102.) Review and expansion of grammatical concepts with continued emphasis

on verbal communication. Introduction to literary and journalistic readings for vocabulary and idiom expansion as well as cultural enrichment.

(CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: UC Language other than English

FREN204: Intermediate French IV

4.0 Units

(Prerequisite: FREN 203.) A further study of the French language with a review of the grammar and extensive readings from the literature and press with emphasis on verbal communication. An exploration of the use of French and the impact of French culture outside of France. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: UC Language other than English

FREN228A: French Conversation and Culture Through Films of the Twentieth Century

3.0 Units

French 228A French Conversation and Culture Through Film of the Twentieth Century 3.0 units, Prerequisite: French 102 or equivalent This course introduces students to French cinema, culture, and language of the twentieth century. Focus is on acquiring and improving conversational ability and cultural comprehension through the study of film. Students practice speaking and writing French extensively and build practical vocabulary, emphasizing comprehension and oral/written expression.

FREN228B: French Conversation and Culture Through Film of the New Millennium

3.0 Units

(Prerequisite: FREN 203 or equivalent.) This course introduces French cinema from the year 2000. This is a particularly successful period for French cinema, with a tsunami of new talents bringing a rich diversity of styles and themes. Selected movies address topics such as social class differences, language development, new immigration patterns, unemployment, social welfare, education and school system, as well as the art of making new comedies and psychological dramas. Students will also understand and appreciate the impact of new technology on French cinema. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: UC Language other than English

Graphic Design - GDES

Program Information

The Graphic Design Program provides transfer, professional preparation, with career related training for designers and artists. Each course

provides hands-on experience to develop a portfolio for professional advancement, and transfer preparation for university degrees. Courses are offered online and at both campuses.

A.A. in Graphic Design

A.A. Degree Major

The Associate in Art Degree in Graphic Design prepares students for Graphic Design internships and entry-level occupations in the graphic arts and design Industry. Students will use current industry standards, software, and production techniques to complete project-based assignments. Each assignment emulates an industry-based design project that is appropriate for a personal portfolio of design work.

Major Requirements (Total 30 Units)

1. Core Requirements (Total 20 Units)

ART101 - History of Western Art: Ancient - Medieval 3

ART102 - History of Western Art: Medieval - Nineteenth Century 3

ART103 - History of Western Art: Nineteenth and Twentieth Centuries 3

ART112 - 2-D Art and Design Foundations 4

ART130 - Drawing and Composition I 4

GDES/MMST 112 Graphic Design I 3

GDES112 - Graphic Design I 3

MMST112 - Graphic Design I 3

2. List A: Restricted DESIGN Electives (Total 7 Units)

ART113 - 3-D Art and Design Foundations 4

GDES132 - Typography 3

MMST132 - Typography 3

3. List B: GENERAL Electives (Total 3 Units)

GDES115 - Photoshop for Design 3

MMST115 - Photoshop for Design 3

GDES120 - Illustration 3

MMST120 - Illustration 3

GDES122 - Graphic Design II 3

MMST122 - Graphic Design II 3

GDES200 - Graphic Design Portfolio Development 3

MMST200 - Graphic Design Portfolio Development 3

Program Learning Outcomes

- Develop and update traditional and digital design knowledge and skills.
- Demonstrate understanding of design terminology and comprehension during discussions, presentations, and critiques.
- Use written communication of concepts with visual examples as necessitated (e.g. photographs, sketches, and/or storyboards) for all design assignments.

- Develop assignments that demonstrate applied research, analysis, and development to solve visual and/or technical problems to communicate ideas.
- Complete finished assignments and projects that are of suitable for inclusion within a personal portfolio of design work.

Certificate of Achievement, Graphic Design Certificate

The Certificate of Achievement in Graphic Design, prepares students for Graphic Design internships and entry-level occupations in the graphic arts and design industry. Students will use current industry standards, software, and production techniques to complete project-based assignments. Each assignment emulates an industry-based design project that is appropriate for a personal portfolio of design work. A Certificate of Achievement is awarded for the satisfactory completion of the program requirements.

COA in Graphic Design (Total 18 Units)

GDES/MMST112 3
 GDES112 - Graphic Design I 3
 MMST112 - Graphic Design I 3
 GDES/MMST115 3
 GDES115 - Photoshop for Design 3
 MMST115 - Photoshop for Design 3
 GDES/MMST120 3
 GDES120 - Illustration 3
 MMST120 - Illustration 3
 GDES/MMST122 3
 GDES122 - Graphic Design II 3
 MMST122 - Graphic Design II 3
 GDES/MMST132 3
 GDES132 - Typography 3
 MMST132 - Typography 3
 GDES/MMST200 3
 GDES200 - Graphic Design Portfolio Development 3
 MMST200 - Graphic Design Portfolio Development 3

Program Learning Outcomes

- Develop and update traditional and digital design knowledge and skills.
- Demonstrate understanding of design terminology and comprehension during discussions, presentations, and critiques.
- Use written communication of concepts with visual examples as necessitated (e.g. photographs, sketches, and/or storyboards) for all design assignments).
- Develop assignments that demonstrate applied research, analysis, and development to solve visual and/or

technical problems to communicate ideas.

- Complete finished assignments and projects that are of suitable for inclusion within a personal portfolio of design work.

Course Information

GDES112: Graphic Design I

3.0 Units

(No prerequisite. May be taken as GDES 112 or MMST 112; credit awarded for only one course.) Graphic design skills are developed through exercises and projects using Adobe Illustrator and Adobe Photoshop to create original digital designs. This course is ideal for students who want to develop essential graphic design skills. (CSU)

GDES115: Photoshop for Design

3.0 Units

(No prerequisite. May be taken as GDES 115 or MMST 115; credit awarded for only one course.) Design skills are developed through exercises and projects using Adobe Photoshop to prepare images for graphic design projects. Projects are creative with techniques for accurate results for displays and printing quality images. (CSU/UC)

GDES120: Illustration

3.0 Units

(Prerequisite: GDES 115 or MMST 115. May be taken as GDES 120 or MMST 120; credit awarded for only one course.) This course provides hands-on training of sketching, drawing, and illustrating using current hardware, tablets, and creative software. Traditional pictorial skills and knowledge are developed through hands-on drawing and painting projects. (CSU/UC)

GDES122: Graphic Design II

3.0 Units

(Prerequisite: GDES 112 or MMST 112. May be taken as GDES 122 or MMST 122; credit awarded for only one course.) This course builds upon the technical knowledge learned in Graphic Design I. This course will focus on graphic design solutions using color, typography, illustration, and images to visually convey graphic design ideas. Assignments involve the creation of original work using current Adobe software to produce projects that prepare students for a graphic design career. (CSU/UC)

GDES132: Typography

3.0 Units

(Prerequisite: GDES 122 or MMST 122. May be taken as GDES 132 or MMST 132; credit awarded for only one course.) This typography course

covers the history, theory and study of letterforms and type design. Through design projects students will learn how to create compositions using typesetting principles. Students will learn typography using current Adobe design applications to create their design projects that demonstrate the relationship between type and image, principles of legibility, visual hierarchy, and production workflow. (CSU/UC)

GDES200: Graphic Design Portfolio Development

3.0 Units

(Prerequisite: GDES 132 or MMST 132 or equivalent. May be taken as GDES 200 or MMST 200; credit awarded for only one course.) Through lecture, hands-on practice, research and critiques, students develop a professional portfolio that reflects their interests, skills, and career goals in graphic design. The course is for students who have accomplished graphic design skills and wish to create a cohesive body of work for internships and entry-level design positions. (CSU)

Geography - GEOG

Program Information

There is a wide diversity of careers that geography offers. Possible avenues for specialization include business, government, teaching, cartography, conservation, land use, photogrammetry, climatology, soil and agriculture, urban and regional planning, resource evaluation, industrial location sites, and marketing research.

AA-T Geography

A.A. Degree for Transfer

Associate in Arts in Geography for Transfer degree (AA-T) This degree is primarily intended for the student who wants to earn a degree on the way to transferring to a California State University. To complete this Associate Degree for Transfer, a student must:

1. Complete 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - The Intersegmental General Education Transfer Curriculum (IGETC) or The California State University General Education – Breadth Requirements.
 - A minimum of 18 semester units or 27 quarter units in a major or area

of emphasis, as determined by the community college district.

2. Complete all courses in the major with a grade of “C” or better, or “P” if the course is taken as “pass/no pass.”
3. Obtain a minimum grade point average of 2.0.

Major Requirements (Total 19 - 22 Units)

1. Required Core (Total 7 Units)

GEOG101 - The Physical Environment 3

GEOG101L - Physical Environment Laboratory 1

Choose one: GEOG 102 or GEOG 100 3

GEOG102 - The Human Environment 3

GEOG100 - World Regional Geography 3

2. List A. Select two or three courses (Total 6 - 9 Units)

GEOG109 - Geography of California 3

GEOG125 - Introduction to Geographic Information Systems 3

GEOG112 - Meteorology and Climatology 3

GEOG116 - Field Geography, Marin County 1.5

3. List B. Select two courses; may include any course from List A not already used (Total 6 Units)

ANTH102 - Introduction to Cultural Anthropology 3

GEOL120 - Physical Geology 3

Double-Counted Units (IGETC/CSU-GE) 10 - 13

IGETC/CSU-GE Units 37 - 39

Elective Units (following the IGETC pattern) 11 - 17

Elective Units (following the CSU-GE pattern) 9 - 15

Total Degree Units 60

Program Learning Outcomes

- Explain the spatial and causal relationships among natural phenomena and human cultural patterns.
- Explain the spatial dimension of Earth's dynamic systems, including endogenic and exogenic processes.
- Analyze and discuss the origins, distributions, patterns and diversity of basic cultural aspects such as ethnicity, language, religion, development, food and agriculture, services and settlements, resource issues, and political and economic geography.
- Apply geospatial techniques to assess and understand the human and physical environment.

Course Information

GEOG100: World Regional Geography

3.0 Units

(No prerequisite.) This course explores major world regions from a holistic perspective. It introduces students to cultural, physical, political

and economic processes of the Earth's major regions. Regions will be discussed within a global framework for a better comprehension of how the world map is being defined and redefined. In addition, course study includes key global issues such as international conflict and cooperation, environmental degradation, population growth, and globalization. (CSU/UC) AA/AS Area B, CSU Area D, IGETC Area 4

GEOG101: The Physical Environment

3.0 Units

(No prerequisite.) Description, explanation and world distribution of the natural phenomena that constitute the earth's physical environment. The phenomena surveyed include earth-sun relationships, weather, climate, soils, and landforms. Basic geographic principles and maps are also covered. (CSU/UC) AA/AS Area A, CSU Area B-1, IGETC Area 5A, C-ID: GEOG 110

GEOG101L: Physical Environment Laboratory

1.0 Units

(Prerequisite: GEOG 101 or concurrent enrollment.) Practical observations and applications of the geographic grid, atlases and topographic maps; rocks and tectonic activity, weather and climate, and stream hydrology. Exercises are designed to supplement GEOG 101. Classes meet periodically at off-campus locations within Marin County and students are expected to provide their own transportation. (CSU/UC) AA/AS Area A, CSU Area B-3, IGETC Area 5C, C-ID: GEOG 111

GEOG102: The Human Environment

3.0 Units

(No prerequisite. Advisory: college-level English course [ENGL 150 or higher].) This course offers students an overview of the interrelationships between human societies and the environment, known as the cultural landscape. It examines population distribution and growth, migrations, environmental modifications, and the spatial distribution of phenomena such as language, religion, economic systems, and urbanization. (CSU/UC) AA/AS Area B, CSU Area D-5, IGETC Area 4, C-ID: GEOG 120

GEOG109: Geography of California

3.0 Units

(No prerequisite.) A thematic approach to the state's issues, processes and topics relevant to geography including climate, landforms, natural vegetation, water resources, cultural landscape, ethnic diversity, urban and agricultural regions and the economy. The course explores the physical and human landscapes that have evolved as a result of the human-environment interface.

(CSU/UC) AA/AS Area A or B, CSU Area D-5, IGETC Area 4, C-ID: GEOG 140

GEOG112: Meteorology and Climatology

3.0 Units

(No prerequisite.) An investigation into the science of the earth's atmosphere and its related weather, this course introduces students to the atmospheric sciences and the consequences that face the planet as man and nature continue to alter the atmosphere and subsequent climate. The course emphasizes the origin and composition of the atmosphere, earth-sun relationships, radiation, temperature, humidity, condensation and precipitation, air pressure and winds, air masses, climates, and severe weather. (CSU/UC) AA/AS Area A, CSU Area B-1, IGETC Area 5A, C-ID: GEOG 130

GEOG116: Field Geography, Marin County

1.5 Units

(No prerequisite.) Each offering includes field exposure and experience with data collection techniques related to Marin's bio-geographic zones, geologic bedrock and soils characteristics, hydrological, atmospheric, and cultural geographic characteristics. (CSU) C-ID: GEOG 160

GEOG125: Introduction to Geographic Information Systems

3.0 Units

(No prerequisite. Advisory: Familiarity with Windows operating system and software is highly recommended.) This interdisciplinary course explores Geographic Information Systems (GIS) used to evaluate, store, manage, analyze, modify and present spatial data and associated graphics. It presents GIS as a tool for both practical and academic use. In lecture with hands-on computer use, students are introduced to GIS primarily through Esri ArcGIS for Desktop and QGIS software, Google Earth, and Global Positioning Systems software. It concludes with a term project that requires acquiring and analyzing data in the student's chosen area of academic interest. (CSU/UC) C-ID: GEOG 155

GEOG127: Introduction to Spatial Analysis Using Geographic Information Systems

3.0 Units

(Prerequisite: GEOG 125.) An interdisciplinary exploration of the true power of Geographic Information Systems (GIS) Spatial Analysis. Using lecture with hands-on computer time, the course teaches students how to analyze spatial data and find hidden patterns or relationships, and present these results in graphic form using ArcGIS software. Includes a project module that stresses

accession and application of spatial data in the student's chosen academic area of interest. (CSU)

GEOG141: Global Climate Change: Science, Impact and Solutions

3.0 Units

(No prerequisite. Can be taken as BIOL 141, ENVS 141, or GEOG 141; credit awarded for only one course.) This course introduces scientific, ecological, and economic issues underlying the threat of global climate change. It also develops an integrated approach to analysis of climate change processes, and an assessment of proposed policy measures to develop solutions. (CSU/UC) AA/AS Area A, CSU Area B-2

Geology - GEOL

Program Information

Geologists are curious about the world in which they live. The earth is their laboratory. Geology is the fundamental discipline used to explain the natural earth systems that shape our changing planet. Today the majority of geoscientists are employed in the environmental fields, but many are also employed in the exploration for and production of natural resources.

A.S. in Geology

A.S. Degree Major

Geologists are curious about the world in which they live. The earth is their laboratory. Geology is the fundamental discipline used to explain the natural earth systems that shape our changing planet. Today the majority of geoscientists are employed in the environmental fields, but many are also employed in the exploration for and production of natural resources. While students may take classes at both campuses, the majority of courses required for the major are offered at the Kentfield Campus. Students who complete the requirements listed below, plus additional general education and graduation requirements, will be awarded the associate degree. All students should consult a counselor.

Major Requirements (Total 35 Units)

1. Required Core (Total 29 Units)

CHEM131 - General Chemistry I 5

CHEM132 - General Chemistry II 5

GEOL120 - Physical Geology 3

GEOL120L - Physical Geology Laboratory 1

GEOL121 - Historical Geology 4

MATH104 - Plane Trigonometry 3

PHYS108A - General Physics I 4

PHYS108B - General Physics II 4

2. Select Two GEOL Electives (Total 6 Units)

GEOL103 - Environmental Geology 3

GEOL109 - General Oceanography 3

GEOL114 - Geology of California 3

Program Learning Outcomes

- Apply fundamental principles from physics and chemistry to scientific questions related to the earth.
- Organize and create scientific inquiries using primary data collected from the lab and/or the field, in accordance with appropriate scientific methodologies and practices.
- Assess geologic hazards for specific areas, including hazards from earthquakes and landslides.
- Evaluate and compare mitigation strategies for geologic hazards and environmental pollution issues.

AS-T Geology

A.S. Degree for Transfer

Geology uses the principles of chemistry and physics to explore critical issues about the earth, including climate change, environmental pollution, and natural hazards such as earthquakes and volcanoes. This degree is primarily intended for the student who wants to earn a degree on the way to transferring to a California State University. To complete this Associate Degree for Transfer, a student must:

1. Complete 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - The Intersegmental General Education Transfer Curriculum (IGETC) or The California State University General Education – Breadth Requirements.
 - A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Complete all courses in the major with a grade of “C” or better, or “P” if the course is taken as “pass/no pass.”
3. Obtain a minimum grade point average of 2.0.

Major Requirements (Total 28 Units)

GEOL120 - Physical Geology 3

GEOL120L - Physical Geology Laboratory 1

GEOL121 - Historical Geology 4

CHEM131 - General Chemistry I 5

CHEM132 - General Chemistry II 5

MATH123 - Analytic Geometry and Calculus I 5

MATH124 - Analytic Geometry and Calculus II 5

Double-Counted Units (IGETC/CSU-GE) 7
IGETC/CSU-GE Units 37 - 39
Elective Units (following the IGETC pattern) 2
Elective Units (following the CSU-GE pattern) 0
Total Degree Units 60

Program Learning Outcomes

- Organize and create scientific inquiries using primary data collected from the lab with appropriate scientific methodologies and practices.
- Assess geologic hazards for specific areas, and evaluate and compare mitigation strategies.
- Judge appropriate techniques for collecting field data at specific sites.

Course Information

Note: For UC transfer credits, GEOL 107, GEOL 110 and GEOL 120 combined: maximum credit, 3 units.

GEOL103: Environmental Geology

3.0 Units

(No prerequisite, Advisory: GEOL 120.). The study of the interactions of people with geology, focusing on hazards such as earthquakes, volcanoes, flooding, groundwater pollution, landslides, coastal erosion, and climate change. Field trips may be offered. (CSU/UC) AA/AS Area A, CSU Area B-1, IGETC Area 5A, C-ID: GEOL 130

GEOL109: General Oceanography

3.0 Units

(No prerequisite.) This survey course in ocean science introduces the physical and biological processes that have formed, and maintain the health of, the earth's oceans and seas. The course is particularly important for students considering a career in marine science or technology, and is strongly encouraged for environmental science majors. (CSU/UC) AA/AS Area A, CSU Area B-1, IGETC Area 5A

GEOL114: Geology of California

3.0 Units

(No prerequisite.) This course introduces the geological processes responsible for the formation of this state's incredibly diverse and strikingly beautiful landscape. Emphasizes the tectonic and erosional forces that have formed and continue to alter California's landforms and rich mineral and energy resources. (CSU/UC) AA/AS Area A, CSU Area B-1, IGETC Area 5A, C-ID: GEOL 200

GEOL120: Physical Geology

3.0 Units

(No prerequisite.) A study of the evolution of the Earth and the dynamic disequilibrium that exists

between the lithosphere, hydrosphere, atmosphere, and biosphere. The course focuses on rocks, minerals, geologic structures and landforms. (CSU/UC) AA/AS Area A, CSU Area B-1, IGETC Area 5A, C-ID: GEOL 100

GEOL120L: Physical Geology Laboratory

1.0 Units

(Prerequisite: GEOL 120 or concurrent enrollment.) This laboratory involves hands-on interaction with minerals, rocks, maps, and geologic computer programs. This course is meant as a complement to GEOL 120 (Physical Geology), though students may take the courses at separate times. Field trips to local areas of interest may be included. (CSU/UC) AA/AS Area A, CSU Area B-3, IGETC Area 5C, C-ID: GEOL 100L

GEOL121: Historical Geology

4.0 Units

(Prerequisites: GEOL 120 and 120L.) The study of the evolution, over geologic time, of the land and life forms of the planet Earth as observed in the rock and fossil record. The course examines the dynamic changes in the surface conditions of Earth's environment, and the very alterations that have caused five mass extinctions in the biosphere. Students evaluate the evolution of landscapes by observing them firsthand, in the field. (CSU/UC) AA/AS Area A, CSU Area B-1 and B-3, IGETC Area 5A and 5C, C-ID: GEOL 111

GEOL128: Geologic Studies of Point Reyes and the San Andreas Fault

2.0 Units

(No prerequisite. A three-hour meeting is required at the beginning for logistics. Five 7-hour sessions.) Marin County is blessed with an extraordinary geology. This course focuses on the Point Reyes Peninsula and its relationship to the San Andreas Fault System. The course meets for a total of 35 hours at geologically unique locations chosen to illustrate the geological features and geological history of this portion of the county through field lecture, direct observation and geological exercises. (CSU)

GEOL129: Field Studies of Marin East of the San Andreas Fault

2.0 Units

(No prerequisite. Class consists of 35 hours of field lecture, including a three-hour on-campus meeting at the beginning for logistics.) Marin County is blessed with an extraordinary geology. This field lecture course focuses on the area east of the San Andreas Fault. The course meets for a total of 35 hours at geologically unique locations chosen to illustrate the geological features and

geological history of this portion of the county through field lecture, direct observation and geological exercises. (CSU)

GEOL140: Environmental Field Techniques

1.0 Units

(No prerequisite. Can be taken as GEOL 140 or BIOL 140; credit awarded for only one course.)

This course is designed to teach the fundamentals of environmental sampling and monitoring. Topics include surveying and mapping; data collection and management; and hydrological, geological, and biological assessment methods. This course is field based, and emphasizes the mastery of practical field techniques. (CSU)

Health Education - HED

Program Information

The field of health education promotes physical health and wellness, exploring important issues such as weight control, nutrition, and stress management. Coursework in this field can lead to certification as a personal fitness trainer, or can prepare students for other careers as wellness and fitness professionals.

Course Information

Note: For UC transfer credits, HED 115, HED 130 and HED 140 combined: maximum credit, 1 course. Any or all of these HED courses combined: maximum credit, 8 units.

HED115: Personal Health Focus on Nutrition and Exercise

3.0 Units

(No prerequisite.) This course is designed as an educational support program and resource center for individuals who desire to develop or desire to help others develop a new healthier lifestyle with an emphasis on nutrition and exercise. The latest research in the wellness and fitness field is emphasized. (CSU/UC) AA/AS Area H, CSU Area E

HED130: Contemporary Health

3.0 Units

(No prerequisite.) This course includes, but is not limited to, the study of physical and psychological health, creating healthy relationships, avoiding and overcoming harmful habits, prevention of disease, and developing healthy lifestyles. (CSU/UC) AA/AS Area H, CSU Area E

HED140: Stress Management and Health

3.0 Units

(No prerequisite.) This course examines the theoretical framework of stress and stress-

management techniques. Areas of study include defining stress, understanding psychological theories of stress, causes of stress, and health consequences of stress. Students examine and analyze strategies to manage and cope with stress, such as time management, relaxation techniques, communication skills, diet, and exercise. (CSU/UC) AA/AS Area H, CSU Area E

HED150: Women's Health Issues

3.0 Units

(No prerequisite.) This course explores the issues related to the mental, physical, social, and political aspects of women's health. This course will provide information and resources to help women optimize their own health and well being, while expanding understanding of the broader issues that shape the lives and health of all women. (CSU/UC) AA/AS Area H, CSU Area E

History - HIST

Program Information

History is an evolving record of human emotions, human aspirations, and human successes and failures. Historians deal with goals, fears, interests, and prejudices of people in the past and the impact of their thoughts and actions on the people of today and tomorrow. The study of history is a valuable adjunct for many careers both inside and outside of the social sciences.

AA-T History

A.A. Degree for Transfer

This degree is primarily intended for the student who wants to earn a degree on the way to transferring to a California State University. To complete this Associate Degree for Transfer, a student must:

1. Complete 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - The Intersegmental General Education Transfer Curriculum (IGETC) or The California State University General Education – Breadth Requirements.
 - A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Complete all courses in the major with a grade of “C” or better, or “P” if the course is taken as “pass/no pass.”

3. Obtain a minimum grade point average of 2.0.

Major Requirements (Total 18 - 22 Units)

1. Required Core (Total 6 Units)

HIST117 - History of the United States I 3

HIST118 - History of the United States II 3

2. List A - select 2 courses (Total 6 - 9 Units)

HIST101 - World History I: Origins of the Major Traditions 4

HIST102 - World History II: Evolution of the Modern World 4

HIST112 - Western Civilization III: the 19th and 20th Centuries 3

HIST110 and HIST111 6

HIST110 - Western Civilization I: to 1350 3

HIST111 - Western Civilization II: 1350 to 1815 3

3. List B, Area 1 - select 1 course (can use any diversity course defined as World History 1500 or World History since 1500 if not used in List A.) (Total 3 - 4 Units)

ASL101 - Elementary Sign Language I 4

COMM160 - Legacy of Class, Ethnicity and Identity in Media and Society 3

ETST111 - History of African Americans (A) 3

ETST112 - Introduction to African American Studies 3

ETST121 - Introduction to Chicana/o Studies 3

ETST151 - Ethnic Studies: Native American History 3

ETST214 - History of Latin America 3

ETST216 - History of Mexico 3

FREN101 - Elementary French I 4

HIST101 - World History I: Origins of the Major Traditions 4

HIST102 - World History II: Evolution of the Modern World 4

HIST151 - Ethnic Studies: Native American History 3

HIST211 - Women in American History and Politics 3

SPAN101 - Elementary Spanish I 4

JPNS101 - Elementary Japanese I 4

ITAL101 - Elementary Italian I 4

HIST238 - History of Africa 3

HIST216 - History of Mexico 3

HIST214 - History of Latin America 3

HIST212 - History and Politics of Modern Asia 3

4. List B, Area 2 (can include any course not previously used from List A.) (Total 3 Units)

ANTH102 - Introduction to Cultural Anthropology 3

ANTH110 - Introduction to Archaeology and Prehistory 3

ART101 - History of Western Art: Ancient - Medieval 3

ART102 - History of Western Art: Medieval - Nineteenth Century 3

ART107 - Art of the United States: A Diverse History 3

POLS102 - Comparative Political Systems 3

POLS103 - Political Theory 3

POLS104 - International Relations 3

POLS117 - The Middle East: A Political Perspective 3

POLS201 - Understanding Globalization 3

POLS210 - War, Peace, and the United Nations 3

Double-Counted Units (IGETC/CSU-GE) 9 - 12

IGETC/CSU-GE Units 37 - 39

Elective Units (following the IGETC pattern) 10 - 17

Elective Units (following the CSU-GE pattern) 8 - 15

Total Degree Units 60

Program Learning Outcomes

- Demonstrate understanding of the chronology, phases, movements, key events and ideas that have shaped nations and people.
- Use the historical method to assess, evaluate, and reference primary and secondary sources and demonstrate a grasp of research methods in the social sciences.
- Recognize the value judgments made and bias about specific societies and nations and weigh competing theories about the causes of specific historical phenomena.

Note: HIST121 and ART104 are no longer available in List B due to course deactivation.

Course Information

Note: For UC transfer credits, HIST 100, HIST 117 and HIST 118 combined: maximum credit, 2 courses.

HIST100: Major Trends and Selected Topics in American History

3.0 Units

(No prerequisite.) History of the United States from Native Americans before Columbus to the present. Economic, social and political institutions, developments and processes are examined. HIST 100 may fulfill the transfer requirement for those majoring in non-social science fields. (CSU/UC) AA/AS Area B or F, CSU Area D-6, IGETC Area 4, CSU US History, Constitution, and American Ideals

HIST101: World History I: Origins of the Major Traditions

4.0 Units

(No prerequisite.) Beginning with the earliest transitions of human societies to sedentary communities, this course investigates the original

river-based civilizations of Mesopotamia, Egypt, India, and China; the evolution of early societies in Sub-Saharan Africa and the pre-Columbian Americas; major Eurasian states and empires of antiquity (Hellenic, Persian, Chinese, Indian, Roman); major pre-Columbian civilizations including Inca, Maya, and the Valley of Mexico; and the transformations of the post-classical world, with emphasis on the impacts of the universalizing traditions of Christianity, Islam and Buddhism. (CSU/UC) AA/AS Area B, CSU Area D-6, IGETC Area 4

HIST102: World History II: Evolution of the Modern World

4.0 Units

(No prerequisite.) Beginning with the overseas voyages of discovery during the 15th century C.E., this course traces the growing complexity of global interaction among early modern societies in their pre-industrial phases. The focus includes analysis of demographic, institutional, cultural, material, and political aspects of trans-continental and trans-oceanic exchanges. The second half of the course examines global societies transformed by the revolutionary forces of modernity. Issues examined include industrialization, imperialism, the rise and fall of states, the unleashing of two world wars and countless regional conflicts, and the redefining of the contemporary interdependent world. (CSU/UC) AA/AS Area B, CSU Area D, IGETC Area 4, C-ID: HIST 160

HIST110: Western Civilization I: to 1350

3.0 Units

(No prerequisite. Note: History 110, 111, and 112 may be taken in any sequence and require no prerequisites. They are especially recommended for students who intend to pursue their education toward a Bachelor's degree.) This course examines Western Civilization from its Middle Eastern origins through the classical Greek and Roman civilizations and the Middle Ages. (CSU/UC) AA/AS Areas B or C, CSU Areas C-2 or D-6, IGETC Areas 3B or 4

HIST111: Western Civilization II: 1350 to 1815

3.0 Units

(No prerequisite. Note: History 110, 111, and 112 may be taken in any sequence and require no prerequisites. They are especially recommended for students who intend to pursue their education toward a Bachelor's degree.) This course examines Western Civilization during the Renaissance, the Enlightenment, through the French Revolution and the Napoleonic era, concluding with the Congress of Vienna. (CSU/UC) AA/AS Areas B or C, CSU Areas C-2 or

D-6, IGETC Areas 3B or 4, C-ID: HIST 170 (HIST 110+111)

HIST112: Western Civilization III: the 19th and 20th Centuries

3.0 Units

(No prerequisite. Note: History 110, 111, and 112 may be taken in any sequence and require no prerequisites. They are especially recommended for students who intend to pursue their education toward a Bachelor's degree.) A study of Western Civilization during the nineteenth and twentieth centuries beginning with the Congress of Vienna and concluding with the contemporary world. This course examines the growth of industrial civilization, nationalism and imperialism, the interaction of the West with the non-Western world, and idealism and realism in the experience of Western Civilization. Analysis involves the search for artifacts such as continuity and change in patterns of development and motivation. (CSU/UC) AA/AS Areas B or C, CSU Areas C-2 or D-6, IGETC Areas 3B or 4, C-ID: HIST 180 (HIST 111+112)

HIST117: History of the United States I

3.0 Units

(No prerequisite.) A survey of the economic, political, social, and cultural development of the United States from Native Americans before Columbus through the Civil War and Reconstruction. This course is recommended (instead of History 100) for majors in pre-legal, social science, liberal arts, and teaching. History 117 and 118 are recommended or required for majors and minors in history, teaching, social science, legal, and certain other areas. (CSU/UC) AA/AS Area B or F, CSU Area D-6, IGETC Area 4, CSU US History, Constitution, and American Ideals

HIST118: History of the United States II

3.0 Units

(No prerequisite.) A survey of the economic, political, social, and cultural development of the United States from 1865 to the present. Note: this course is recommended instead of HIST 100 for majors in pre-legal, social science, liberal arts, and teaching. History 117 and 118 are recommended or required for majors and minors in history, teaching, social science, legal, and certain other areas. (CSU/UC) AA/AS Area B or F, CSU Area D-6, IGETC Area 4, CSU US History, Constitution, and American Ideals

HIST151: Ethnic Studies: Native American History

3.0 Units

(No prerequisite. Can be taken as ETST 151 or HIST 151; credit awarded for only one course.) This course has an ethnic studies approach and presents Native American History from an "insider's point of view." Students will learn 48 cultural characteristics shared by traditionally raised Native Americans in this hemisphere. Students will be able to use these characteristics, along with an ethnic studies lens, to examine the origins, traditions, lifeway and belief systems of the major cultural groups of the American hemisphere as well as historical events and trends in North America from 1492 to the present. This course gives students an understanding of the intersection and impact of race, culture, ethnicity, spirituality, religion, and other forms of difference upon communities of color and the ways in which Native communities have responded to these issues to develop modern Native American Indian identities emphasizing survival, resistance, and sovereignty. When we understand and respect our differences, true communication begins. (CSU/UC) AA/AS Areas B or F & G, CSU Area D-3 or D-6, IGETC Area 4C, CSU US History, Constitution, and American Ideals

HIST211: Women in American History and Politics

3.0 Units

(No prerequisite. Can be taken as HIST 211 or POLS 211; credit awarded for only one course.) This course, a social and political history of women and women's movements in American society, examines the development of American institutions and ideals with respect to women's roles and status; analyzes women's relationship to economic, political, and social processes; explores cultural models of womanhood; and examines how women define themselves and how they have enacted change. Key themes include the diversity of American women and developing a framework for understanding gender in relation to race, ethnicity, class, sexuality, and religion. Includes research in both primary and secondary sources. (CSU/UC) AA/AS Areas B, F, or G; CSU Areas D-4, D-6, and D-8; IGETC Area 4

HIST212: History and Politics of Modern Asia

3.0 Units

(No prerequisite. Can be taken as HIST 212 or POLS 212; credit awarded for only one course.) This course introduces the history and politics of Asia since 1945, including the study of East, South, and Southeast Asia. The course emphasizes the political outcomes of the development of Asia as a consequence of both internal societal influences as well as external

political and economic pressures. (CSU/UC) AA/AS, Area B, Area D-6 and D-8, IGETC Area 4

HIST214: History of Latin America

3.0 Units

(No prerequisite. Can be taken as HIST 214 or ETST 214; credit awarded for only one course.) A historical survey of Latin America beginning with pre-Columbian societies. The survey investigates European colonization, colonial culture combined with native culture and national emergence in the nineteenth century. It also covers the economic maturity of the twentieth century, the emergence of indigenous culture, and Latin America's striving for independent identity. (CSU/UC) AA/AS Area B, CSU Area D-6, IGETC Area 4

HIST216: History of Mexico

3.0 Units

(No prerequisite. Can be taken as HIST 216 or ETST 216; credit awarded for only one course.) An interdisciplinary course on the history and ethnic studies of Mexico beginning with pre-Columbian societies. The course examines how the social, cultural, and political changes under Spanish colonization led to the independence movement and a search for national identity. (CSU/UC) AA/AS Area B, CSU Area D-6, IGETC Area 4

HIST238: History of Africa

3.0 Units

(No prerequisite.) A historical and political survey of the African continent, from the early geographical and anthropological background to twenty-first-century African developments. The course provides a basis for understanding the developments that have shaped the various peoples, countries, and regions of Africa. Key themes include unity with diversity, influences of geography and trade, Nile Valley cultures, Africa's contacts with Europe and Asia, influences of colonialism and independence, and the global realities of twenty-first century Africa. (CSU/UC) AA/AS Area B, CSU Area D-6, IGETC Area 4

Hospitality - HOSP

Program Information

Hospitality is a dynamic and growing industry in the North Bay. The hospitality program at College of Marin prepares students for entry-level supervisory or management positions across a variety of industries where customer service is paramount: food and beverage, including wineries, restaurants, and eateries; entertainment and recreation, including clubs, parks and

casinos; hotel operations, including hotels and inns; travel and tourism, including travel agencies, airlines and cruises, and tour guides; and event and convention planning.

AS-T Hospitality Management

A.S. Degree for Transfer

The goal of the Associate in Science in Hospitality Management for Transfer degree is to provide an efficient option for transfer to the California State University (CSU) from College of Marin in the Hospitality Management major. As one of the primary missions of the community college is transfer, this degree offers students an option in a high-demand major. The intent is for students to satisfy the lower-division major preparation and general education requirements before transfer. To complete this Associate Degree for Transfer, a student must:

1. Complete 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - The Intersegmental General Education Transfer Curriculum (IGETC) or The California State University General Education – Breadth Requirements.
 - A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Complete all courses in the major with a grade of “C” or better, or “P” if the course is taken as “pass/no pass.”
3. Obtain a minimum grade point average of 2.0.

Major Requirements (Total 18 - 20 Units)

1. **Required Core** (Total 3 Units)
HOSP100 - Introduction to Hospitality Management 3
2. **List A - select three courses** (Total 9 Units)
ECON102 - Principles of Microeconomics 3
HOSP110 - Sanitation and Safety 3
HOSP120 - Hospitality and Cost Control 3
HOSP130 - Introduction to Food and Beverage Management 3
HOSP140 - Introduction to Hotel Management 3
HOSP150 - Hospitality Law 3
3. **List B - select two courses, may include any courses not used in List A** (Total 6 - 8 Units)
BUS112 - Financial Accounting 4
Statistics option: MATH115 or STAT115 4
MATH115 - Probability and Statistics 4
STAT115 - Introduction to Statistics for Business 4

Double-Counted Units (IGETC/CSU-GE) 0 - 6

IGETC/CSU-GE Units 37 - 39

Elective Units (following the IGETC pattern) 3 - 11

Elective Units (following the CSU-GE pattern) 1 - 9

Total Degree Units 60

Program Learning Outcomes

- Demonstrate the skills, knowledge, and ability to become successful leaders in the hospitality industry.
- Identify and apply the laws governing the hospitality industry.
- Illustrate the essential business and financial functions of the various hospitality operations.
- Identify and apply basic culinary arts and food safety principles.
- Demonstrate a variety of problem-solving and critical thinking skills as related to the hospitality industry.

Note: HOSP160 is no longer available in List A due to course deactivation.

Certificate of Achievement, Hospitality Management

Certificate

This certificate provides training with an emphasis on supervisory and management skills in the hospitality, hotel and food and beverage environment. The curriculum is intended for students who have thorough knowledge of service within the hospitality industry and desire training in management skills. This certificate will help prepare students for entry-level supervisory or management positions in the hospitality industry.

COA in Hospitality Management (Total 18 Units)

1. **Required Core** (Total 3 Units)
HOSP100 - Introduction to Hospitality Management 3
2. **Electives** (Total 15 Units)
BUS112 - Financial Accounting 4
HOSP140 - Introduction to Hotel Management 3
HOSP150 - Hospitality Law 3
HOSP130 - Introduction to Food and Beverage Management 3
HOSP110 - Sanitation and Safety 3
HOSP120 - Hospitality and Cost Control 3
BIOL100 - Nutrition 3

Program Learning Outcomes

- Demonstrate the skills, knowledge, and ability to become successful leaders in the hospitality industry.
- Identify and apply the laws governing the hospitality industry.
- Illustrate the essential business and financial functions of the various hospitality operations.

- Identify and apply basic culinary arts and food safety principles.
- Demonstrate a variety of problem-solving and critical thinking skills as related to the hospitality industry.

Note: HOSP160 is no longer available in Electives due to course deactivation.

Course Information

HOSP100: Introduction to Hospitality Management

3.0 Units

(No prerequisite.) This course covers the history, scope, and functions of the hospitality, food service, and tourism industries. It emphasizes basic management theories and principles as they apply to the industry. Topics include an overview of career opportunities, responsibilities, professionalism, and career ethics. (CSU)

HOSP110: Sanitation and Safety

3.0 Units

(No prerequisite.) Introduction to sanitation and public health as related to the food service industry, including potential hazards that may occur in the operation and production of food. Prevention and control of foodborne illnesses through the flow of food and HACCP management. Also includes the study of worker safety. (CSU)

HOSP120: Hospitality and Cost Control

3.0 Units

(Advisory: BUS 112 Financial Accounting) This course includes analyzing and managing food, beverage, labor, and other costs within a hospitality operation. Emphasizes problem-solving and applying cost control techniques to maximize profits while managing expenses. Topics include establishing standards, cost-volume-profit analysis, forecasting, purchasing and storage controls, menu costing and pricing, theft prevention, and labor control. (CSU)

HOSP130: Introduction to Food and Beverage Management

3.0 Units

(No prerequisite.) Techniques and procedures of management are explored and developed as they relate to commercial and institutional food and beverage facilities. Topics include functions of management, marketing, menu development, effective cost controls in purchasing, labor, and service techniques. (CSU)

HOSP140: Introduction to Hotel Management

3.0 Units

(No prerequisite.) An introduction to the operating system and components of a hotel-resort facility, including front office, housekeeping, food/beverage, sales/marketing, accounting, property maintenance, human resource management, and information systems. (CSU)

HOSP150: Hospitality Law

3.0 Units

(No prerequisite. Advisory: HOSP 100.) This course introduces the laws and regulations that influence business and management decisions applicable to the ownership and operation of inns, hotels, motels, resorts, restaurants, bars, and other hospitality businesses. Students are provided with practical knowledge of the law and operation of the legal system, and of the hospitality industry's Legal Fundamentals including negligence, relationships with guests, contracts, liability, and the sale of food and alcohol. The course also explores questions of ethics in hospitality management. (CSU)

VOCH86: California Food Handler Training

0.0 Units

(No prerequisite.) All employees working in the hospitality industry who handle food products must have this certification. The workshop delivers food safety training to participants, covering five key areas: basic food safety, personal hygiene, cross-contamination, allergens, time and temperature, and cleaning and sanitation.

VOCH87: ServSafe Manager Preparation

0.0 Units

(No prerequisite.) Participants learn the basic principles of food safety and sanitation, and the application of these principles in a food service operation. The class covers all the major points of sanitation, including how food becomes unsafe, proper precautions, personal hygiene, food contamination, regulations, and inspection standards. The nationally recognized ServSafe Managers Certification exam, required for most food service operations, is given at the end of the class.

VOCH88: Fundamentals of Responsible Alcohol Service

0.0 Units

(No prerequisite.) This course covers the basic principles of responsible alcohol service, including alcohol law and your responsibility, recognizing and preventing intoxication, checking identification, and handling difficult situations. The Fundamentals of Responsible Alcohol Service certification exam is given at the end of the class; certification is suggested for any establishments or organizations that serve alcohol.

VOCH90: Elements of Effective Customer Service

0.0 Units

(No prerequisite.) This course teaches concepts and skills to provide outstanding customer service including problem solving, effective communication, dealing with challenging customers, turning around difficult situations, providing an individualized experience, becoming a knowledgeable employee, understanding commitment to the property, the importance of customer service to business success, and current trends and practices. At the end of the class, students will be prepared to take the Guest Service Gold certification exams offered by the American Hotel and Lodging Educational Institute.

VOCH91: Introduction to Customer Service

0.0 Units

(No prerequisite.) This course provides and builds on concepts and skills required to deliver outstanding customer service including problem solving, effective communication, conflict management, e-mail and voicemail etiquette, and workplace basics. It also includes using authenticity, intuition, empathy, initiative, and leadership. At the end of the class, students will be prepared to take the Guest Service Gold certification exams offered by the American Hotel and Lodging Educational Institute.

VOCH92: Enhancing Customer Service

0.0 Units

(No prerequisite.) This course teaches concepts and skills to provide outstanding customer service including the benefits of excellent service, working under pressure, internal partners, managing customer expectations, personality profiles, and handling difficult customers.

Humanities - HUM

Program Information

Courses in humanities enable students to seek an understanding of a broad cross section of cultural experience through such disciplines as literature, art, and other visual forms.

A.A. in Humanities

A.A. Degree Major

The Humanities Program creates a broad base for the humanities major. The program also allows liberal arts students the opportunity to create an interdisciplinary major based on a particular interest. Students who complete the requirements listed below, plus additional general education and graduation requirements, will be awarded the

associate degree. All students should consult a counselor.

Major Requirements (Total 18 - 19 Units)

1. Required Core - select three courses (Total 9 Units)

HUM100A - Introduction to Humanities: Ancient Greece to the Medieval Period 3

HUM100B - Introduction to Humanities: Renaissance to the Modern Period 3

HUM118 - Introduction to World Religions 3

HUM125 - Myth, Symbol, & the Arts 3

2. Select minimum 9 additional units - may include core course not already used. (Total 9 - 10 Units)

ARCH100 - History of Architecture I 3

ARCH101 - History of Architecture II 3

ARCH102 - History of Architecture III 3

ART101 - History of Western Art: Ancient - Medieval 3

ART102 - History of Western Art: Medieval - Nineteenth Century 3

ART103 - History of Western Art: Nineteenth and Twentieth Centuries 3

ART105 - Introduction to Contemporary Art 3

ART107 - Art of the United States: A Diverse History 3

DANC108 - Dance History: Dancing - The Pleasure, Power, and Art of Movement 3

FILM109A - History of Cinema: Beginning to World War II 4

FILM109B - Analysis and History of Contemporary Media 3

DRAM110 - Introduction to the Theatre 3

DRAM116 - Survey of Dramatic Literature: Ancient Greek to the Present 3

DRAM117 - Survey of Dramatic Literature: Shakespeare and His Theatre 3

ENGL212 - Introduction to Poetry 3

ENGL220 - Detective Fiction 3

ENGL221A - Survey of American Literature Through 1865 3

ENGL221B - Survey of American Literature Since 1865 3

ENGL222 - Survey of British Literature Through 1800 3

ENGL223 - Survey of British Literature Since 1800 3

ENGL224 - Survey of World Literature Through 1650 3

ENGL225 - Survey of World Literature Since 1650 3

ENGL230 - Survey of Shakespeare 3

ENGL235 - Women in Literature 3

MUS101 - Introduction to Classical Music 3

PHIL110 - Introduction to Philosophy 3

PHIL111 - Introduction to Ethics 3

PHIL117 - History of Philosophy: Late Modern to Contemporary 3

ART108 - History of Arts of the Americas 3

Program Learning Outcomes

- Demonstrate interpretive skills, including aptitude in the analysis and synthesis of information, analogical reasoning, and the understanding of validity and soundness in argumentation.
- Demonstrate familiarity with the contributions of various humanistic disciplines to the culture of the West and to world culture.
- Think independently, imaginatively and creatively, and understand differing viewpoints and perspectives.
- Demonstrate an understanding of the relevance of the humanities to their own lives.

Course Information

HUM100A: Introduction to Humanities: Ancient Greece to the Medieval Period

3.0 Units

(No prerequisite. Advisory: Eligibility for college level composition, English 150 (1A) or the equivalent.) This humanities sequence introduces students to Western culture. This course focuses on the epics, philosophy, and architecture of Greek and Roman culture, and the themes and conflicts the modern world has inherited. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

HUM100B: Introduction to Humanities: Renaissance to the Modern Period

3.0 Units

(No prerequisite. Advisory: Eligibility for college level composition, English 150 (1A) or the equivalent.) This humanities sequence introduces students to Western culture. This course focuses on the developing Renaissance and the impact on Europe's "rebirth" of Asian and Arabic ideas; the scientific revolution of Shakespeare's England; the political revolutions of the seventeenth and eighteenth centuries; Romanticism; the new paradigms of Freud, Marx, and Darwin; and the Age of Anxiety. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

HUM101: The Human Condition

3.0 Units

(No prerequisite. 3 lecture hours plus one additional lab hour required weekly. May be taken as HUM 101 or ENGL 101; credit awarded for only one course.) This interdisciplinary course challenges students to further develop critical

reading, writing, and thinking abilities through comparative study of materials from literature and various disciplines. Students evaluate shared cultural experiences that have shaped and continue to shape the human condition. The course examines the various impulses, needs, and forces that have influenced the human struggle for order, acceptance, knowledge, understanding, self-expression, power, freedom, individuality, and survival. (CSU/UC) CSU Area C-2, IGETC Area 3-B

HUM118: Introduction to World Religions

3.0 Units

(Advisory: Eligibility for college level composition, English 150 (1A), or the equivalent.) An introduction to the major religious traditions of the world and the spiritual practices of preliterate or primal religions. The course focuses equally on East and West, principles and practice, history and psychology. Examples of the art, music and literature of Hinduism, Buddhism, Islam, Chinese Religion, Judaism, Christianity and primal religions are presented to enhance the experience and understanding of the religions. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

HUM125: Myth, Symbol, & the Arts

3.0 Units

(Advisory: Eligibility for college level composition, English 150 (1A), or the equivalent.) This course examines myth and folklore from a variety of cultures in order to see the function and role of myth in culture, how mythic symbols work in literature and the arts, and how these symbols have a psychological and cultural relevance to people today. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

Independent Study

Independent study courses are offered in most disciplines and are designed to give students an opportunity to participate in enriched academic experiences not covered within the scope of available curriculum offerings. Students plan and execute a project under an instructor's direction. Prior arrangement with instructor is required. Students interested in registering for independent study should contact the discipline instructor to obtain an Application for Independent Study (instructor contract).

249ABC: INDEPENDENT STUDY

1-3 UNITS

Three laboratory hours weekly per unit. Limit to Enrollment: One course in the discipline and/or prerequisite(s) determined by the appropriate

discipline. Prior arrangement with instructor is required.

Italian - ITAL

Program Information

A major reason for studying the Italian language is the enrichment of one's intellectual growth in the context of the rest of the world. In learning Italian one also learns about the culture, philosophy, and civilization of another people, thereby broadening understanding of the world. On the practical side, any field of specialization (journalism, medicine, law, business, teaching) is enhanced if one can speak another language. In California, knowledge of a modern language is now required in many jobs that deal with the public such as Civil Service, social work, nursing, and other service-oriented fields.

Policy Statement Regarding Sequence of Enrollment in Italian Language Classes

Although students are advised to enroll in language courses sequentially, they will not be precluded from enrolling in lower level language classes after completion of more advanced courses. Students should be aware, however, that units resulting from the lower level courses may not be accepted at transfer institutions as a part of the required transferring units.

A.A. in Italian

A.A. Degree Major

Italian language courses serve a dual purpose, which is to acquire structural and verbal skills, which satisfy both academic and cultural needs. The program serves both transfer students and those seeking self-enrichment. Students may take classes at either campus to fulfill requirements for the major. Students who complete the requirements listed below, plus additional general education and graduation requirements, will be awarded the associate degree. All students should consult a counselor.

Major Requirements (Total 19 - 20 Units)

1. Required Core (Total 16 Units)

ITAL101 - Elementary Italian I 4
ITAL102 - Elementary Italian II 4
ITAL203 - Intermediate Italian III 4
ITAL204 - Intermediate Italian IV 4

2. Electives: Select one or two courses (Total 3 - 4 Units)

ITAL108A - Italian Conv. Film 20th Cent. 3
Contact the department for other courses that can be substituted for electives 3 - 4

Program Learning Outcomes

- Understand Italian as spoken at a natural speed by a native Italian speaker discussing a wide range of common topics.
- Speak Italian with ease and correctness to a native speaker about many subjects, including school, work, travel, current events and culture, with effective use of grammar and good pronunciation.
- Read authentic texts in Italian, including newspapers, printed and electronic articles and letters, and literature, by explaining the main ideas and themes both orally and in writing.
- Write grammatically correct and well-organized short essays in Italian, on topics ranging from daily life to cultural and news stories.

Skills Certificate, Italian

Skills Certificates are an acknowledgement that the student has attained a specified set of competencies within a program. Skills Certificates require less than 18 units and are shorter in duration than the Certificate of Achievement. The Italian Skills Certificate provides a way for students to verify that they have reached a level of proficiency in the Italian language.

Skills Certificate, Italian (Total 12 Units)

ITAL101 - Elementary Italian I 4
ITAL102 - Elementary Italian II 4
ITAL203 - Intermediate Italian III 4

Course Information

ITAL101: Elementary Italian I

4.0 Units

(No prerequisite.) A beginning course offering study and practice in speaking, understanding, reading, and writing Italian, along with exploration of cultural aspects of Italy. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 6: UC Language other than English

ITAL102: Elementary Italian II

4.0 Units

(Prerequisite: ITAL 101.) Further emphasis on the structure of the language, verbal communication, and understanding the Italian culture. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: UC Language other than English

ITAL108A: Italian Conversation and Culture Through Film of the Twentieth Century

3.0 Units

(No prerequisite.) This course introduces students to prominent films that portray historical and sociocultural aspects of Italian society. Topics include fascism, colonialism, World War II, the

Holocaust, the economic struggle and miracle of postwar Italy, organized crime, and the role of Italy in the modern world. (CSU/UC) CSU Area C-2; IGETC Area 3B

ITAL203: Intermediate Italian III

4.0 Units

(Prerequisite: ITAL 102.) An intermediate course which offers students practice in speaking, understanding, reading and writing Italian, along with more in-depth exploration of cultural aspects of Italy. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: UC Language other than English

ITAL204: Intermediate Italian IV

4.0 Units

(Prerequisite: ITAL 203.) Continuation of study and practice in speaking, understanding, reading, and writing Italian. Completion of in-depth review of Italian grammar, as well as readings in literature, history, and culture of the Italian people. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: UC Language other than English

Japanese - JPNS

Program Information

A major reason for studying the Japanese language is the enrichment of one's intellectual growth in the context of the rest of the world. In learning Japanese, one also learns about the culture, philosophy, and civilization of another people, thereby broadening understanding of the world. On the practical side, any field of specialization (journalism, medicine, law, business, teaching) is enhanced if one can speak another language. In California, knowledge of a modern language is now required in many jobs that deal with the public such as Civil Service, social work, nursing, and other service-oriented fields.

Policy Statement Regarding Sequence of Enrollment in Japanese Language Classes
Although students are advised to enroll in language courses sequentially, they will not be precluded from enrolling in lower level language classes after completion of more advanced courses. Students should be aware, however, that units resulting from the lower level courses may not be accepted at transfer institutions as a part of the required transferring units.

Course Information

JPNS101: Elementary Japanese I

4.0 Units

(No prerequisite.) A beginning course offering study and practice in speaking, understanding, reading, and writing Japanese along with an exploration of the cultural aspects of Japan. The weekly laboratory requirement enhances students' verbal and listening comprehension skills through use of the audiovisual materials. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 6: UC Language other than English

JPNS102: Elementary Japanese II

4.0 Units

(Prerequisite: JPNS 101.) Students further develop their ability to speak, read, and write Japanese in this class. They increase their knowledge of Japanese culture and society, improve communication skills, and learn 100 Kanji characters. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B or 6: UC Language other than English

JPNS203: Intermediate Japanese III

4.0 Units

(Prerequisite: JPNS 102 or equivalent knowledge and skills.) This course advances students' skills in speaking, understanding, reading and writing, and enables students to read, interpret, and comprehend Japanese essays, newspapers, and literature, and to understand TV shows and movies. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: UC Language other than English

JPNS204: Intermediate Japanese IV

4.0 Units

(Prerequisite: JPNS 203.) Continuation of the study and practice of speaking, understanding, reading, and writing Japanese. Completion of in-depth review of grammar, as well as readings in the literature, history, and culture of the Japanese people. Students learn 300 Kanji writing characters. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: Language other than English

Kinesiology - KIN

Program Information

A career in kinesiology or physical education offers many job possibilities. One may be a director or a counselor or instructor in a program of physical activity at a camp or youth agency. Other possibilities are playground supervisor or coach of a team or officiating at sports events. There are also opportunities for teaching children with special problems such as physical or mental disabilities.

A.A. in Kinesiology and Health

A.A. Degree Major

A career in kinesiology or physical education offers many job possibilities. One may be a director or a counselor or instructor in a program of physical activity at a camp or youth agency. Other possibilities are playground supervisor or coach of a team or officiating at sports events. There are also opportunities for teaching children with special problems such as physical or mental disabilities. Students who complete the requirements listed below, plus additional general education and graduation requirements, will be awarded the associate degree. All students should consult a counselor.

Major Requirements (Total 21 Units)

1. Required Core (Total 6 Units)

BIOL107 - Human Biology 3

KIN114 - Introduction to Kinesiology 3

2. List A - Choose 9 units from the following courses (Total 9 Units)

BIOL100 - Nutrition 3

HED115 - Personal Health Focus on Nutrition and Exercise 3

HED130 - Contemporary Health 3

HED140 - Stress Management and Health 3

HED150 - Women's Health Issues 3

3. List B - Choose 6 units from the following courses (students may substitute Dance classes for the physical activity requirements) (Total 6 Units)

KIN110A - Mat Pilates 0.5 - 2

KIN110B - Mat Pilates 0.5 - 2

KIN110C - Mat Pilates 0.5 - 2

KIN110D - Mat Pilates 0.5 - 2

KIN112A - Zumba Fitness 0.5 - 2

KIN112B - Zumba Fitness 0.5 - 2

KIN112C - Zumba Fitness 0.5 - 2

KIN112D - Zumba Fitness 0.5 - 2

KIN113A - Fitness Center 0.5

KIN113B - Fitness Center 1

KIN125A - Fitness 0.5 - 2

KIN125B - Fitness 0.5 - 2

KIN125C - Fitness 0.5 - 2

KIN125D - Fitness 0.5 - 2

KIN142A - Aerobic Fitness 0.5 - 2

KIN142B - Aerobic Fitness 0.5 - 2

KIN142C - Aerobic Fitness 0.5 - 2

KIN142D - Aerobic Fitness 0.5 - 2

KIN143A - Cardio Kickboxing - Beginner 1

KIN143B - Cardio Kickboxing - Beginner to

Intermediate 1

KIN143C - Cardio Kickboxing - Intermediate 1

KIN143D - Cardio Kickboxing - Advanced 1

KIN144 - Personal Fitness 1

KIN147 - Soccer 0.5 - 2

KIN155A - Swimming 0.5 - 2

KIN155B - Swimming 0.5 - 2

KIN155C - Swimming 0.5 - 2

KIN155D - Swimming 0.5 - 2

KIN156A - Aquatic Fitness 0.5 - 2

KIN156B - Aquatic Fitness 0.5 - 2

KIN156C - Aquatic Fitness 0.5 - 2

KIN156D - Aquatic Fitness 0.5 - 2

KIN160A - Tennis 1 - 2

KIN160B - Tennis 1 - 2

KIN160C - Tennis 1 - 2

KIN160D - Tennis 1 - 2

KIN169A - Strength Training 0.5

KIN169B - Strength Training 1

KIN173A - Yoga 0.5 - 2

KIN173B - Yoga 0.5 - 2

KIN173C - Yoga 0.5 - 2

KIN173D - Yoga 0.5 - 2

KIN175 - Intercollegiate Athletics Baseball 2

KIN176 - Intercollegiate Athletics Basketball (Men and Women) 1

KIN177 - Intercollegiate Athletics, Beach Volleyball 2

KIN178 - Off-Season Intercollegiate Beach Volleyball 1.5

KIN179A - Beach Volleyball 0.5 - 1

KIN179B - Beach Volleyball 0.5 - 1

KIN179C - Beach Volleyball 0.5 - 1

KIN179D - Beach Volleyball 0.5 - 1

KIN180 - Intercollegiate Athletics Soccer (Men and Women) 2

KIN182 - Intercollegiate Volleyball (Women) 2

KIN183 - Intercollegiate Athletics Swimming and Diving (Men and Women) 2

KIN190 - Off-Season Intercollegiate Baseball 1.5

KIN191 - Off-Season Intercollegiate Soccer 1.5

KIN192 - Off-Season Intercollegiate Basketball 1.5

KIN193 - Off-Season Intercollegiate Swimming and Diving 1.5

KIN194 - Off-Season Intercollegiate Volleyball 1.5

Program Learning Outcomes

- Analyze and assess various movement activities with an understanding of the basic principles of anatomy, physiology, and/or biomechanics.
- Identify, value and implement wellness strategies and principles that support a healthy lifestyle.
- Apply critical thinking skills in the quantitative and qualitative analysis of successful skill development, proper technique, physiological principles and kinesthetic awareness in activities related to physical education and athletics.

- Utilize current technology to research and compile information in health and wellness, human performance and athletic competition.

AA-T Kinesiology

A.A. Degree for Transfer

The goal of the Associate in Arts in Kinesiology for Transfer Degree is to provide an efficient option for transfer to the California State University (CSU) from College of Marin in the Kinesiology major. As one of the primary missions of the community college is transfer, this degree offers students an option in a high-demand major. The intent is for students to satisfy the lower-division major preparation and general education requirements before transfer.

To complete this Associate Degree for Transfer, a student must:

1. Complete 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - The Intersegmental General Education Transfer Curriculum (IGETC) or The California State University General Education – Breadth Requirements.
 - A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Complete all courses in the major with a grade of “C” or better, or “P” if the course is taken as “pass/no pass.”
3. Obtain a minimum grade point average of 2.0.

Major Requirements (Total 23 - 28 Units)

1. Required Core (Total 16 - 18 Units)

1.1 Required Courses (Total 13 Units)

KIN114 - Introduction to Kinesiology 3

BIOL120 - Human Anatomy 5

BIOL224 - Human Physiology 5

1.2 Movement-Based Courses -select one course maximum from three of the following areas. (Total 3 - 5 Units)

Area 1- Aquatics 0.5 - 2

KIN155A - Swimming 0.5 - 2

KIN155B - Swimming 0.5 - 2

KIN155C - Swimming 0.5 - 2

KIN155D - Swimming 0.5 - 2

KIN156A - Aquatic Fitness 0.5 - 2

KIN156B - Aquatic Fitness 0.5 - 2

Area 2 - Dance 1.5 - 2

DANC111A - Introduction to Hip Hop 1.5

DANC122A - Introduction to Jazz Dance 2

DANC126A - Beginning Ballet I 1.5

DANC130A - Beginning Contemporary Modern Dance I 1.5

Area 3 - Fitness 0.5 - 2

KIN110A - Mat Pilates 0.5 - 2

KIN110B - Mat Pilates 0.5 - 2

KIN112A - Zumba Fitness 0.5 - 2

KIN112B - Zumba Fitness 0.5 - 2

KIN125A - Fitness 0.5 - 2

KIN125B - Fitness 0.5 - 2

KIN142A - Aerobic Fitness 0.5 - 2

KIN142B - Aerobic Fitness 0.5 - 2

KIN144 - Personal Fitness 1 - 2

KIN169B - Strength Training 1

KIN173A - Yoga 0.5 - 2

KIN173B - Yoga 0.5 - 2

Area 4 - Individual Sports 0.5 - 2

KIN150A - Pickleball 0.5 - 1

KIN153A - Cross Country Running for Fitness 1

KIN160A - Tennis 1 - 2

KIN160B - Tennis 1 - 2

KIN160C - Tennis 1 - 2

KIN160D - Tennis 1 - 2

Area 5 - Team Sports 0.5 - 1

KIN179A - Beach Volleyball 0.5 - 1

KIN179B - Beach Volleyball 0.5 - 1

2. List A - select two courses from different options (Total 7 - 10 Units)

Option: Statistics 4

MATH115 - Probability and Statistics 4

STAT115 - Introduction to Statistics for Business 4

Option: Chemistry 5

CHEM110 - Chemistry for Allied Health Sciences 5

CHEM131 - General Chemistry I 5

Option: Physics 4 - 5

PHYS108A - General Physics I 4

PHYS207A - Mechanics and Properties of Matter 5

Option: Fire Technology 3

FIRE215 - Advanced First Aid/First Responder 3

Double-Counted Units (IGETC/CSU-GE) 7 - 10

IGETC/CSU-GE Units 37 - 39

Elective Units (following the IGETC pattern) 2 - 10

Elective Units (following the CSU-GE pattern) 0 - 8

Total Degree Units 60

Program Learning Outcomes

- Analyze and assess various movement activities with an understanding of the basic principles of anatomy, physiology, and/or biomechanics.
- Identify, value and implement wellness strategies and principles that support a healthy lifestyle.
- Apply critical thinking skills in the quantitative and qualitative analysis of

(successful) skill development, proper technique, physiological principles and kinesthetic awareness in activities related to physical education and athletics.

- Utilize current technology to research and compile information in health and wellness, human performance and athletic competition.

Course Information

Note: For UC transfer credits, any or all of these PE Activity courses combined: maximum credit, 4 units; any or all of these PE Theory courses combined: maximum credit, 8 units.

KIN107: Human Biology

3.0 Units

(No prerequisite. Can be taken as KIN 107 or BIOL 107; credit awarded for only one course.)

This course introduces the structure, function, and development of the human body, and foundational concepts to explore personal and societal issues involving human biology. Topics include an introduction to scientific methods of investigation and some elementary chemistry (no previous background necessary) as a basis for understanding human functions such as movement, digestion, circulation, reproduction, and other systems. Some diseases and other causes of body malfunction are discussed. (CSU/UC) AA/AS Area A, CSU Area B-2, IGETC Area 5B

KIN110A: Mat Pilates

0.5 - 2.0 Units

(No prerequisite.) This sequence of courses, from beginning to advanced levels, introduces the Pilates method of body conditioning, emphasizing core musculature as it applies to everyday movement, and developing core strength, posture, breath control, body alignment and flexibility. Benefits include balance, body awareness, relaxation, injury prevention, stress reduction and increased self-confidence. (CSU/UC) AA/AS Area H

KIN110B: Mat Pilates

0.5 - 2.0 Units

(No prerequisite.) This sequence of courses, from beginning to advanced levels, introduces the Pilates method of body conditioning, emphasizing core musculature as it applies to everyday movement, and developing core strength, posture, breath control, body alignment and flexibility. Benefits include balance, body awareness, relaxation, injury prevention, stress reduction and increased self-confidence. (CSU/UC) AA/AS Area H

KIN110C: Mat Pilates

0.5 - 2.0 Units

(No prerequisite.) This sequence of courses, from beginning to advanced levels, introduces the Pilates method of body conditioning, emphasizing core musculature as it applies to everyday movement, and developing core strength, posture, breath control, body alignment and flexibility. Benefits include balance, body awareness, relaxation, injury prevention, stress reduction and increased self-confidence. (CSU/UC) AA/AS Area H

KIN110D: Mat Pilates

0.5 - 2.0 Units

(No prerequisite.) This sequence of courses, from beginning to advanced levels, introduces the Pilates method of body conditioning, emphasizing core musculature as it applies to everyday movement, and developing core strength, posture, breath control, body alignment and flexibility. Benefits include balance, body awareness, relaxation, injury prevention, stress reduction and increased self-confidence. (CSU/UC) AA/AS Area H

KIN112A: Zumba Fitness

0.5 - 2.0 Units

(No prerequisite.) Zumba is a fusion of Latin and international music-dance themes, creating a dynamic, exciting, effective fitness system. This sequence of courses, from beginning to intermediate levels, features aerobic/fitness interval training and resistance training with a combination of fast and slow rhythms that maximize caloric output and tone and sculpt the body. (CSU/UC) AA/AS Area H

KIN112B: Zumba Fitness

0.5 - 2.0 Units

(No prerequisite.) Zumba is a fusion of Latin and international music-dance themes, creating a dynamic, exciting, effective fitness system. This sequence of courses, from beginning to intermediate levels, features aerobic/fitness interval training and resistance training with a combination of fast and slow rhythms that maximize caloric output and tone and sculpt the body. (CSU/UC) AA/AS Area H

KIN112C: Zumba Fitness

0.5 - 2.0 Units

(No prerequisite.) Zumba is a fusion of Latin and international music-dance themes, creating a dynamic, exciting, effective fitness system. This sequence of courses, from beginning to intermediate levels, features aerobic/fitness interval training and resistance training with a combination of fast and slow rhythms that

maximize caloric output and tone and sculpt the body. (CSU/UC) AA/AS Area H

KIN112D: Zumba Fitness

0.5 - 2.0 Units

(No prerequisite.) Zumba is a fusion of Latin and international music-dance themes, creating a dynamic, exciting, effective fitness system. This sequence of courses, from beginning to intermediate levels, features aerobic/fitness interval training and resistance training with a combination of fast and slow rhythms that maximize caloric output and tone and sculpt the body. (CSU/UC) AA/AS Area H

KIN113A: Fitness Center

0.5 Units

(No prerequisite. 24 activity hours over the semester.) An open-entry/open-exit course designed to increase cardiovascular endurance, strength, and flexibility. Provides knowledge of basic fitness concepts and skills to develop an individualized workout based on the student's goals. (CSU/UC) AA/AS Area H

KIN113B: Fitness Center

1.0 Units

(No prerequisite. 48 activity hours over the semester.) An open-entry/open-exit course designed to increase cardiovascular endurance, strength, and flexibility. Provides knowledge of basic fitness concepts and skills to develop an individualized workout based on the student's goals. (CSU/UC) AA/AS Area H

KIN114: Introduction to Kinesiology

3.0 Units

(No prerequisite) This course introduces an interdisciplinary approach to the study of human movement, provides an overview of the importance of the sub-disciplines in kinesiology, and addresses career opportunities in the areas of teaching, coaching, allied health and fitness professions. (CSU/UC)

KIN116: Fitness Walking

1.0 Units

(No prerequisite.) In this course, students learn proper walking technique, goal setting and motivation strategies while participating in a walking program for a lifetime of better health. (CSU/UC) AA/AS Area H

KIN119: Effective Teaching Strategies in Group Fitness

3.0 Units

(No prerequisite. Advisory: HED 114 or KIN 114.) This course is designed to help students become more effective wellness and fitness professionals. Students develop a toolbox of practical teaching,

learning and evaluation methods to increase their ability to convey their knowledge to others in this field and more successfully impact their future clients, students, or athletes. The course prepares students to take the American Council on Exercise certification exam for Group Fitness Instructor. (CSU)

KIN121: Fundamentals of Personal Training

3.5 Units

(No prerequisite. Advisory: BIOL 107 or KIN 107.) This course prepares students to become certified personal trainers. Through a variety of health and fitness training and evaluation techniques, students engage in an assortment of practical experiences while developing a thorough understanding of core exercise concepts and principles. Practical scientific theory as well as the hands-on application skills necessary for the delivery of safe and effective health and fitness within the general population are emphasized. (CSU)

KIN124: Introduction to Principles of Coaching

3.0 Units

(No prerequisite.) This course is for students interested in coaching athletics. It develops a coaching philosophy; communication, teaching, and management skills; and an understanding of the responsibilities of a coach. (CSU)

KIN125A: Fitness

0.5 - 2.0 Units

(No prerequisite.) This course introduces principles and guidelines for developing physical fitness, from beginning to advanced levels. Students participate in exercises and activities designed to improve their cardiovascular system and muscular strength. The course includes jogging, hiking, power walking, and strength and flexibility routines. Exercise routines may also be performed with cardio machines, free weights, and physio balls. (CSU/UC) AA/AS Area H

KIN125B: Fitness

0.5 - 2.0 Units

(No prerequisite.) This course introduces principles and guidelines for developing physical fitness, from beginning to advanced levels. Students participate in exercises and activities designed to improve their cardiovascular system and muscular strength. The course includes jogging, hiking, power walking, and strength and flexibility routines. Exercise routines may also be performed with cardio machines, free weights, and physio balls. (CSU/UC) AA/AS Area H

KIN125C: Fitness

0.5 - 2.0 Units

(No prerequisite.) This course introduces principles and guidelines for developing physical fitness, from beginning to advanced levels. Students participate in exercises and activities designed to improve their cardiovascular system and muscular strength. The course includes jogging, hiking, power walking, and strength and flexibility routines. Exercise routines may also be performed with cardio machines, free weights, and physio balls. (CSU/UC) AA/AS Area H

KIN125D: Fitness

0.5 - 2.0 Units

(No prerequisite.) This course introduces principles and guidelines for developing physical fitness, from beginning to advanced levels. Students participate in exercises and activities designed to improve their cardiovascular system and muscular strength. The course includes jogging, hiking, power walking, and strength and flexibility routines. Exercise routines may also be performed with cardio machines, free weights, and physio balls. (CSU/UC) AA/AS Area H

KIN126: Plyometric Training

1.0 - 2.0 Units

(No prerequisite.) This course utilizes plyometric training techniques to enhance competitive athletic performance in conjunction with "boot camp training," working core level muscles, aerobic and anaerobic capacities, and upper body strength. (CSU/UC) AA/AS Area H

KIN127: Functional Training

1.0 - 2.0 Units

(No prerequisite. Three or six activity hours weekly.) This course introduces principles and guidelines for developing physical fitness using functional movements. Exercise activities use functional body weight movements to improve strength, flexibility, endurance, and explosion. Movements may include a combination of jumping, sprinting, pushing, and pulling; routines may include medicine balls, ropes, agility ladders, and suspension training. (CSU/UC) AA/AS Area H

KIN128: High-Intensity Interval Training

1.0 - 2.0 Units

(No prerequisite. Weekly activity hours: 2 for 0.5 unit, 3 for 1 unit, or 6 for 2 units.) This advanced fitness course uses the High-Intensity Interval Training (HIIT) system of organizing cardiorespiratory training, which calls for repeated short-duration, high-intensity exercise intervals interspersed with lower-intensity intervals of active recovery. (CSU/UC) AA/AS Area H

KIN131A: Student Athlete Success

1.0 Units

(No prerequisite.) This course introduces the skills necessary to become a successful intercollegiate athlete. Topics include, but are not limited to, NCAA and NAIA rules and regulations, goal-setting, communication, time- and stress-management, key factors to academic and athletic success, how to use social media as a student athlete, and injury prevention. (CSU)

KIN132: Individual Activities

1.0 Units

(No prerequisite.) This course is designed for the student who is unable to enroll in a regularly scheduled physical activity class. Individual fitness programs are developed and logged by each student with guidance from the instructor to meet personal fitness goals. (CSU/UC) AA/AS Area H

KIN142A: Aerobic Fitness

0.5 - 2.0 Units

(No prerequisite.) This sequence of courses, from beginning to advanced levels focuses on developing and improving aerobic fitness. This course incorporates simple aerobic steps designed to increase cardiorespiratory fitness and improve muscular strength and endurance. Routines include but not limited to kickboxing, aerobic dance, step dance and other forms of resistance/core training, static and dynamic stretching. (CSU/UC) AA/AS Area H

KIN142B: Aerobic Fitness

0.5 - 2.0 Units

(No prerequisite.) This sequence of courses, from beginning to advanced levels focuses on developing and improving aerobic fitness. This course incorporates simple aerobic steps designed to increase cardiorespiratory fitness and improve muscular strength and endurance. Routines include but not limited to kickboxing, aerobic dance, step dance and other forms of resistance/core training, static and dynamic stretching. (CSU/UC) AA/AS Area H

KIN142C: Aerobic Fitness

0.5 - 2.0 Units

(No prerequisite.) This sequence of courses, from beginning to advanced levels focuses on developing and improving aerobic fitness. This course incorporates simple aerobic steps designed to increase cardiorespiratory fitness and improve muscular strength and endurance. Routines include but not limited to kickboxing, aerobic dance, step dance and other forms of resistance/core training, static and dynamic stretching. (CSU/UC) AA/AS Area H

KIN142D: Aerobic Fitness

0.5 - 2.0 Units

(No prerequisite.) This sequence of courses, from beginning to advanced levels focuses on developing and improving aerobic fitness. This course incorporates simple aerobic steps designed to increase cardiorespiratory fitness and improve muscular strength and endurance. Routines include but not limited to kickboxing, aerobic dance, step dance and other forms of resistance/core training, static and dynamic stretching. (CSU/UC) AA/AS Area H

KIN143A: Cardio Kickboxing- Beginner

1.0 Units

(No prerequisite.) This course presents introductory cardio kickboxing techniques, basic fitness principles and nutrition for cardiovascular activity. (CSU/UC) AA/AS Area H

KIN143B: Cardio Kickboxing - Beginner to Intermediate

1.0 Units

(No prerequisite.) This course is for beginner to intermediate cardio kickboxing students. It includes a transition to intermediate kickboxing techniques, fitness principles and nutrition for cardiovascular activity. (CSU/UC) AA/AS Area H

KIN143C: Cardio Kickboxing - Intermediate

1.0 Units

(No prerequisite.) This course is for intermediate cardio kickboxing students. It includes intermediate kickboxing techniques, fitness principles and nutrition for cardiovascular activity. (CSU/UC) AA/AS Area H

KIN143D: Cardio Kickboxing - Advanced

1.0 Units

(No prerequisite.) This course is for advanced cardio kickboxing students. It includes a transition from intermediate to advanced kickboxing techniques. Basic fitness principles and nutrition concepts for cardiovascular activity will be covered. (CSU/UC) AA/AS Area H

KIN144: Personal Fitness

1.0 - 2.0 Units

(No prerequisite.) The course is designed for students who are not able to attend an in-person activity course. Students will create an instructor-guided exercise plan and maintain an activity log to verify the required activity hours. (CSU/UC) AA/AS Area H

KIN150A: Pickleball

0.5 - 1.0 Units

(No prerequisite.) The course will emphasize the skills, techniques, game strategies and rules that make up the game of Pickleball. Focus on competition in singles and doubles play. (CSU/UC) AA/AS Area H

KIN153A: Cross Country Running for Fitness

1.0 Units

(No prerequisite.) This course provides instruction and practice in the fundamentals, skills, and techniques of cross country running. It provides a conditioning program using the various running trails on or near campus. (CSU/UC) AA/AS Area H

KIN155A: Swimming

0.5 - 2.0 Units

(No prerequisite.) This sequence of courses, from beginning to advanced levels, presents a variety of strokes and skills necessary to be competent in the aquatic environment. Emphasizes stroke and endurance development. (CSU/UC) AA/AS Area H

KIN155B: Swimming

0.5 - 2.0 Units

(No prerequisite.) This sequence of courses, from beginning to advanced levels, presents a variety of strokes and skills necessary to be competent in the aquatic environment. Emphasizes stroke and endurance development. (CSU/UC) AA/AS Area H

KIN155C: Swimming

0.5 - 2.0 Units

(No prerequisite.) This sequence of courses, from beginning to advanced levels, presents a variety of strokes and skills necessary to be competent in the aquatic environment. Emphasizes stroke and endurance development. (CSU/UC) AA/AS Area H

KIN155D: Swimming

0.5 - 2.0 Units

(No prerequisite.) This sequence of courses, from beginning to advanced levels, presents a variety of strokes and skills necessary to be competent in the aquatic environment. Emphasizes stroke and endurance development. (CSU/UC) AA/AS Area H

KIN156A: Aquatic Fitness

0.5 - 2.0 Units

(No prerequisite. Advisory: Knowledge and demonstration of efficient swimming skill.) This sequence of courses, from beginning to advanced levels, provides students the opportunity to develop and maintain cardiovascular fitness through swimming. Instruction in competitive swim strokes, starts, and turns; and in interval, sprint, and distance training. Individualized workouts available. (CSU/UC) AA/AS Area H

KIN156B: Aquatic Fitness

0.5 - 2.0 Units

(No prerequisite. Advisory: Knowledge and demonstration of efficient swimming skill.) This sequence of courses, from beginning to advanced levels, provides students the opportunity to develop and maintain cardiovascular fitness through swimming. Instruction in competitive swim strokes, starts, and turns; and in interval, sprint, and distance training. Individualized workouts available. (CSU/UC) AA/AS Area H

KIN156C: Aquatic Fitness

0.5 - 2.0 Units

(No prerequisite. Advisory: Knowledge and demonstration of efficient swimming skill.) This sequence of courses, from beginning to advanced levels, provides students the opportunity to develop and maintain cardiovascular fitness through swimming. Instruction in competitive swim strokes, starts, and turns; and in interval, sprint, and distance training. Individualized workouts available. (CSU/UC) AA/AS Area H

KIN156D: Aquatic Fitness

0.5 - 2.0 Units

(No prerequisite. Advisory: Knowledge and demonstration of efficient swimming skill.) This sequence of courses, from beginning to advanced levels, provides students the opportunity to develop and maintain cardiovascular fitness through swimming. Instruction in competitive swim strokes, starts, and turns; and in interval, sprint, and distance training. Individualized workouts available. (CSU/UC) AA/AS Area H

KIN160A: Tennis

1.0 - 2.0 Units

(No prerequisite.) This sequence of courses, from beginning to advanced levels, familiarizes students with the game of tennis, emphasizing fundamental skills and strategy. (CSU/UC) AA/AS Area H

KIN160B: Tennis

1.0 - 2.0 Units

(No prerequisite.) This sequence of courses, from beginning to advanced levels, familiarizes students with the game of tennis, emphasizing fundamental skills and strategy. (CSU/UC) AA/AS Area H

KIN160C: Tennis

1.0 - 2.0 Units

(No prerequisite.) This sequence of courses, from beginning to advanced levels, familiarizes students with the game of tennis, emphasizing fundamental skills and strategy. (CSU/UC) AA/AS Area H

KIN160D: Tennis

1.0 - 2.0 Units

(No prerequisite.) This sequence of courses, from beginning to advanced levels, familiarizes students with the game of tennis, emphasizing fundamental skills and strategy. (CSU/UC) AA/AS Area H

KIN164A: Intercollegiate Sports Conditioning

0.5 Units

(No prerequisite.) This course covers various forms of conditioning and training techniques used in different sports. Basic to the course are muscle balance, breath control, aerobic training, flexibility, nutrition, time management, injury prevention, and strength training. (CSU/UC) AA/AS Area H

KIN164B: Intercollegiate Sports Conditioning

1.0 Units

(No prerequisite.) This course covers various forms of conditioning and training techniques used in different sports. Basic to the course are muscle balance, breath control, aerobic training, flexibility, nutrition, time management, injury prevention, and strength training. (CSU/UC) AA/AS Area H

KIN169A: Strength Training

0.5 Units

(Prerequisite: KIN 113A or B. Two activity hours weekly.) This course is designed for students who have basic knowledge of the principles of fitness, using a variety of modalities, including the strength and conditioning equipment in the Fitness Center. The course emphasizes creating an individual fitness program with a focus on proper technique and injury prevention. (CSU/UC) AA/AS Area H

KIN169B: Strength Training

1.0 Units

(Prerequisite: KIN 113A or B. Three activity hours weekly.) This course is designed for students who have basic knowledge of the principles of fitness, using a variety of modalities, including the strength and conditioning equipment in the Fitness Center. The course emphasizes creating an individual fitness program with a focus on proper technique and injury prevention. (CSU/UC) AA/AS Area H

KIN173A: Yoga

0.5 - 2.0 Units

(No prerequisite.) This sequence of courses, from beginning to advanced levels, focuses on the physical aspects of yoga, emphasizing proper alignment to maximize the benefits of the practice. Students develop strength, flexibility, endurance, and grace in the poses. (CSU/UC) AA/AS Area H

KIN173B: Yoga

0.5 - 2.0 Units

(No prerequisite.) This sequence of courses, from beginning to advanced levels, focuses on the physical aspects of yoga, emphasizing proper alignment to maximize the benefits of the practice. Students develop strength, flexibility, endurance, and grace in the poses. (CSU/UC) AA/AS Area H

KIN173C: Yoga

0.5 - 2.0 Units

(No prerequisite.) This sequence of courses, from beginning to advanced levels, focuses on the physical aspects of yoga, emphasizing proper alignment to maximize the benefits of the practice. Students develop strength, flexibility, endurance, and grace in the poses. (CSU/UC) AA/AS Area H

KIN173D: Yoga

0.5 - 2.0 Units

(No prerequisite.) This sequence of courses, from beginning to advanced levels, focuses on the physical aspects of yoga, emphasizing proper alignment to maximize the benefits of the practice. Students develop strength, flexibility, endurance, and grace in the poses. (CSU/UC) AA/AS Area H

KIN179A: Beach Volleyball

0.5 - 1.0 Units

(No prerequisite.) This course introduces students to the fundamentals of beach volleyball, including passing, serving, hitting, and setting. The course focuses on promoting team play by emphasizing rules and strategy. (CSU/UC) AA/AS Area H

KIN179B: Beach Volleyball

0.5 - 1.0 Units

(No prerequisite.) This course introduces students to the beginning/intermediate level of beach volleyball, including passing, serving, hitting, and setting. The course focuses on promoting team play by emphasizing rules and strategy. (CSU/UC) AA/AS Area H

KIN179C: Beach Volleyball

0.5 - 1.0 Units

(No prerequisite.) This course introduces students to the intermediate/advanced levels of beach volleyball, including passing, serving, hitting, and setting. The course focuses on promoting team play by emphasizing rules and strategy. (CSU/UC) AA/AS Area H

KIN179D: Beach Volleyball

0.5 - 1.0 Units

(No prerequisite.) This course introduces students to the advanced level of beach volleyball, including passing, serving, hitting, and setting. The course focuses on promoting team play by emphasizing rules and strategy. (CSU/UC)

KIN216: American Red Cross Lifeguard Training

1.5 Units

(No prerequisite.) This course is designed for those desiring to fulfill the requirements for the American Red Cross Lifeguard Certification. Students learn how quick response times and effective preparation are vital to being a lifeguard while also understanding the crucial elements in helping to prevent drowning and injuries. Students are responsible for paying the American Red Cross Certification fees. (CSU/UC)

KIN217: Swim Instructor Certification

1.5 Units

This course uses the American Red Cross Swimming and Water Safety curriculum to teach students how to develop a learn-to-swim program, how to conduct training sessions, and how to evaluate participants progress. (CSU)

Intercollegiate Athletic Program - KIN

KIN175: Intercollegiate Athletics Baseball

3.0 Units

(Prerequisite: Team member.) Intercollegiate varsity Baseball includes competition in the Bay Valley Conference; tournaments and post-season competition with other California Community Colleges. (May be taken four times. However, for eligibility purposes, students may only compete intercollegiately for two years.) (CSU/UC) AA/AS Area H

KIN176: Intercollegiate Athletics Basketball (Men and Women)

1.5 Units

(Prerequisite: Team member.) Intercollegiate varsity Men's/Women's Basketball includes competition in the Bay Valley Conference; tournaments and post-season competition with other California Community Colleges. (May be taken four times. However, for eligibility purposes, students may only compete intercollegiately for two years.) (CSU/UC) AA/AS Area H

KIN177: Intercollegiate Athletics, Beach Volleyball

3.0 Units

(Prerequisite: Team member.) Intercollegiate varsity Beach Volleyball includes competition in the Big 8 Conference; tournaments and post-season competition with other California Community Colleges. (May be taken four times. However, for eligibility purposes, students may

only compete intercollegiately for two years.)
(CSU/UC) AA/AS Area H

KIN178: Off-Season Intercollegiate Beach Volleyball

1.5 Units

(No prerequisite. Advisory: advanced skill level required.) An intensive course helps students understand and utilize the fundamentals and theory of training and competing in the sport of beach volleyball. Emphasizes the development of individual technique and skills. (CSU)

KIN180: Intercollegiate Athletics Soccer (Men and Women)

3.0 Units

(Prerequisite: Team member.) Intercollegiate varsity Men's/Women's Soccer includes competition in the Bay Valley Conference; tournaments and post-season competition with other California Community Colleges. (May be taken four times. However, for eligibility purposes, students may only compete intercollegiately for two years.) (CSU/UC) AA/AS Area H

KIN182: Intercollegiate Volleyball (Women)

3.0 Units

(Prerequisite: Team member.) Intercollegiate varsity Volleyball includes competition in the Bay Valley Conference; tournaments and post-season competition with other California Community Colleges. (May be taken four times. However, for eligibility purposes, students may only compete intercollegiately for two years.) (CSU/UC) AA/AS Area H

KIN183: Intercollegiate Athletics Swimming and Diving (Men and Women)

3.0 Units

(Prerequisite: Team member.) Intercollegiate varsity Men's/Women's Swim and Dive includes competition in the Coast Conference; tournaments and post-season competition with other California Community Colleges. (May be taken four times. However, for eligibility purposes, students may only compete intercollegiately for two years.) (CSU/UC) AA/AS Area H

KIN184: Intercollegiate Athletics Water Polo

3.0 Units

(Prerequisite: Team member.) Intercollegiate varsity Women's Water Polo includes competition in the Coast Conference; tournaments and post-season competition with other California Community Colleges. (May be taken four times. However, for eligibility purposes, students may only compete intercollegiately for two years.) (CSU/UC) AA/AS Area H

KIN190: Off-Season Intercollegiate Baseball

1.5 - 2.0 Units

(No prerequisite.) An intensive course designed to train students in the development of a baseball program at any level. Emphasizes the development of individual technique and skills. (CSU/UC) AA/AS Area H

KIN191: Off-Season Intercollegiate Soccer

1.5 - 2.0 Units

(No prerequisite.) This course, for intermediate/advanced soccer players looking to further their knowledge of the sport, emphasizes the history and evolution of the game of soccer, defensive and offensive tactics, training methods, current trends, and the rules of the game. Includes soccer-themed training in strength, speed, and agility. (CSU/UC) AA/AS Area H

KIN192: Off-Season Intercollegiate Basketball

1.5 - 2.0 Units

(No prerequisite.) This course helps students understand the fundamentals of playing and coaching basketball. Individual and team skills development are stressed. (CSU/UC) AA/AS Area H

KIN193: Off-Season Intercollegiate Swimming and Diving

1.5 - 2.0 Units

(No prerequisite.) This intensive course helps students understand and utilize the fundamentals and theory of training and competing in the sport of swimming. Emphasizes the development of individual technique and skills. (CSU/UC) AA/AS Area H

KIN194: Off-Season Intercollegiate Volleyball

1.5 - 2.0 Units

(No prerequisite.) This intensive course helps students understand and utilize the fundamentals and theory of training and competing in the sport of volleyball. Emphasizes the development of individual technique and skills. (CSU/UC) AA/AS Area H

Machine and Metals Technology - MACH

Program Information

Study in the field of machine and metals technology is designed as preparation for entrance into metalworking occupations. Graduates may enter the fields dealing with industrial production, prototype construction, special die work, or research and development. The courses in welding are designed to provide opportunity for the development of skills,

knowledge, and experience for employment in the occupation and as auxiliary experience for persons in other majors.

A.S. in Machine Technology

(Certificate of Achievement also awarded.)

A.S. Degree Major

An Associate in Science degree in Machine and Metals Technology is awarded for satisfactory completion of the major requirements, as well as the general education requirements. A Certificate of Achievement is awarded for satisfactory completion of the major requirements as listed below. This program is offered at the Indian Valley Campus. All students should consult a counselor.

Major Requirements (Total 24 Units)

MACH100 - Careers, Precision Measurement and Math for Industry 4

MACH101 - Introduction to Machine Technology 4

MACH102 - Intermediate Machine Technology 4

MACH103 - Machine Tool Processes 2

MACH104 - CAD 3D Modeling and Drafting 3

MACH105 - CAD-CAM Production 3

MACH106 - Introduction to CNC Machining 2

MACH107 - CNC Programming for Mills and Lathes 2

Program Learning Outcomes

- Demonstrate the technical knowledge and technical skills that will serve to prepare students for entry into careers of the manufacturing and related industries.
- Determine the materials that are suitable for specific applications in the machine and metals technology fields and demonstrate their applications.

Course Information

MACH100: Careers, Precision Measurement and Math for Industry

4.0 Units

(No prerequisite. May also be taken as WELD 100; credit awarded for only one course.) This course reviews addition, subtraction, multiplication and division of whole numbers, fractions, decimals, percentages in imperial and metric units. Also included are ratio and proportion, graphs and applications specific to automotive, collision repair, machining and welding careers. The course covers worker/employer relationships in the industry which includes communication, customer service, meeting deadlines, and time tracking skills. (CSU)

MACH101: Introduction to Machine Technology

4.0 Units

(No prerequisite. Advisory: MACH 100) An introductory course in the principles of general machine shop processes utilizing lathes, milling machines, surface grinders and drilling machines; practice in general bench operations and the use of precision measuring and machining instruments. (CSU)

MACH102: Intermediate Machine Technology

4.0 Units

(No prerequisite. Advisory: MACH 101) This course builds upon the fundamentals established in MACH 101. Designed to build manipulative skill, competency, and emphasizes machine tool theory, this course helps students develop intermediate machining techniques utilizing lathes, milling machines, grinders, and drilling machines. (CSU)

MACH103: Machine Tool Processes

2.0 Units

(No prerequisite. Advisory: MACH 102). This course emphasizes the use of machining with metal lathes and milling machines. Students will develop the ability to layout and plan each project using cutting tool theory, feeds and speeds, tooling, and heat treatment. Course includes a brief introduction to numerical control. (CSU)

MACH104: CAD 3D Modeling and Drafting

3.0 Units

(No prerequisite.) An introductory course using CAD software to develop 3D models and drafting plans. This course will develop understanding of technical drawings, blueprints and plan using 3D tools for metal technology trades, engineering and industrial design projects. (CSU)

MACH105: CAD-CAM Production

3.0 Units

(No prerequisite. Advisory: MACH104.) An intermediate course that builds upon the knowledge of using CAD software to develop 3D models and drafting plans. This course will develop the understanding and skills to use CAD files to generate CAM for metal technology trades, engineering and industrial design projects. (CSU)

MACH106: Introduction to CNC Machining

2.0 Units

(No prerequisite. Advisory: MACH 101.) A course in the principles and practical applications of computer numerical control (CNC) machining applications for milling machines and metal lathes. (CSU)

MACH107: CNC Programming for Mills and Lathes

2.0 Units

(No prerequisite. Advisory: MACH 106.) A course in the principles and applications of computer numerical control (CNC) programming for milling machines and metal lathes. (CSU)

Mathematics - MATH

Program Information

The courses in mathematics provide training in both pure and applied mathematics, leading to careers in business, research, and government. Many majors (such as physical and biological sciences, engineering, and business) are dependent upon the use of applied mathematics.

AS-T in Mathematics

A.S. Degree for Transfer

This degree is primarily intended for the student who wants to earn a degree on the way to transferring to a California State University. To complete this Associate Degree for Transfer, a student must:

1. Complete 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - The Intersegmental General Education Transfer Curriculum (IGETC) or The California State University General Education – Breadth Requirements.
 - A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Complete all courses in the major with a grade of “C” or better, or “P” if the course is taken as “pass/no pass.”
3. Obtain a minimum grade point average of 2.0.

Major Requirements (Total 22 - 24 Units)

1. Required Core (Total 15 Units)

MATH123 - Analytic Geometry and Calculus I 5
 MATH124 - Analytic Geometry and Calculus II 5
 MATH223 - Analytic Geometry and Calculus III 5

2. Select two courses minimum from the LISTS below with at least one course from

LIST A: (Total 7 - 9 Units)

List A: 4 - 8

MATH116 - Linear Algebra 4

MATH224 - Elementary Differential Equations 4

List B: 0 - 5

MATH117 - Discrete Mathematics 3

PHYS207A - Mechanics and Properties of Matter

5

MATH115 - Probability and Statistics 4

STAT115 - Introduction to Statistics for Business
4

Double-Counted Units (IGETC/CSU-GE) 3 - 7

IGETC/CSU-GE Units 37 - 39

Elective Units (following the IGETC pattern) 2 - 8

Elective Units (following the CSU-GE pattern) 0 - 6

Total Degree Units 60

Program Learning Outcomes

- Demonstrate the ability to clarify the problem in question by breaking it up into manageable sub-questions.
- Demonstrate the ability to discern and describe relevant factors, and do appropriate observations, data collection, and analysis.
- Demonstrate the ability to explicitly support the evidence or line of thinking that led to a particular outcome.

Course Information

Note: For UC transfer credits, MATH 105 and MATH 109 combined: maximum credit, 5 units. MATH 115, STAT 106 and STAT 115 combined: maximum credit, 1 course. MATH 121 and MATH 123 combined: maximum credit, 1 course. MATH 122 and MATH 124 combined: maximum credit, 1 course.

MATH104: Plane Trigonometry

3.0 Units

(Prerequisite: Completion of Intermediate Algebra or the equivalent. Or, placement based on AB 705 mandates.) Trigonometric and inverse trigonometric functions; graphs, equations and identities involving the trigonometric functions; triangle solutions, vector applications, and DeMoivre's Theorem. (CSU) AA/AS Area E, CSU Area B-4

MATH104C: Companion Course to Math 104: Plane Trigonometry

0.5 Units

Support course for MA 104 Trigonometry. Students will review and practice skills and concepts relevant to the study of trigonometry. Concurrent enrollment in Math 104 is required.

MATH105: College Algebra

4.0 Units

(Prerequisite: Completion of Intermediate Algebra or the equivalent, or placement based on AB705 mandates.) This course includes an introduction to the elementary logic necessary for understanding mathematical proofs; emphasis on functions and graphs (both algebraic and transcendental); polynomial equations and their roots; solutions of inequalities (including absolute values); introduction to sequences, series, and conic

sections. (CSU/UC) AA/AS Area E, CSU Area B-4, IGETC Area 2

MATH105C: Companion Course to Math 105: College Algebra

0.5 Units

(No prerequisite. Corequisite: Math 105.) In this support course, students review and practice concepts necessary for success in Math 105: College Algebra. Topics include functions, simplifying expressions, logarithms, exponents, polynomials, radical and rational expressions, equations and functions, solving equations and graphing. Concurrent enrollment in Math 105 is required.

MATH109: Pre-Calculus College Algebra and Trigonometry

5.0 Units

(Prerequisite: Completion of Intermediate Algebra or the equivalent, or placement based on AB705 mandates.) An intensive, combined course in pre-calculus, algebra, and trigonometry, intended to prepare students for calculus. Topics include polynomial, rational, exponential, logarithmic and trigonometric functions; the binomial theorem; arithmetic and geometric sequences and series; mathematical induction; trigonometric identities; polar coordinates; conic sections; vectors; and applications of right angle trigonometry. (CSU/UC) AA/AS Area E, CSU Area B-4, IGETC Area 2

MATH109C: Companion Course to Math 109: Pre-Calculus, College Algebra, and Trigonometry

1.0 Units

In 109C, students will review and practice the necessary skills and concepts from Intermediate Algebra necessary for success in Precalculus MA109. Topics include simplifying expressions, solving equations, representation and algebra of functions, graphing equations. Concurrent enrollment in Math 109 is required.

MATH114: Finite Mathematics

3.0 Units

(Prerequisite: Completion of Intermediate Algebra or the equivalent. Or, placement based on AB705 mandates.) An introduction to various mathematical models and techniques used in business, management, and the social sciences. Topics include matrix methods for solving systems of linear equations, matrix algebra, linear programming, the simplex method, sets and counting techniques, and probability theory. Applications include the Leontief input output model, Markov chains, game theory, and the mathematics of finance. (CSU/UC) AA/AS Area E, CSU Area B-4, IGETC Area 2

MATH115: Probability and Statistics

4.0 Units

(Prerequisite: Completion of Intermediate Algebra or the equivalent. Or, placement based on AB705 mandates. Credit awarded for either Math 115 or STAT 115, but not both courses.) An in-depth introduction to probability and statistics appropriate for students in the math and life/earth science disciplines. Descriptive statistics, introduction to probability theory, probability distributions, data sampling, estimation, correlation, hypothesis testing. (CSU/UC) AA/AS Area E, CSU Area B-4, IGETC Area 2, C-ID: MATH 110

MATH115C: Companion Course to Math 115: Probability and Statistics

0.0 Units

In 115C, students will review concepts from algebra that are necessary for success in Probability and Statistics. Topics include operations on real numbers, linear functions and equations with an emphasis on slope and intercepts and graphing. Students will learn calculator skills and work on good study habits. Concurrent enrollment in Math 115 is required.

MATH116: Linear Algebra

4.0 Units

(Prerequisite: Math 124.) The study of systems of linear equations, matrix algebra, vector spaces, inner product spaces, linear transformations, eigenvalues and eigenvectors, and applications. Recommended for mathematics majors or students who plan to study mathematics in depth in association with other majors. (CSU/UC) AA/AS Area E, CSU Area B-4, IGETC Area 2

MATH117: Discrete Mathematics

3.0 Units

(Prerequisite: Math 121 or 123. Can be taken as Math 117 or COMP 117; credit awarded for only one course.) A survey of topics including set theory, combinatorics, graph theory, algorithm, logic, Boolean algebra, formal languages, and probability theory. Recommended for mathematics majors and students interested in engineering and applied fields. (CSU/UC) AA/AS Area E, CSU Area B-4, IGETC Area 2A

MATH121: Calculus I with Applications

3.0 Units

(Prerequisite: Completion of Intermediate Algebra or the equivalent. Or, placement based on AB705 mandates.) Topics include limits, continuity, derivatives, integrals, exponential and logarithmic functions. Standard applications of the derivative to drawing graphs of functions of one real variable and to optimization problems are included.

Business applications of profit maximization and consumer/producer surplus are covered. (CSU/UC) AA/AS Area E, CSU Area B-4, IGETC Area 2

MATH121C: Companion Course to Math 121: Calculus I with Applications

1.0 Units

In 121C, students will review concepts from algebra that are necessary for success in Calculus with Applications. Topics include functions, simplifying expressions, logarithms, exponents, polynomials, radicals and rational expressions, equations and functions, solving equations and graphing. Concurrent enrollment in Math 121 is required.

MATH122: Calculus II with Applications

3.0 Units

(Prerequisites: Math 121, and Math 104 or 109, or placement by the current assessment methods.) Topics include multivariable calculus, partial derivatives, double integrals, methods of integration, the calculus of trigonometric functions, first order ordinary differential equations, calculus applied to probability and statistics, infinite series, and applications. (CSU/UC) AA/AS Area E, CSU Area B-4, IGETC Area 2

MATH123: Analytic Geometry and Calculus I

5.0 Units

(Prerequisites: Math 104 and Math 105, or Math 109, or placement by the current assessment methods.) Introduction to differential and integral calculus of functions of one real variable. Continuous functions, limit of a function at a point, the derivative; differentiation formulas and rules for one-variable functions, implicit differentiation; mean value theorem and its application to optimization and curve sketching, linear approximation and differential notation; applications of the Riemann integral to finding areas, volumes of solids of revolutions, work, centroids, and total force on a plane submerged in a fluid. (CSU/UC) AA/AS Area E, CSU Area B-4, IGETC Area 2

MATH124: Analytic Geometry and Calculus II

5.0 Units

(Prerequisite: Math 123.) A continuation of Math 123 to include the inverse function theorem for functions of one real variable, derivatives of inverse trigonometric, exponential, logarithmic, hyperbolic and inverse hyperbolic functions. Introduction to first order ordinary differential equations, techniques of integration, improper integrals, indeterminate forms, sequences, series, power series functions, and the calculus of

parameterized plane curves. (CSU/UC) AA/AS Area E, CSU Area B-4, IGETC Area 2

MATH199: Seminar for Tutors

2.0 Units

(Prerequisite: Completion of Intermediate Algebra or the equivalent. Or, placement based on AB705 mandates.) This course helps student tutors develop their understanding of the principles of mathematics and of effective mathematics tutoring. Students learn how to recognize different learning styles so that they may better help others analyze their study habits and problem-solving skills, and how to communicate more effectively and provide an encouraging tutoring environment. (CSU)

MATH223: Analytic Geometry and Calculus III

5.0 Units

(Prerequisite: Math 124.) A continuation of Math 124 to include the calculus of vector-valued functions, derivatives of scalar fields, partial derivatives, multiple integrals, and vector analysis including Green's, Stoke's, and divergence theorems. (CSU/UC) AA/AS Area E, CSU Area B-4, IGETC Area 2

MATH224: Elementary Differential Equations

4.0 Units

(Prerequisite: Math 124. Advisory: Concurrent enrollment in Math 223 recommended.) Elementary theory of differential equations including first order equations, second and higher order linear equations, the methods of power series, and Laplace transforms; first order linear systems, numerical methods, partial differential equations, Fourier series, and boundary value problems. (CSU/UC) AA/AS Area E, CSU Area B-4, IGETC Area 2

Medical Assisting - MEDA

Program Information

This program provides the opportunity for the development of basic entry-level skills necessary for employment in a clinical/medical office environment. In a rapidly growing profession, medical assistants work directly with physicians and other health care personnel as team members in providing patient services. Medical assistants perform a variety of clinical, laboratory, and administrative functions in physicians' offices, medical clinics, laboratories, and specific hospital departments.

The program is offered only at the Indian Valley Campus. Students may elect to complete an Associate in Science degree, or a Certificate of

Achievement: Administrative and Clinical, Administrative, or Clinical. The Certificate of Achievement options require a minimum of two semesters to complete. Students may take courses on a part-time basis.

Recency Statement

Medical Assisting courses must be completed no longer than five years before departmental certification is awarded. Courses taken greater than five years before certification award must be repeated, or the student can pursue credit by examination.

A.S. in Medical Assisting: Administrative & Clinical Option, Occupational

(Certificate of Achievement also awarded.)

A.S. Degree Major

The Associate in Science degree is awarded for completion of all requirements, as well as the completion of general education and graduation requirements. Please note that program courses must be completed with a grade of C or better. No program application procedure is required; however it is advisable to see a counselor. Students may enter in the fall or spring semester. Those currently working in the health care field may receive consent to enroll in selected courses on a pass/no pass basis. All students should consult a counselor.

Major Requirements (Total 32.5 Units)

1. Required Courses (Total 29.5 Units)

MEDA160 - Intro MEDA Careers 2
MEDA161 - Administrative Procedures 2
MEDA162 - Financial Procedures 1.5
MEDA163 - Computers: MediSoft 2
MEDA163L - Computers - MediSoft Lab 0.5
MEDA164 - The Electronic Health Record 2
MEDA164L - Electronic Health Record Lab 0.5
MEDA165 - Medical Terminology I 2
MEDA166 - Medical Terminology II 2
MEDA170 - Clinical Procedures I 2
MEDA170L - Clinical Procedures I Lab 1
MEDA171 - Medical Laboratory Procedures 2.5
MEDA171L - Medical Lab Procedures Lab 1.5
MEDA172 - Understanding Human Diseases 3
MEDA173 - Pharmacology for MEDA 2
MEDA174LC - MEDA Externship Adm./Clinical 3.5

2. Choose 3 units from the following courses (Total 3 Units)

CIS102 - Beginning MS Word 1.5
CIS126 - Introduction to Windows 1.5
CIS103 - Intermediate MS Word 1.5
CIS110 - Introduction to Computer Information Systems 3
CIS113 - MS PowerPoint Presentations and Publications 1.5

CIS117 - Introduction to MS Access Database Design 1.5

CIS118 - Introduction to MS Excel Spreadsheet Design 1.5

CIS127 - Intermediate MS Access Database Design 1.5

CIS128 - Intermediate MS Excel Spreadsheet Design 1.5

CIS137 - Advanced Database Design 1.5

CIS160 - Introduction to Information Systems Security 3

CIS101 - Intro Personal Computers 1.5

Program Learning Outcomes

- Perform the role of an entry level administrative and clinical medical assistant in a medical office or clinic setting.
- Implement skills required for front and back office management of a medical office or clinic.
- Demonstrate professionalism in communication with health team members and patients.
- Demonstrate knowledge, skills and abilities required for safe and confidential care of patients in a medical office or clinic setting.

A.S. in Medical Assisting: Administrative Option, Occupational

(Certificate of Achievement also awarded.)

A.S. Degree Major

The Associate in Science degree is awarded for completion of all requirements, as well as the completion of general education and graduation requirements. Please note that program courses must be completed with a grade of C or better. No program application procedure is required, however it is advisable to see a counselor. Students may enter in the fall or spring semester. Those currently working in the health care field may receive consent to enroll in selected courses on a pass/no pass basis. All students should consult a counselor.

Major Requirements (Total 21 Units)

1. Required Courses (Total 18 Units)

MEDA160 - Intro MEDA Careers 2
MEDA161 - Administrative Procedures 2
MEDA162 - Financial Procedures 1.5
MEDA163 - Computers: MediSoft 2
MEDA163L - Computers - MediSoft Lab 0.5
MEDA164 - The Electronic Health Record 2
MEDA164L - Electronic Health Record Lab 0.5
MEDA165 - Medical Terminology I 2
MEDA166 - Medical Terminology II 2
MEDA174LA - MEDA Externship Admin. 3.5

2. Choose 3 units from the following courses

(Total 3 Units)

CIS102 - Beginning MS Word 1.5
CIS126 - Introduction to Windows 1.5
CIS101 - Intro Personal Computers 1.5
CIS103 - Intermediate MS Word 1.5
CIS110 - Introduction to Computer Information Systems 3
CIS113 - MS PowerPoint Presentations and Publications 1.5
CIS117 - Introduction to MS Access Database Design 1.5
CIS118 - Introduction to MS Excel Spreadsheet Design 1.5
CIS127 - Intermediate MS Access Database Design 1.5
CIS128 - Intermediate MS Excel Spreadsheet Design 1.5
CIS137 - Advanced Database Design 1.5
CIS160 - Introduction to Information Systems Security 3

Program Learning Outcomes

- Perform in the role of an entry-level administrative medical assistant in a medical office or clinic setting.
- Implement skills required for front office management of a medical office or clinic.
- Demonstrate professionalism in communication with health team members and patients.
- Demonstrate knowledge, skills and abilities required for safe and confidential care of patients in a medical office or clinic setting.

A.S. in Medical Assisting: Clinical Option, Occupational

(Certificate of Achievement also awarded.)

A.S. Degree Major

The Associate in Science degree is awarded for completion of all requirements, as well as the completion of general education and graduation requirements. Note: Students are required to complete English 150 for the associate degree. Please note that program courses must be completed with a grade of C or better. No program application procedure is required, however it is advisable to see a counselor. Students may enter in the fall or spring semester. Those currently working in the health care field may receive consent to enroll in selected courses on a pass/no pass basis. All students should consult a counselor.

Major Requirements (Total 26 Units)

1. Required Courses (Total 23 Units)

MEDA160 - Intro MEDA Careers 2
MEDA164 - The Electronic Health Record 2

MEDA164L - Electronic Health Record Lab 0.5
MEDA165 - Medical Terminology I 2
MEDA166 - Medical Terminology II 2
MEDA170 - Clinical Procedures I 2
MEDA170L - Clinical Procedures I Lab 1
MEDA171 - Medical Laboratory Procedures 2.5
MEDA171L - Medical Lab Procedures Lab 1.5
MEDA172 - Understanding Human Diseases 3
MEDA173 - Pharmacology for MEDA 2
MEDA174LB - MEDA Externship Clinical 3.5

2. Choose 3 units from the following courses

(Total 3 Units)

CIS102 - Beginning MS Word 1.5
CIS126 - Introduction to Windows 1.5
CIS101 - Intro Personal Computers 1.5
CIS103 - Intermediate MS Word 1.5
CIS110 - Introduction to Computer Information Systems 3
CIS113 - MS PowerPoint Presentations and Publications 1.5
CIS117 - Introduction to MS Access Database Design 1.5
CIS118 - Introduction to MS Excel Spreadsheet Design 1.5
CIS127 - Intermediate MS Access Database Design 1.5
CIS128 - Intermediate MS Excel Spreadsheet Design 1.5
CIS137 - Advanced Database Design 1.5
CIS160 - Introduction to Information Systems Security 3

Program Learning Outcomes

- Perform in the role of an entry-level clinical medical assistant in a medical office or clinic setting.
- Implement skills required for back office management of a medical office or clinic.
- Demonstrate professionalism in communication with health team members and patients.
- Demonstrate knowledge, skills and abilities required for safe and confidential care of patients in a medical office or clinic setting.

Course Information

MEDA160: Introduction to Medical Assisting Careers

2.0 Units

(No prerequisite.) This course, designed for students interested in pursuing a career in medical assisting, provides an overview of the current health care delivery system; the physical, mental and emotional demands of the workplace and the skills required of medical assistants. The course covers qualifications and professional preparation

needed for medical assisting and the roles and responsibilities of today's health care environment. Additional topics include interpersonal dynamics and communications, safety practices in the workplace, legal and ethical principles and cultural diversity in the delivery of patient care. (CSU)

MEDA161: Administrative Medical Office Procedures

2.0 Units

(No prerequisite.) An introduction to the medical front office, emphasizing management procedures. Topics include medical law and ethics, reception, telephone techniques, management of appointments, patient records and medical office management. (CSU)

MEDA162: Medical Office Financial Procedures

1.5 Units

(No prerequisite.) This course examines the basic financial operations and procedures used in medical offices. Topics include accounting principles and methods, banking, financial record management, financial procedure terms, international classification of diseases, management of claims and working with private, public, managed care and government-sponsored health insurance programs. (CSU)

MEDA163: Medical Office Computers: MediSoft

2.0 Units

(No prerequisite. Corequisite: MEDA 163L. Advisories: BOS 120 and CIS 101.) This theory course introduces software used for patient financial record management. It focuses on the basic functions of the MediSoft program, including recording patient information, creating and updating patient financial records, entering patient and insurance company financial transactions, and scheduling appointments. (CSU)

MEDA163L: Medical Office Computers: MediSoft Laboratory

0.5 Units

(No prerequisite. Corequisite: MEDA 163. Advisories: BOS 120 and CIS 101.) This laboratory class applies theory learned in MEDA 163, providing students with practical experience on the computer using the MediSoft program. (CSU)

MEDA164: The Electronic Health Record

2.0 Units

(No prerequisite. Corequisite: MEDA 164L. Advisories: BOS 120 and CIS 101, and recommended proficiency in typing 40wpm.) This

theory course introduces electronic medical records used in the health care setting, focusing on the development and maintenance of patients' electronic medical record (based on a Spring Chart software format). Topics include health record standards, data management, patient chart basics, appointments, recording office visit information, and laboratory test and prescription order management. (CSU)

MEDA164L: The Electronic Health Record Laboratory

0.5 Units

(No prerequisite. Corequisite: MEDA 164. Advisories: BOS 120 and CIS 101, and recommended proficiency in typing 40wpm.) This laboratory class applies theory learned in MEDA 164, providing students with practical experience on the computer using electronic health record software. (CSU)

MEDA165: Medical Terminology I

2.0 Units

(No prerequisite. May be taken before or after MEDA 166.) This course introduces the fundamentals of medical term analysis and word construction, emphasizing the spelling of anatomical, pathological, surgical and diagnostic terminology. Material is presented in a systems approach with units on the integumentary, respiratory, cardiovascular, musculoskeletal and nervous systems. (CSU)

MEDA166: Medical Terminology II

2.0 Units

(No prerequisite. May be taken before or after MEDA 165.) This course introduces the fundamentals of medical term analysis and word construction, emphasizing the spelling of anatomical, pathological, surgical and diagnostic terminology. Material is presented in a systems approach with units on the urinary, digestive, male and female reproductive, obstetrics and neonatology, eye, ear and endocrine systems. (CSU)

MEDA170: Clinical Procedures I

2.0 Units

(No prerequisite. Corequisite: MEDA 170L.) This course introduces clinical medical assisting techniques and procedures commonly practiced in a medical office or clinic: vital signs, anthropometric measurements, assisting with minor office surgery, performing selected physical therapy procedures, sterilization and disinfection of instruments, sterile and nonsterile dressing changes, medical office emergencies, visual screening and auditory acuity, and assisting with complete and selected specialty exams. Medical

asepsis and infection control are emphasized during all procedures. (CSU)

MEDA170L: Clinical Procedures I Laboratory
1.0 Units

(No prerequisite. Corequisite: MEDA 170.) This skills lab introduces clinical medical assisting performance and skills techniques and procedures common to primary care in a family practice medical office: vital signs, anthropometric measurements, assisting with minor office surgery, promoting tissue healing through selected physical therapy modalities, demonstrating appropriate sterilization and disinfection procedures, safely operating the autoclave, performing sterile and nonsterile dressing changes, responding to emergencies, performing visual and auditory irrigation, medication administration, ear acuity testing, and positioning the patient for selected specialty exams. Students must demonstrate appropriate hand washing at all times. (CSU)

MEDA171: Medical Laboratory Procedures
2.5 Units

(Prerequisite: MEDA 170. Corequisite: MEDA 171L.) This course introduces selected and common screening laboratory and clinical procedures performed in medical offices. Topics include EKGs, the microscope, hematology, urinalysis, various specimen collections, radiology and diagnostic tests. Asepsis and universal precautions are stressed. The role of medical assistants in procedures including injections and skin tests is discussed. (CSU)

MEDA171L: Medical Laboratory Procedures Laboratory
1.0 Units

(Prerequisite: MEDA 170. Corequisite: MEDA 171.) This course is the medical laboratory that accompanies MEDA 171. Students practice basic laboratory skills and learn how to perform diagnostic tests in medical office and clinical laboratories, and how to administer injections and venipunctures. (CSU)

MEDA172: Understanding Human Diseases
3.0 Units

(No prerequisite. Advisory: MEDA 165 or 166.) This theory course presents human diseases from an anatomic and physiologic point of view. Signs and symptoms are presented after a brief review of anatomical and physiological components. Diagnosis and general treatment are also introduced. Includes lecture and case studies to provide and reinforce theory, and to develop critical thinking skills. (CSU)

MEDA173: Pharmacology for Medical Assistants

2.0 Units

(Prerequisite: Math 85. Advisories: MEDA 165 or 166.) This theory course introduces common drugs and medications, drug terminology, pharmacy law and ethics, prescription abbreviations, measurements and dosage calculations, and drug classifications and actions. (CSU)

MEDA174LA: Medical Assisting Externship: Administrative

3.5 Units

(Prerequisites: MEDA 160, 161, 162, 164, and 165 or 166; additional requirements: recent physical examination, health clearance, required immunizations; BLS/CPR and First Aid certificates required before the first day of externship.) This experience facilitates students' transition into the role of the medical assistant. Working under the direct supervision of licensed healthcare professionals in a medical office or clinical setting, students participate in front-office management within the administrative medical assistant scope of practice. (CSU)

MEDA174LB: Medical Assisting Externship: Clinical

3.5 Units

(Prerequisites: MEDA 160, 164, 170, 172, and 165 or 166; additional requirements: recent physical examination, health clearance, required immunizations; BLS/CPR and First Aid certificates required before the first day of externship.) This experience facilitates students' transition into the role of the medical assistant. Working under the direct supervision of licensed healthcare professionals in a medical office or clinical setting, students provide care to patients and participate in front-office management within the clinical medical assistant scope of practice. (CSU)

MEDA174LC: Medical Assisting Externship: Administrative and Clinical

3.5 Units

(Prerequisites: MEDA 160, 161, 162, 164, 170, 172, and 165 or 166; additional requirements: recent physical examination, required immunizations, health clearance; BLS/CPR and First Aid certificates required before the first day of externship.) This experience facilitates students' transition into the role of the medical assistant. Working under the direct supervision of licensed healthcare professionals in a medical office or clinical setting, students provide care to patients and participate in front-office management within

the administrative and clinical medical assistant scope of practice. (CSU)

Multimedia Studies - MMST

Program Information

This program is designed to provide a link between content, technology and creative vision for emerging digital artists. Each course provides hands-on experience for professional advancement, career related training, and transfer preparation for university degrees. Each course develops the creative process through project-based learning that prepares students to be resourceful and independent, and to succeed in the wide range of multimedia careers.

A.S. in Multimedia Studies, Entertainment (Certificate of Achievement also awarded.)

A.S. Degree Major

The AS Degree in Multimedia Studies with an Entertainment Specialty, Provides training and experience for the entertainment-related segments of multimedia. The Entertainment Specialty provides an overview of skills required for games, television, movies, social media, interactive devices and immersive—virtual, augmented and mixed reality technologies.

Major Requirements (Total 30.5 Units)

MMST101 - Orientation to Multimedia 0.5
MMST110 - Introduction to Multimedia 3
MMST111 - Multimedia Production 3
MMST141 - 3DI: Modeling & Textures 3
MMST142 - Game Development I: Design and Creation 3
MMST146 - Video and Sound I: Editing 3
MMST161 - 3D III: Animation 3
MMST200E - Entertainment: Portfolio Development 3
MMST166 - Visual Effects I: Introduction to After Effects 3
MMST181 - XR I: VR 360° Video 3
MMST182 - XR II: 3D, Video, & Game Interaction 3

Program Learning Outcomes

- Develop and update their digital tool skills of software and hardware as required for 3D, games, video, VR and XR multimedia.
- Use written communication project proposals, scripts and storyboards with visual examples as necessitated for clarity and success.

- Utilize current industry and technical terms for critiques, discussions and presentations.
- Determine additional skills and experience required for internships and/or an entry-level position in the entertainment industry of multimedia.
- Submit accurate, finished assignments and projects that are suitable for a personal portfolio of entertainment-related work.

A.S. in Multimedia Studies, Graphic Design (Certificate of Achievement also awarded.)

A.S. Degree Major

The Associate in Science in Multimedia Studies, Graphic Design degree demonstrates the successful completion of the three CORE MMST courses (6.5 Units), and the successful completion of the MMST Graphic Design Option courses (18.0 Units). This A.S. degree prepares students for Graphic Design internships and entry-level occupations in the Design and Multimedia Industry. Students may transfer to a four-year school or university to pursue a bachelor's degree in Art, Design, or Multimedia.

Major Requirements (Total 24.5 Units)

MMST101 - Orientation to Multimedia 0.5
MMST110 - Introduction to Multimedia 3
MMST111 - Multimedia Production 3
GDES/MMST112 3
MMST112 - Graphic Design I 3
GDES112 - Graphic Design I 3
GDES/MMST115 3
MMST115 - Photoshop for Design 3
GDES115 - Photoshop for Design 3
GDES/MMST120 3
GDES120 - Illustration 3
MMST120 - Illustration 3
GDES/MMST122 3
GDES122 - Graphic Design II 3
MMST122 - Graphic Design II 3
GDES/MMST132 3
GDES132 - Typography 3
MMST132 - Typography 3
GDES/MMST200 3
GDES200 - Graphic Design Portfolio Development 3
MMST200 - Graphic Design Portfolio Development 3

Program Learning Outcomes

- 1. Develop and update traditional and digital design knowledge and skills.
- 2. Demonstrate understanding of design terminology and comprehension during discussions, presentations, and critiques.

- 3. Use written communication of concepts with visual examples as necessitated (e.g. photographs, sketches, and/or storyboards) for all design assignments.
- 4. Assignments that demonstrate applied research, analysis, and development to solve visual and/or technical problems to communicate ideas.
- 5. Submit accurate, finished assignments and projects that are of suitable for inclusion within a personal portfolio of design work.

A.S. in Multimedia Studies, Web Design and Development

(Certificate of Achievement also awarded.)

A.S. Degree Major

The Multimedia Studies Web Design and Development Degree is a hands-on program providing instruction in the technical and aesthetic aspects of creating and managing websites. Web designers and developers are responsible for both the appearance and performance of a website. Web Designers can also create and organize a website's content. Production and software skills are developed through the research, design, development, and testing of both hand-coded and content-managed websites. Other skills include visual design, search engine optimization, social media marketing, UX/UI design, HTML, Cascading Style Sheets, JavaScript, databases, portfolio production, and industry internships.

Major Requirements (Total 27.5 Units)

1. **Required Core - MMST (Total 9.5 Units)**
 MMST101 - Orientation to Multimedia 0.5
 MMST110 - Introduction to Multimedia 3
 MMST111 - Multimedia Production 3
 MMST200A - Authoring: Portfolio Development 3
2. **Required Core - Web Design & Development (Total 12 Units)**
 MMST123A - Web Design I 3
 MMST123B - Web Design II 3
 MMST143A - Web Development I 3
 MMST143B - Web Development II 3
3. **Web Design and Development Electives (Total 6 Units)**
 GDES112 - Graphic Design I 3
 MMST123C - Web Design III 3
 MMST143C - Web Development III 3
 COMP130 - Introduction to Computer Programming using C++ 4

Program Learning Outcomes

- Effectively communicate ideas on a web page using visual contrast, proportion, and harmony.

- Design and code websites using HTML and CSS and modern CSS frameworks.
- Markup responsive web pages that look good and work well on all devices.
- Demonstrate understanding of design terminology and comprehension during discussions, presentations, and critiques.
- Submit accurate, finished assignments and projects suitable for inclusion within a personal portfolio of design work.
- Use visual composition to balance the form and function of web page components.

Course Information

MMST100: Game Development Quickstart

2.0 Units

This course is for local high school and advanced middle school students with interest in pursuing video game development. For those seeking this career, it is intended to facilitate a smooth transition between high school and community college course work in general, and in particular, to assist students choosing IVC'S courses in game development (MMST 142-172). (CSU)

MMST101: Orientation to Multimedia

0.5 Units

(No prerequisite.) Digital media is becoming the predominant method for receiving news and entertainment. This course covers the tools and techniques needed to become literate in this new digital media universe. Armed with the knowledge and skills learned in the course, students will be able to safely and effectively find and consume the tremendous amount of digital media now available in many formats and delivery platforms. (CSU)

MMST110: Introduction to Multimedia

3.0 Units

(No prerequisite. Advisory: MMST 101.) Mass media has given way to personal and participatory media. This survey course examines these changes and their effects on the media industry and society. Coursework introduces students to the important multimedia tools and trends with a focus on the ways social media, mobile media, digital video, online learning, digital music, and the Web are driving these societal changes. (CSU)

MMST111: Multimedia Production

3.0 Units

(No prerequisite. Advisory: CIS 110.) An opportunity to explore the different aspects and content of multimedia projects. Students are introduced to team development and production schedules as they learn the basic tools and

methods for developing graphics, sound, video, and authored environments that simulate real-life projects and deadlines. (CSU)

MMST112: Graphic Design I

3.0 Units

(No prerequisite. May be taken as GDES 112 or MMST 112; credit awarded for only one course.) Graphic design skills are developed through exercises and projects using Adobe Illustrator and Adobe Photoshop to create original digital designs. This course is ideal for students who want to develop essential graphic design skills. (CSU/UC)

MMST115: Photoshop for Design

3.0 Units

(No prerequisite. May be taken as GDES 115 or MMST 115; credit awarded for only one course.) Design skills are developed through exercises and projects using Adobe Photoshop to prepare images for graphic design projects. Projects are creative with techniques for accurate results for displays and printing quality images. (CSU/UC)

MMST120: Illustration

3.0 Units

(Prerequisite: GDES 115 or MMST 115. May be taken as GDES 120 or MMST 120; credit awarded for only one course.) This course provides hands-on training of sketching, drawing, and illustrating using current hardware, tablets, and creative software. Traditional pictorial skills and knowledge are developed through hands-on drawing and painting projects. (CSU/UC)

MMST122: Graphic Design II

3.0 Units

(Prerequisite: GDES 112 or MMST 112. May be taken as GDES 122 or MMST 122; credit awarded for only one course.) This course builds upon the technical knowledge learned in Graphic Design I. This course will focus on graphic design solutions using color, typography, illustration, and images to visually convey graphic design ideas. Assignments involve the creation of original work using current Adobe software to produce projects that prepare students for a graphic design career. (CSU/UC)

MMST123A: Web Design I

3.0 Units

(No prerequisite.) This course introduces the tools and practices of modern website design. Students learn how to plan, design, and create useful and attractive web pages. Production skills are developed through the research, design, development, and testing of several small websites. (CSU)

MMST123B: Web Design II

3.0 Units

(Prerequisite: MMST 123A.) This course provides intermediate-level instruction on the tools and practices of modern website design and development. Students learn tools and methods for designing and creating websites that are attractive, functional, and easy to use. Production skills are developed through the research, design, development, and testing of several small websites. (CSU)

MMST123C: Web Design III

3.0 Units

(Prerequisite: MMST 123B.) This course provides advanced instruction on the use of content management system software to create professional-quality websites, emphasizing eCommerce and communication plugins. Students learn tools and methods for designing and creating websites that are attractive, functional, and easy to use. Production skills are developed through the research, design, development, and testing of several working websites posted to a web server. (CSU)

MMST132: Typography

3.0 Units

(Prerequisite: GDES 122 or MMST 122. May be taken as GDES 132 or MMST 132; credit awarded for only one course.) This typography course covers the history, theory and study of letterforms and type design. Through design projects students will learn how to create compositions using typesetting principles. Students will learn typography using current Adobe design applications to create their design projects that demonstrate the relationship between type and image, principles of legibility, visual hierarchy, and production workflow. (CSU/UC)

MMST136: Video Studio I: Beginning Video Camera Production

3.0 Units

(No prerequisite.) This course introduces theory, terminology and operation of a multi-camera studio and control room. Topics include studio signal flow, directing, theory and operation of camera and audio equipment, switcher operation, fundamentals of lighting, graphics, video control and video recording, and real-time video production. (CSU)

MMST141: 3DI: Modeling & Textures

3.0 Units

(No prerequisite.) This course provides working knowledge and techniques to develop and texture models using 3D software. It covers beginning 3D modeling and texturing to create models

appropriate as real-time and pre-rendered assets. Students develop skills to create models for animation and games. (CSU)

MMST142: Game Development I: Design and Creation

3.0 Units

(No prerequisite.) This course introduces students to the basics of game development using analysis, research, and critiques to design and create a working game. Students learn about the game industry and what is expected to develop an interactive/video game through assignments that simulate employment by a game developer. (CSU)

MMST143A: Web Development I

3.0 Units

(No prerequisite.) This course introduces HTML and CSS coding skills to create attractive and effective web pages containing text, images, videos, and links. Students also learn how to link pages to create small and simple websites and publish them to a web server. (CSU)

MMST143B: Web Development II

3.0 Units

(Prerequisite: MMST 143A.) This course introduces advanced-level HTML and CSS coding skills to create responsive web pages that look great on all devices. Students are also introduced to modern CSS Frameworks and use one to create a small, basic website. (CSU)

MMST143C: Web Development III

3.0 Units

(Prerequisite: MMST 143B.) This course covers professional-level HTML and CSS coding skills to create responsive web pages that look correct on all devices. Students also master a modern CSS Framework and use it to create several professional-quality websites. (CSU)

MMST146: Video and Sound I: Editing

3.0 Units

(No prerequisite.) A conceptual and practical framework for artistic and production video techniques. The course provides hands-on experience in the various production techniques of video editing, including organization, source material, audio, exporting, logging, and archiving. (CSU)

MMST151: 3D II: Modeling & Rigging

3.0 Units

(No prerequisite. Advisory: MMST 141.) This course provides working knowledge and techniques to develop and texture models using 3D software. It covers intermediate and advanced 3D modeling and texturing to create models

appropriate as real-time and pre-rendered assets. Students develop skills to create models for animation and games. (CSU)

MMST152: Game Development II: Level Design and Production

3.0 Units

(Prerequisite: MMST 142.) This course guides students through the development process of creating a video game, with emphasis on teamwork. Industry software and techniques are used to design, storyboard, model, animate, script and publish a 3D video game to a mobile application or a website. Students work in teams with assigned tasks to develop a multi-level game, including compelling story and cut-scenes. (CSU)

MMST156: Video & Sound II: Advanced Editing

3.0 Units

(Prerequisite: MMST 146.) This course offers intermediate and advanced video editing techniques. Topics include asset management, HD and/or 3D source material, stereo and surround audio, exporting to various formats, and color correction. Through hands-on exercises and projects, the course develops creative and technical skills for advanced video editing. (CSU)

MMST161: 3D III: Animation

3.0 Units

(No prerequisite.) The first eight weeks of this course address environment creation for 3D scenes, emphasizing lighting, materials, atmospheres, particles systems and special effects, and how to dress a scene for believability in 3D animation or game play. The second eight weeks introduce the character animation pipeline, including design, modeling, rigging, and animation. A working understanding of artistic principles and 3D and 2D digital graphics is highly recommended. Because this course covers the tools and techniques used to make video game artwork and assets, it compliments and integrates with any of the concurrently offered game design courses (MMST 142, 152, 162 and 172). Students develop skills to create models for animation and games. (CSU)

MMST162: Game Development III: Advanced Design & Creation

3.0 Units

(No prerequisite.) This course is for Game Development II students to design and create a working, multi-level game. Students learn about advanced multi-level games in the game industry and what is expected to develop a multi-level interactive/video game through group assignments that prepare for working for a game company. (CSU)

MMST166: Visual Effects I: Introduction to After Effects

3.0 Units

(No prerequisite. Advisory: MMST 146.) This course teaches the skills and tools to make motion graphics, advanced visual effects, character animations, 3D text, and compositing of video and animated graphics. Students use Adobe After Effects and other Adobe Creative Suite digital video tools to produce videos and animation projects for distribution on TV, DVDs, and the web. Skills and knowledge are developed through lectures, demonstrations, and hands-on exercises and projects. (CSU)

MMST171: 3D IV: Advanced Animation

3.0 Units

(No prerequisite. Advisory: MMST 161.) The first eight weeks of this course expand existing skills in environment creation for 3D scenes, emphasizing lighting, materials, atmospheres, particles systems, and special effects, and how to dress a scene for believability in 3D animation or game play. The second eight weeks expand existing skills in the character animation pipeline, including design, modeling, rigging, and animation. A working understanding of artistic principles and 3D and 2D digital graphics is highly recommended. Because this course covers the tools and techniques used to make video game artwork and assets, it complements and integrates with any of the concurrently offered game design courses (MMST 142, 152, 162 and 172). Students develop skills to create models for animation and games. (CSU)

MMST172: Game Development IV: Advanced Level Design & Production

3.0 Units

(No prerequisite.) This course is for Game Development III students to produce a complex, multi-level game. Students learn about complex multi-level game producer roles in the game industry and what is expected to manage a group to design and develop a multi-level interactive/video game. (CSU)

MMST176: Visual Effects II: Advanced After Effects Training

3.0 Units

(Prerequisite: MMST 166.) This course teaches the skills and tools to make advanced motion graphics, advanced visual effects, and create 3D objects and text for videos and animated graphics. Students use Adobe After Effects, Cinema 4D, and other Adobe Creative Suite digital video tools to produce advanced videos and animation projects for distribution on TV, DVDs, and the

web. Skills and knowledge are developed through lectures, demonstrations, and hands-on exercises and projects. (CSU)

MMST181: XR I: VR 360° Video

3.0 Units

(No prerequisite.) Through lectures and hands-on computer lab sessions, students in this course develop projects using immersive video VR technologies. On dedicated hardware and software, students develop prototypes and create digital content applications that explore the differences and unique possibilities available through immersive VR and VR-360 technologies. (CSU)

MMST182: XR II: 3D, Video, & Game Interaction

3.0 Units

(No prerequisite.) Through lectures and hands-on computer lab sessions, students in this course develop projects using immersive video and XR technologies. Using dedicated hardware and software, students create digital content applications that explore the differences and unique possibilities available through XR technologies through the immersive experience of developing a prototype, application, or game. (CSU)

MMST200: Graphic Design Portfolio Development

3.0 Units

(Prerequisite: GDES 132 or MMST 132 or equivalent. May be taken as MMST 200 or GDES 200; credit awarded for only one course.) Through lecture, hands-on practice, research and critiques, students develop a professional portfolio that reflects their interests, skills, and career goals in graphic design. The course is for students who have accomplished graphic design skills and wish to create a cohesive body of work for internships and entry-level design positions. (CSU)

MMST200A: Authoring: Portfolio Development

3.0 Units

(No prerequisite. Can be taken as MMST 200A or Art 200; credit awarded for only one course.) Through lecture, hands-on practice, research and critiques, students develop a professional portfolio that reflects their interests, skills, and career goals in multimedia authoring. The course is for students who have accomplished authoring skills and wish to create a cohesive body of work for the multimedia industry. (CSU)

MMST200E: Entertainment: Portfolio Development

3.0 Units

(No prerequisite. Can be taken as MMST 200E or Art 200; credit awarded for only one course.)

Through lecture, hands-on practice, research and critiques, students develop a professional portfolio that reflects their interests, skills, and career goals in multimedia entertainment (3D, games, film/video). The course is for students who have accomplished multimedia skills and wish to create a cohesive body of work for the multimedia industry. (CSU)

Music - MUS

Program Information

A career in music today demands from all performers and participants a sophisticated knowledge of theory, history, performance standards, and practices in a variety of styles. Whatever branch of the music career you may find yourself pursuing, academic music experience is valuable in your background.

Music courses with no prerequisites: 101, 105, 106, 109, 116, 121, 163, 171, 181.

The Music Program at College of Marin Music students enter college with varying levels of musical experience and training. While certain music courses are open to everyone, a standardized audition is required for more advanced classes. Most classes require that a student have some basic skill at reading musical notation and some familiarity with musical terminology. Music 106 is designed to provide this theoretical background.

In order to sufficiently understand the required music theory, students are advised to acquire and develop their skills in ear training and piano concurrently with the concepts taught in that level of music theory. Therefore, the program is designed so that a student is enrolled in all the 100-level courses simultaneously (i.e., taking Theory I, Ear Training I, and Piano I all in the same semester). If this is not possible, students are advised to take piano before taking the same level of music theory.

Performance is required of all music majors; they are required to be in a major performing ensemble (see below), and are encouraged to perform in regular monthly recital hours.

To receive a comprehensive music education beyond the degree requirements, the music department recommends certain electives, depending on the student's area of concentration:

- All music majors need small ensemble experience: Music 163 (College Chorus) is a great course to start with; see below for more details.

- Jazz students: Music 113 (Jazz Improvisation).
- Composition students: Music 214 (Composition Seminar), Music 178, 179, 278, 279 (one or more strings classes on any level), and Music 116 and 117.
- Electronic music students, or students interested in careers in the recording industry: Music 116 and 117.
- Vocalists: Music 181, 182, 281, and 282.
- Majors in music education or music therapy: Music 163; Music 178 and 179; and Music 181 and 182.

Performing Ensembles

The Music Department has several performing groups that serve the various interests and abilities of students and the community, including bands, choruses, and an orchestra. These groups present scheduled concerts and perform on special occasions during the school year.

Music majors must be enrolled in one of the following ensembles each semester: Music 163, 164, 167, 169, 177, 183, or 188. These large ensembles provide students the opportunity for musical growth at all stages of their development. Participation in a major performing ensemble is just as essential, if not more so, to those just learning the basic music vocabulary as to those who have the opportunity to perform solos with the ensemble. Those whose major performing medium is a band or orchestra instrument must be in either Music 164, 167, or 188. Those whose performance medium is voice, or whose instrument is one not usually associated with ensemble work (piano, guitar, etc.), must be in either Music 163, 169, or 183.

Standardized Auditions

Several music courses require an audition based upon a standardized level of performance. Every student who participates in one of these courses is expected to meet the musical requirements of the particular audition. Auditions will vary from course to course.

A.A. in Music

A.A. Degree Major

Students who complete the requirements listed below, plus additional general education and graduation requirements, will be awarded the associate degree. All students should consult a counselor.

Major Requirements (Total 40 Units)

1. Required Courses (Total 36 Units)

Theory: 12

MUS111 - Theory I 3

MUS112 - Theory II 3

MUS211 - Theory III 3

MUS212 - Theory IV 3

Ear Training: 12

MUS121 - Ear Training I 3

MUS122 - Ear Training II 3

MUS221 - Ear Training III 3

MUS222 - Ear Training IV 3

Music Literature/Analysis: 6

MUS101 - Introduction to Classical Music 3

MUS102 - Music Masterworks 3

Piano: 6

MUS171 - Piano I 2

MUS172 - Piano II 2

MUS271 - Piano III 2

2. Plus a major performing ensemble each semester to be chosen from the following

(Total 4 Units)

MUS163 - College Chorus 1

MUS167 - Symphony Orchestra 1

MUS169 - Marin Oratorio: the Community Chorus at College of Marin 1

MUS177 - Jazz Ensemble 1

MUS164 - Symphonic Wind Ensemble 1

MUS183 - Chamber Singers 1

MUS188 - College of Marin Brass Band 1

MUS190 - Opera Workshop 2

Program Learning Outcomes

- Observe, analyze, and evaluate artistic examples in the discipline, recognizing their historical and cultural traditions.
- Demonstrate aural awareness of the distinguishing elements of music, music literature, musical traditions, forms, and styles.
- Communicate musical concepts through correct musical terminology.
- Demonstrate critical thinking through musical performance.

Course Information

MUS101: Introduction to Classical Music

3.0 Units

(No prerequisite.) The appreciation and enjoyment of classical music through analytical listening. The study of musical elements; the development of musical forms and styles, vocal and instrumental media, the lives of the great composers, and analyses of their works. Illustrated by recordings. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A, C-ID: MUS 100

MUS102: Music Masterworks

3.0 Units

(Prerequisite: Music 101 or 106.) Guided listening and discussion, with examples of music masterworks from the Renaissance period of

music history to the mid-20th century. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

MUS105: Rock, Pop, and Jazz

3.0 Units

(No prerequisite.) A multicultural study of the evolution of American musical styles including blues, early country and folk, jazz, rhythm and blues, soul, rock and roll, pop, mambo, salsa, samba, bossa nova, hip hop, and hybrid forms. Emphasis is on the African-American, European-American, and Latin-American origins of these contemporary styles and their historical contexts. (CSU/UC) AA/AS Areas C & G, CSU Area C-1, IGETC Area 3A

MUS106: Music Fundamentals

3.0 Units

(No prerequisite. Advisory: Music 163. Not open to students who have completed Music 111, 112, 211, or 212.) Designed for anyone interested in acquiring basic music skills for performance, teaching or composition. Includes music reading, notation, terminology, piano keyboard, sight singing, and ear training. (CSU/UC) AA/AS Area C, CSU Area C-1, C-ID: MUS 110

MUS109: Music in Society

3.0 Units

(No prerequisite.) Explore the social and psychological effects of everyday music in everyday life, from background music in restaurants and malls, to television commercials and film scores, to personal listening choices in public and private. Learn to "decode" the music that surrounds us, and to understand how genre and medium combine in context-specific situations to produce controlled conscious and subconscious reactions in a "hearing but not listening" public. (CSU/UC) AA/AS Area C, CSU Area C-1, IGETC Area 3A

MUS111: Theory I

3.0 Units

Beginning music theory. Review of scales, meter signatures, intervals, triads, and seventh chords. Study of four-part harmonic progression including cadences, voice leading and doubling rules, and some non-harmonic tones. (CSU/UC) C-ID: MUS 120

MUS112: Theory II

3.0 Units

(Prerequisite: Music 111. Advisory: concurrent enrollment in Music 122, 172, and one major performing ensemble.) Continued study of harmonic progressions, focusing on secondary triads and their inversions, sequences, non-

harmonic tones, and counterpoint. Introduction to seventh chords. (CSU/UC) C-ID: MUS 130

MUS113: Jazz Improvisation

1.5 Units

(No prerequisite. Advisory: Basic instrumental/vocal technique and a willingness to take risks.) An introduction to improvisation for instrumentalists and vocalists who wish to develop their ability to perform jazz solos. Students learn jazz harmony, melody and rhythm, and apply this knowledge to the craft of improvisation. (CSU/UC)

MUS116: Desktop Musician I

2.0 Units

(No prerequisite.) Basic concepts of electronic music synthesis, digital audio recording, and MIDI. The class emphasizes creating original multi-track recordings using loops, software instruments, and audio tracks; and includes editing, mixing, and mastering techniques. Supervised hands-on practice sessions in addition to required individual lab time. (CSU)

MUS117: Desktop Musician II

2.0 Units

(Prerequisite: MUS 116.) A continuation of the basic concepts of electronic music synthesis, digital audio recording, and MIDI. The class emphasizes creating original multi-track recordings using loops, software instruments, and audio tracks; and includes editing, mixing, and mastering techniques. Supervised hands-on practice sessions in addition to required individual lab time. (CSU)

MUS121: Ear Training I

3.0 Units

(Prerequisite: Read simple music; know major scales. Advisory: Music 106, concurrent enrollment in Music 111 or 171, and a major performing ensemble.) The ear training component of the complete music major package. Instruction includes rhythmic and melodic sight reading and singing; rhythmic, melodic, and harmonic aural perception; and some keyboard harmony. (CSU/UC) C-ID: MUS 125

MUS122: Ear Training II

3.0 Units

(Prerequisite: Music 121. Advisory: concurrent enrollment in Music 112, 172, and a major performing ensemble.) This continuation of Music 121 provides the ear training component of the music major package. The course parallels the concepts and harmonic materials taught in Music 112. Instruction includes rhythmic and melodic sight reading; rhythmic, melodic, and harmonic aural perception; some keyboard harmony;

melodic and harmonic simple intervals; triads in inversions and V7 chords; diatonic melodies; subdivisions of the beat into 2 to 4 parts; and harmonic progressions, including diatonic triads and V7. (CSU/UC) C-ID: MUS 135

MUS140: Music Notation at the Computer

1.5 Units

(Prerequisite: ability to read music.) Learn to notate music using the computer, for new compositions and transcriptions or arrangements of existing works. This course covers simple note entry on the computer or MIDI keyboard, as well as productions of scores from single voices to full ensemble arrangements. (CSU/UC)

MUS163: College Chorus

1.0 Units

(No prerequisite.) A chorus of mixed voices open to all students. The rehearsal and performance of choral music of a moderate degree of difficulty. Vocal techniques and musical skills are emphasized. Participation in public performances is required. (CSU/UC)

MUS164: Symphonic Wind Ensemble

1.0 Units

(Prerequisite: standardized audition. One or more public performances per semester required.) An instrumental ensemble for advanced players of traditional wind and percussion, emphasizing one player per part. (CSU)

MUS167: Symphony Orchestra

1.0 Units

(Prerequisite: Standardized audition.) The study, rehearsal, and performance of music composed for chamber orchestra and full symphony orchestra from Baroque, Classical, Romantic, and contemporary periods. Fulfills the Major Performing Ensemble requirement for the Associate degree in Music. Participation in public performances is required. (CSU/UC)

MUS169: Marin Oratorio: the Community Chorus at College of Marin

1.0 Units

(Prerequisite: Standardized audition.) A chorus of mixed voices of experienced choral singers that prepares and performs choral masterworks. Students must have previous choral experience, a pleasing, blending voice, and music reading ability. Advanced vocal techniques and choral skills are emphasized. Participation in public performances is required. Students may be required to participate in sectional rehearsals outside of class time and to assist in various facets of concert production. (CSU/UC)

MUS171: Piano I

1.0 Units

(No prerequisite. Advisory: Read simple music, or Music 106.) This series of courses builds skills for keyboard proficiency, developing musicianship and correlating with subjects studied in other components of the music program. (CSU/UC)

MUS172: Piano II**1.0 Units**

(No prerequisite. Advisory: Music 171.) This series of courses builds skills for keyboard proficiency, developing musicianship and correlating with subjects studied in other components of the music program. (CSU/UC)

MUS177: Jazz Ensemble**1.0 Units**

(Prerequisite: Standardized audition.) A course in large jazz ensemble performance. Intermediate and advanced skills are required. This course satisfies the major performing ensemble requirement for music majors. A public performance is required. (CSU/UC)

MUS178: Strings I**1.0 Units**

(No prerequisite. Advisory: Ability to read simple music, or Music 106.) Beginning study in an orchestral string instrument, including violin, viola, cello and string bass. (CSU/UC)

MUS179: Strings II**1.0 Units**

(No prerequisite. Advisory: Ability to read simple music, or Music 178.) Beginning instruction in an orchestral string instrument, including violin, viola, cello and string bass. (CSU/UC)

MUS181: Voice I**1.0 Units**

(No prerequisite. Advisory: Read simple music, or Music 106.) Elementary class instruction in the fundamentals of singing, principles of tone production, and voice development. (CSU/UC)

MUS182: Voice II**1.0 Units**

(No prerequisite. Advisory: Music 181.) Continued elementary class instruction in the fundamentals of singing, principles of tone production, and voice development. (CSU/UC)

MUS183: Chamber Singers**1.0 Units**

(Prerequisite: Standardized audition.) A small select choir of mixed voices performing music written for small choral ensembles. Participation in public performances is required. (CSU/UC)

MUS188: College of Marin Brass Band**1.0 Units**

(Prerequisite: standardized audition. Advisory: Music 168.) An ensemble primarily of brass instruments with percussion that performs music from the American and British brass band traditions, as well as original works and arrangements. Individual and ensemble brass technique is taught. (CSU/UC)

MUS190: Opera Workshop**2.0 Units**

(Prerequisite: Standardized audition.) Rehearsal and performance of a staged opera production. Participation in public performance is required and is the final exam for the course. (CSU)

MUS192: Opera Festival**0.5 Units**

(Prerequisite: Standardized audition.) Restaging of an on-campus opera production for off-campus performances. Participation in public performances is required and is the final exam for the course. (CSU)

MUS211: Theory III**3.0 Units**

(Prerequisite: Music 112. Advisory: concurrent enrollment in Music 221, 271, and a major performing ensemble.) Students will study four-part harmony utilizing diatonic sevenths, secondary chords, and modulation. Exercises, analysis, and composition are included, as well as some keyboard harmony. Introduction to short forms of composition. (CSU/UC)

MUS212: Theory IV**3.0 Units**

(Prerequisite: Music 211. Advisory: concurrent enrollment in Music 222, 272, and a major performing ensemble.) Further study of chromatic harmony, including mode mixture, Neapolitan and augmented sixths, extended harmony, and modulation to more remote keys, followed by an overview of impressionism and 20th and 21st century compositional techniques. Analysis and composition, some keyboard applications. (CSU/UC) C-ID: MUS 150

MUS214: Music Composition Seminar**3.0 Units**

(Prerequisite: ability to read and write musical notation.) The study of compositional techniques, methods of notation, and individual creation of musical compositions. Students work on creative assignments of their own choice, listen to recordings, present in-class performances, and complete several small or one large composition during the semester. (CSU/UC)

MUS221: Ear Training III**3.0 Units**

(Prerequisite: Music 122.) A continuation of Music 121 and 122, the ear training component of the music major package. This course parallels the concepts and harmonic materials taught in Music Theory III (Music 211). Instruction includes rhythmic and melodic sight reading; rhythmic, melodic, and harmonic aural perception; and some keyboard harmony. Includes study of compound intervals, seventh chords, melodies with chromaticism, subdivisions of the beat into two to seven parts, and harmonic progressions including secondary chords. (CSU/UC) C-ID: MUS 145

MUS222: Ear Training IV

3.0 Units

(Prerequisite: Music 221.) A continuation of Music 121, 122, and 221. The ear training component of the music major package. This course parallels the concepts and harmonic materials taught in Music Theory IV (Music 212). Instruction includes rhythmic and melodic sight reading; rhythmic, melodic, and harmonic aural perception, and some keyboard harmony. Includes study of compound intervals, seventh chords in inversion, synthetic and other unusual scales, chromatic, modal, and atonal melody, complex meter changes, polyrhythm, irregular meter, and harmonic progressions including mode mixture, Neapolitan and augmented sixth chords. (CSU/UC)C-ID: MUS 155

MUS261: Small Ensemble Techniques

1.0 Units

(Prerequisite: Standardized audition.) This class focuses on improving the skills of the musician in a small ensemble. Recommended for students who have already had chamber music or other small ensemble experience. (CSU/UC)

MUS262: Large Ensemble Techniques

1.0 Units

(Prerequisite: Standardized audition.) This class is designed to improve the practice, rehearsal, and performance skills of musicians in large music ensembles. Previous large ensemble experience is recommended. (CSU/UC) C-ID: MUS 180

MUS271: Piano III

1.0 Units

(No prerequisite. Advisory: Music 172.) This series of courses builds skills for keyboard proficiency, developing musicianship and correlating with subjects studied in other components of the music program. (CSU/UC)

MUS272: Piano IV

1.0 Units

(No prerequisite. Advisory: Music 271.) This series of courses builds skills for keyboard proficiency, developing musicianship and correlating with subjects studied in other components of the music program. (CSU/UC)

MUS273: Piano V

1.0 Units

(No prerequisite. Advisory: Music 272.) A continuation of Music 271 and 272, with emphasis on the development of functional knowledge of form, melody, rhythm, and harmony, in the context of historical styles. Consideration is given to individual levels of accomplishment. (CSU/UC)

MUS274: Piano VI

1.0 Units

(No prerequisite. Advisory: Music 273.) A continuation of Music 272 and 273, with emphasis on the development of functional knowledge of form, melody, rhythm, and harmony, in the context of historical styles. Consideration is given to individual levels of accomplishment. (CSU/UC)

MUS278: Strings III

1.0 Units

(No prerequisite. Advisory: Music 179.) Continuing intermediate study of an orchestral string instrument. (CSU/UC)

MUS279: Strings IV

1.0 Units

(No prerequisite. Advisory: Music 278.) Continuing advanced study of an orchestral string instrument. (CSU/UC)

MUS281: Voice III

1.0 Units

(No prerequisite. Advisory: Music 182.) Intermediate instruction in the fundamentals of singing, principles of tone production, and voice development with emphasis on vocal literature. (CSU/UC)

MUS282: Voice IV

1.0 Units

(No prerequisite. Advisory: Music 281.) A more advanced development and refinement of the fundamentals of singing, principles of tone production, and voice development with emphasis on more advanced vocal literature. (CSU/UC)

MUS287: Chamber Orchestra

1.0 Units

(No prerequisite. Advisory: Music 279.) An orchestra primarily of stringed instruments designed to prepare players not yet ready for Community Symphony Orchestra, but more advanced than Strings I-IV. Individual and

ensemble string techniques are emphasized.
(CSU/UC)

MUS288: Advanced Voice Workshop

1.0 Units

(No prerequisite. Advisory: Music 282.) Advanced instruction in the fundamental techniques of singing, principles of tone production, and voice development, with emphasis on advanced vocal literature. (CSU/UC)

Nursing Education: Registered - NE

Program Information

The Registered Nursing Education Program at College of Marin prepares students for entry into the nursing profession, and serves as a foundation for advanced nursing studies. The Program faculty view Nursing Education as an individualized, collaborative endeavor that assists students in acquiring the knowledge, skills, and values necessary for entry-level nursing practice. Emphasizing critical thinking, effective communication, and cultural and clinical competence, the Program aims to prepare graduates for roles as care providers across the health care continuum, as managers of care, and as active members of the nursing profession. The Program affirms the dignity and worth of each individual, and strives to educate students who are adaptable, responsible, politically aware, and committed to lifelong learning. Graduates are prepared for entry-level practice in a variety of healthcare settings. The Program offers opportunities for advanced placement for returning, transfer and challenge students. Students must complete prerequisite courses and assessments prior to application and entry into the Program. All potential applicants are advised to meet with a College of Marin counselor to clarify requirements and develop an education plan.

Credit by Examination:

Students may “challenge” program prerequisite or corequisite courses by use of the college Credit by Examination Process described under “Advanced Placement/Academic Credit” in Section 2 of this catalog. A “challenge” must be completed prior to submitting an application for entry into the Program. “Challenge” courses must be graded using a letter grade; Pass/No Pass grades are not accepted.

Graduation Requirements for Students with a Prior Bachelor's Degree:

Applicants who have verification of an earned Bachelor's degree from a regionally accredited United States college or university may be awarded the Associate of Science degree upon completion of all courses required for nursing licensure. This includes all program prerequisite courses, nursing education courses and communication, psychology and anthropology/sociology courses listed under Degree Requirements, below. Please see a counselor for more information.

A.S. IN NURSING: REGISTERED (R.N.), OCCUPATIONAL OR TRANSFER

The Registered Nursing Education Program, in preparation for licensure as a registered nurse, is offered only at the Kentfield Campus and requires two academic years of prescribed courses, including acquisition of the Associate in Science degree. The curriculum is offered in four semesters. Clinical placements require day and evening scheduling Monday through Sunday. Because the clinical rotations are scheduled on both days and evenings, it is strongly recommended that all prerequisites and corequisites for registered nursing licensure and the Associate of Science degree be taken prior to entry into the program.

Degree Requirements:

- Success in the Registered Nursing Program (NE 95; to be taken once admitted to the Program)
- Human Anatomy (BIOL 120)
- Human Physiology (BIOL 224)
- Microbiology (BIOL 240)
- Chemistry (CHEM 110, 114 or 115)
- English (ENGL 150)
- Nursing Education 180, 180L, 181, 185, 185L, 188, 280, 280L, 281, 283A, 283AL, 283B, 283BL, 284, 284L, 288B (Optional Skills Labs 103 & 205)
- Psychology 110; and 112 or 114
- One course to be selected from: Anthropology 102, 103, or 208; or Sociology 110 or 140
- One course to be selected from: Communication 100, 101, 102*, 103, 104, or 105

*Sonoma State University will not accept Communication 102 to satisfy GE Area A-1; students considering transfer to SSU are advised to take one of the other approved Communication courses.

Note: The College of Marin Registered Nursing Education Program must respond to changing legal/contractual requirements.

ENROLLMENT PROCEDURES FOR NEW STUDENTS

Please refer to the Program website, hs.marin.edu, for detailed information.

A. Application Dates

Completed applications must be submitted online between November 1 and February 1. If either date occurs on a school holiday or weekend, the next following business day will apply.

Applications will not be accepted prior to November 1, and late applications will not be considered.

Application Steps are listed at

hs.marin.edu/nursing/application-process

B. Program Requirements for Consideration of Admission

1. Applicants must submit a complete online application, demonstrate completion of all program prerequisite courses with a grade of "C" or better, be in good academic standing, and meet the established minimal score on the ATI TEAS assessment test of 62% to be considered for admission.

2. Social Security Number/ITIN: While a social security number or an individual tax payer number is not required to be a College of Marin student, it is required by some of the clinical placement locations utilized by the College of Marin Nursing Program. A student must be able to successfully complete the program at all clinical locations; this means that a social security number or an individual tax payer number, if required by the clinical location, must be available. If not, the student will not be admitted to the program.

3. Information on prerequisite courses, co-requisite courses, and courses completed at other institutions is published at

hs.marin.edu/nursing/prerequisites.

C. TEAS Exam

The first TEAS exam score within the last 365 days of application will be the only exam score that is accepted in the application to the program. A minimum score of 62% must be achieved in order to be considered for admission. If a score of 62% is not achieved, applicants have the option to remediate by following the remediation policy set by the Director of Nursing. Information TEAS remediation is available at

hs.marin.edu/nursing/application-process.

D. Admissions

The current Multi-Criteria Spreadsheet is posted [here](#).

It is the responsibility of the applicant to submit a complete and accurate application with all required materials by the application deadline. All materials submitted as part of the application are the property of College of Marin and will not be returned. The college does not assume responsibility for notifying applicants of incomplete applications.

Notification of Space: Applicants who have met all of the above requirements will be offered space based on their multi-criteria admission points until 90% of spaces are filled; the remaining 10% are selected by lottery. Applicants are responsible for providing accurate contact information (including a current email address, as notification is by email). Notification is given by the end of June. No information regarding admission will be given over the phone or without verification of student identity.

Tie of Multi-Criteria Points: In the event of a tie in points among applicants, the department will determine the method by which ties are decided. Methods may include, but are not limited to, personal statement, lottery system, or interview.

Background Screening:

- Clinical facilities require students placed at their site to pass a background screening. Information regarding this screening is included with materials upon the offer of space in the Program.

- All applicants tentatively accepted into the Program must complete a Criminal Background Clearance at a cost of approximately \$57 for 1st-year students and \$29 for 2nd-year students, paid by the student prior to enrollment. Each clinical facility has the right to refuse placement of a nursing student based on criminal background information. Due to the dynamic state of clinical placement sites, applicants must be able to attend every clinical facility utilized by the Program. In the event that any facility refuses placement, the offer of space in the Program will be withdrawn.

- Requirements vary among clinical facilities. Generally an applicant who has a history of felony and/or misdemeanor convictions or any bar exclusion or other ineligibility for federal program participation could be refused placement.

Examples include but are not limited to, DUI (Driving Under the Influence) convictions, any conviction involving child or elder abuse, or any conviction dealing with violence. Applicants should consider their prior background before submitting an application to the Nursing Program.

- Prior to obtaining a license to practice as a Registered Nurse, all graduates must report felony and misdemeanor convictions along with submission of fingerprints. The Board of Registered Nursing may deny licensure based on prior convictions. For a list of convictions substantially related to the practice of nursing, please contact the Board of Registered Nursing Web page: www.rn.ca.gov. It is possible for a student to clear the initial background check and be denied licensure by the BRN.

- Many healthcare facilities require additional background checks prior to employment. A prior history of criminal activity may result in denial of employment.
- Students who have questions about the background screening, Nursing Program eligibility, or the Board of Registered Nursing requirements should contact the Director of Nursing. Students with histories of any of the above events are encouraged to meet with a counselor to discuss career options, including those outside of health care.

Drug Screening: Clinical agencies require mandatory drug screening. Students with a positive drug screening test may be denied placement at clinical facilities which would require withdrawal from the nursing program. The cost is \$35, to be paid by the student. Prior testing results or results from other organizations will not be accepted.

Health Clearance: All accepted applicants will receive instructions on how to submit immunization records via an online platform that College of Marin contracts. The cost is about \$48, to be paid by the student. Applicants must be able to participate in all clinical activities to enter the Program.

E. Applicants not Admitted to the Program

Disqualification: An application may be disqualified for any of the following reasons:

- Application is incomplete.
- Applicants select incorrect application option.
- Official transcripts for all courses have not been submitted.
- All prerequisite courses have not been completed.
- Failure to obtain health and immunization requirements.
- Did not achieve a 62% or greater on the ATI TEAS test.
- Failure of criminal background clearance.*
- Failure of drug screening.*
- Readmission guidelines are not followed.
- Demonstrates violation of the COM Student Conduct Policy.

Disqualified applicants will receive information identifying the reason for the disqualification. Disqualified applicants may apply during the next application period pending correction of the reason(s) for the disqualification.

***Please note that any issue on a background check and any positive result on a drug screen can be grounds for a clinical agency to deny a student access to that facility for a clinical rotation. Students who are found ineligible for clinical placement by the clinical agency after**

admission to the nursing program, due to the result of the background or drug screen, shall be subject to dismissal from the program, as they will be unable to complete mandatory clinical rotations.

Qualified but No Available Space: An applicant may be qualified but not admitted due to lack of available space. If an applicant is not admitted, a new application and updated supporting documents must be submitted the next application period.

Reapplication: Applicants who were determined eligible (met all eligibility requirements and passed the TEAS), but not selected due to a lack of sufficient openings or inability to meet the TEAS cut score, must resubmit a new online application form and new, updated support documents to be considered for the next year's Program openings.

ENROLLMENT PROCEDURES FOR RETURNING READMISSION, TRANSFER, OR CHALLENGE STUDENTS

Please refer to the Program website for details: hs.marin.edu/nursing.

Definitions:

- **Returning Readmission student:** A student who left the College of Marin Registered Nursing Education Program in good standing.
- **Transfer student:** A student who successfully completed one or more semesters of nursing education courses in another program.
- **Challenge student:** A student with prior nursing education (LVN) or other health care education or experience who wishes to enter the Program with advanced standing and receive credit for previous education or prior work experience.

1. All types of admission are on a space-available basis, dependent upon the semester of entry and required course(s). Submission of an application is not a guarantee of space. Please note that applicants who are admitted on a space-available basis do not have a guarantee that space is available in subsequent semesters. Applicants must be prepared for a short time interval between notification of available space and beginning the program.

2. Application Dates:

- Applications accepted November 1 through February 1.
- Applications will only be accepted during the identified application period.
- Incomplete applications will not be considered.
- Students who are admitted after a year absence or longer may be required to:
- Submit prior course work for official audit.

- Officially petition to repeat prior coursework according to Title 5 guidelines.
 - Meet current program admission requirements.
3. Nursing Courses: Applicants requesting credit for completed nursing courses must submit official transcripts, course descriptions and course syllabi for all such courses. Courses are reviewed by the nursing department for equivalency and appropriate Program placement. Courses in nursing education that were taken three or more years prior to a return to a nursing program will not be accepted. Courses taken in a vocational nursing program will not be subject to this policy if the applicant possesses a current LVN (licensed vocational nurse) license in the state of California.
4. Challenge of nursing courses: Applicants who have related experiences to qualify for a challenge must follow the college process noted on under "Admissions Information" in Section 2 of this catalog.
5. Licensed Vocational Nurse Applicants: To receive credit for prior nursing coursework in an approved vocational nursing program, in addition to the process and required information noted in the previous section for new students, applicants must submit the following:
- Official transcripts from vocational nursing school or program requested within one calendar year of the date of application.
 - Copy of current California LVN license.
 - Evidence of current work experience defined as at least one year of continuous employment in the role of a licensed vocational nurse within the last three years. This evidence must be in the form of a written letter from the employer on company letterhead.
6. LVN 30-unit option: Students selecting this option will not obtain a degree nor be considered a graduate of the College of Marin Registered Nursing Program. Students will qualify for the licensing exam as a non-graduate, which may limit employment options and future education opportunities. Prerequisites for this option are Physiology (BIOL 224) and Microbiology (BIOL 240). Applicants are not required to complete the TEAS exam. All applicants wishing to select this entry option must meet with the Director of Nursing prior to submitting an application.

APPLICATION PROCESS (FOR RETURNING READMISSION, TRANSFER, OR CHALLENGE STUDENTS)

1. Returning Students:

- Readmission is not guaranteed.
- Submit an online application to return to the Program by identified due dates.

- For return to fall courses, submit an application with supporting documentation between November 1 and February 1.
- Meet with the Director of Nursing to review and provide verification that the Remediation Plan has been completed. Refer to the COM RN Program Student Handbook available at hs.marin.edu/nursing/application-process for more information.
- A student is eligible for readmission only once.
- Readmission policy after failure or poor student conduct:
 - a. Students who fail any course in the nursing program required for passing the nursing program and/or attaining licensure as a Registered Nurse in California will not be considered for readmission.
 - b. Students who have been dismissed for poor student conduct in the Registered Nursing Program will not be eligible for readmission.
- Readmission policy after withdrawal:
 - a. The Director of Nursing and the Registered Nursing faculty will determine whether a student will be accepted as a returning student if the student previously withdrew from the nursing program while in good standing.
 - b. Student must have withdrawn from the nursing program while in good standing. For example, passing the program but death in the family, pregnancy etc.
 - c. Readmission to the Registered Nursing program after withdrawal is not guaranteed. Each semester the Director of Nursing will determine if there is space available to readmit students who have withdrawn in good standing based on student to teacher ratio, safety considerations in the clinical setting, contract requirements, capacity for placement in clinical facilities, as well as other factors beyond the control of the program, such as fiscal and program resources.
 - d. Students will not be considered for readmission if their nursing major courses are more than one-year-old.
 - e. A student while in good standing who withdraws from the Registered Nursing program a second time will not be considered for readmission to the program.
 - f. Accepted returning students may be asked by the Director of Nursing or faculty to petition to repeat or audit previously taken nursing course(s). District policies AP 4225, 4227, 4228, 4070 apply.

2. Transfer Students:

- Request evaluation of prerequisite and corequisite courses using the college process described in Section B, "Program Requirements for Consideration of Admission."
- Submit an application to the Program by identified due dates.
- To transfer to first- or third-semester nursing courses (in fall), applications are due November 1 to February 1.
- Course Information will be reviewed by the nursing department to determine equivalency and appropriate placement in the Program.
- Pending review of applications, applicants will either be offered an exam date for the TEAS or asked to provide official verification of their latest test score. Repeated TEAS scores must not exceed one score per year. The first score within a year will be accepted.

3. Challenge Students:

- Request evaluation of prerequisite and corequisite courses using the process described in Section B, "Program Requirements for Consideration of Admission."
- Submit an application to the nursing program by identified due dates, identifying degree or 30-unit option.
- For LVN applicants, submit the materials identified in "Enrollment Procedures for Returning Readmission, Transfer, or Challenge Students."

- Course Information is reviewed by the nursing department and Enrollment Services to determine equivalency and appropriate placement in the Program.
- Pending review of applications, applicants will either be scheduled for the ATI TEAS exam or asked to provide official verification of their latest TEAS score.

4. Priority Admission into the Program for Returning Readmission, Transfer and Challenge Students:

- All admissions are on a program space-available basis.
- First priority: Returning students who left the program in good standing defined as successful completion of all nursing courses.
- Second priority: LVN Challenge Degree-Option Applicants.
- Third priority: Transfer students and Returning students who left the program not in good standing (defined as a theory or clinical course failure).
- Fourth priority: LVN Challenge 30-unit Option applicants.
- In the event that there is more than one applicant in any priority level, a random selection

process will be undertaken to provide a ranking number to each applicant in that priority category.

- Any applicant determined eligible but not selected due to lack of space must resubmit a new application and updated support documents during the next application period for consideration.
- Applicants who did not meet the TEAS score will not be considered for admission but may remediate and retake the test after completion of the Remediation Plan developed by the Director of Nursing.

A.S. in Nursing, Registered, Occupational or Transfer

A.S. Degree Major

The Registered Nursing Education Program, in preparation for licensure as a registered nurse, is offered only at the Kentfield Campus and requires two academic years of prescribed courses, including acquisition of the Associate in Science degree. The curriculum is offered in four semesters. Clinical placements require day and evening scheduling Monday through Sunday. Because the clinical rotations are scheduled on both days and evenings, it is strongly recommended that all prerequisites and corequisites for registered nursing licensure and the Associate of Science degree be taken prior to entry into the program.

Major Requirements (Total 44.5 Units)

1. First Semester (Total 14.5 Units)

NE180 - Fundamentals of Nursing 3
NE180L - Fundamentals of Nursing Clinical Laboratory 2
NE181 - Clinical Application Laboratory I 0.5
NE185 - Medical-Surgical Nursing I 3
NE185L - Medical Surgical Nursing I Clinical Laboratory 2
NE188 - Pharmacology I 1
PSY110 - Introduction to Psychology 3

2. Second Semester (Total 13 Units)

NE182 - Clinical Application Laboratory II 0.5
NE280 - Medical Surgical Nursing II 2
NE280L - Medical Surgical Nursing II Clinical Laboratory 2.5
NE283A - Maternal Child Nursing A 2
NE283AL - Maternal Child Nursing A Clinical Laboratory 2
NE288A - Pharmacology II 1
Choose one: PSY112 or PSY114 3
PSY112 - Child and Adolescent Psychology 3
PSY114 - The Psychology of Human Development: Lifespan 3

3. Third Semester (Total 8 Units)

NE281 - Clinical Application Laboratory III 0.5
NE283B - Maternal Child Nursing B 1.5

NE283BL - Maternal Child Nursing B Clinical Laboratory 1

NE284 - Mental Health Nursing and Care of the Older Adult 2

NE284L - Mental Health Clinical 2

NE288B - Pharmacology III 1

4. **Fourth Semester** (Total 9 Units)

NE285 - Medical Surgical Nursing III 2.5

NE285L - Medical Surgical III Clinical Laboratory 2.5

NE286 - Professional Role Development 1

NE286L - Professional Role Development Clinical 3

Program Learning Outcomes

- Demonstrate caring that acknowledges the worth and dignity of all individuals, through skillful use of interpersonal processes and therapeutic nursing interventions.
- Apply the nursing process in a variety of settings to assist clients to promote, maintain, and restore optimal wellness, or provide support during the dying process.
- Perform therapeutic nursing interventions competently, applying knowledge of culture and human development.
- Apply effective written, verbal, and nonverbal communication techniques in interactions with client(s) and members of the health care team.
- Manage care for a group of clients, prioritizing, delegating and coordinating aspects of care and maximizing use of available resources while assuring quality and safety.

Course Information

NE095: Success in the Registered Nursing Program

1.0 Units

(Prerequisites: ENGL 150; BIOL 120, 224, 240; CHEM 110) This course is designed to help nursing students attain the knowledge, skills, and attitudes necessary to grow and thrive in the College of Marin Registered Nursing Program. Students are introduced to critical thinking, QSEN (Quality, Safety, and Education in Nursing), time management, successful study skills, stress management, and test-taking techniques.

NE100: Introduction to Health Careers

2.0 Units

(No prerequisite.) This course is designed for students interested in pursuing a career in health professions. The focus of the course is to outline the roles, responsibilities, and educational

requirements for select health care professions. Students will practice basic health care skills in the Clinical Application Lab. The course is designed to help students develop realistic career goals. May earn a CPR certification. (CSU)

NE103A: Open Skills Laboratory A

0.5 Units

(No prerequisite. Corequisite: NE 181.) This elective course provides opportunities for Registered nursing students who are enrolled in Clinical Application lab, NE 181, to have additional supervised practice performing clinical skills that are required for the profession of registered nursing. (CSU)

NE103B: Open Skills Laboratory B

0.5 Units

(Prerequisite: NE 181. Corequisite: NE 182.) This elective course provides opportunities for Registered nursing students who are enrolled in Clinical Application lab, NE 182, to have additional supervised practice performing clinical skills that are required for the profession of registered nursing. (CSU)

NE103C: Open Skills Laboratory C

0.5 Units

(Prerequisite: NE 181 and NE 182.) This elective course allows the second-year students to practice psychomotor skills and review clinical concepts learned from Clinical Application labs in the first years before transitioning into their second years. (CSU)

NE180: Fundamentals of Nursing

3.0 Units

(Prerequisites: ENGL 150; BIOL 120, 224, 240; CHEM 110; NE 95. Corequisites: NE 180L, 188. Advisory: CIS 110). This is a foundational course that provides a framework for professional nursing practice emphasizing the national Quality and Safety Education for Nurses (QSEN) initiative. Basic nursing concepts introduced in this course include professionalism, safety, infection control, cultural competence, health promotion, health assessment, psychosocial concepts, basic care and comfort skills, the nursing process, communication, and client teaching. These concepts are applied to patients across the lifespan. (CSU)

NE180L: Fundamentals of Nursing Clinical Laboratory

2.0 Units

(Corequisites: NE 180, 181, and 188). This course is the clinical laboratory to accompany NE 180. Students apply basic nursing concepts including professionalism, safety, infection control,

cultural competence, health promotion, health assessment, psychosocial concepts, basic care and comfort skills, communication, and client teaching to the care of clients across the lifespan. Students utilize the nursing process to plan and implement patient-centered care for clients in a variety of healthcare settings. (CSU)

NE181: Clinical Application Laboratory I

0.5 Units

(No prerequisite. Corequisites: NE 180, 180L, 188. This course provides opportunities for first-year registered nursing students (Level I) to learn and practice basic assessment and technical skills fundamental to professional nursing across the lifespan in the safety of a simulated clinical environment. Instruction includes presentation of evidence-based practice and scientific rationales for performance of nursing skills, skill demonstrations, and the opportunity for guided/supervised student practice. In addition to the achievement of technical skill competency, emphasis is placed on integrating the use of the nursing process, communication and documentation skills, client care management skills, and critical thinking and problem-solving skills through the use of clinical simulations and case scenarios. (CSU)

NE182: Clinical Application Laboratory II

0.5 Units

Prerequisite: NE 181. This course provides opportunities for first-year registered nursing students (Level II) to learn and practice intermediate assessment and technical skills fundamental to professional nursing across the lifespan in the safety of a simulated clinical environment. Instruction includes presentation of evidence-based practice and scientific rationales for performance of technical skills, skill demonstrations, and the opportunity for guided/supervised student practice. In addition to the achievement of technical skill competency, emphasis is placed on integrating the use of the nursing process, communication and documentation skills, client care management skills, and critical thinking and problem-solving skills through the use of clinical simulations and case scenarios. (CSU)

NE185: Medical-Surgical Nursing I

3.0 Units

Prerequisite: NE 180, 180L, 188. Corequisites: NE 181, 185L. This course builds on concepts presented in NE 180, focusing on nursing management of patients with recurring and common medical surgical conditions in acute and community settings. It provides the learner with a

systematic method of analyzing and prioritizing assessment data, and applies pathophysiologic concepts to the care of select medical surgical patients. (CSU)

NE185L: Medical Surgical Nursing I Clinical Laboratory

2.0 Units

(Prerequisite: NE 180, 180L. Corequisites: NE 181, 185, and 188. This clinical laboratory accompanying NE 185 builds on concepts presented in NE 180, focusing on the nursing management of adult clients with common and recurring medical surgical conditions. It provides a systematic method of analyzing and prioritizing assessment data, and applies pathophysiologic concepts to the care of medical surgical patients in a variety of health care settings. Students begin to develop clinical judgement and implement therapeutic nursing interventions to promote health and prevent complications. (CSU)

NE188: Pharmacology I

1.0 Units

Prerequisite: NE 95. Corequisite: NE 180, NE 180 L. (Must be enrolled in the COM Registered Nursing Program.) This foundation course focuses on the basic knowledge, skills, and attitudes required of the Registered nurse for the safe dosage calculation, preparation, and administration of medications to all age groups. Principles of pharmacology, legal and ethical considerations, risk reduction strategies, and accurate drug dosage calculation are emphasized. (CSU)

NE205A: Open Skills Laboratory A

0.5 Units

(Prerequisites: NE 181 and NE 182. Corequisite: NE 281. Must be enrolled in the COM Registered Nursing Program.) This elective course provides opportunities for Registered nursing students who are enrolled in Clinical Application lab, NE 281, to receive additional supervised practice performing clinical skills that are required for the profession of registered nursing. (CSU)

NE205B: Open Skills Laboratory B

0.5 Units

This elective course provides opportunities for Registered Nursing students to have additional supervised practice performing clinical skills that are required for the profession of registered nursing. (CSU)

NE280: Medical Surgical Nursing II

2.0 Units

(Prerequisite: NE 185. Corequisite: NE 280L. This course builds on concepts presented in NE 185,

focusing on nursing management of moderately complex medical surgical clients in the acute care, rehabilitative care, and community settings. Nursing concepts related to neurology and cancer are emphasized. (CSU)

NE280L: Medical Surgical Nursing II Clinical Laboratory

2.5 Units

(Prerequisite: NE 185L. Corequisites: NE 280, 182, and 288A. Must be enrolled in the COM Registered Nursing Program.) This clinical laboratory accompanying NE 280 applies nursing concepts to the management of moderately complex medical surgical clients in a variety of healthcare settings. Students further develop clinical judgement and implement therapeutic nursing interventions, to promote health and to recognize and prevent complications. (CSU)

NE283A: Maternal Child Nursing A

2.0 Units

(Prerequisites: NE 180, 185, 188. Corequisite: NE 283AL. This theory course introduces family-centered and culturally aware nursing care of the childbearing family during the prenatal, intrapartum, postpartum, and neonatal periods. Wellness promotion in the new family is emphasized through patient education of evidence-based self-care and parenting practices. Select women's reproductive health concerns such as family planning, infertility, and sexually transmitted diseases are covered, as are the healthcare concerns of the menopausal woman. (CSU)

NE283AL: Maternal Child Nursing A Clinical Laboratory

2.0 Units

(Prerequisites: NE 180L, 185L and 181. Corequisite: NE 283A. This clinical rotation exposes students to a variety of obstetrical-related units in the hospital setting: labor and delivery, postpartum, well-baby, intensive care nursery, and antenatal testing. Additional community clinics serving diverse patient populations provide observational experiences in a range of women's reproductive healthcare. The simulation lab allows students to further explore and manage the nursing care of select reproductive and neonate scenarios. (CSU)

NE283B: Maternal Child Nursing B

1.5 Units

(Prerequisite: NE 180, 185 and 188. Corequisite: NE 283BL. Must be enrolled in the COM Registered Nursing Program.) The course builds on concepts presented in Fundamentals, Medical Surgical I and Pharmacology. The focus is on the

integration and application of the nursing process as it relates to children and families. There is an emphasis on growth and development, safety and health promotion. Nursing management of Level II moderately complex medical surgical pediatric patients in the acute care setting and, in the community, will be explored. (CSU)

NE283BL: Maternal Child Nursing B Clinical Laboratory

1.0 Units

(Prerequisites: NE 180L, 185L and 181. Corequisite: NE 283B.) In this lab course accompanying NE 283B, clinical experiences provide opportunities for students to demonstrate clinical nursing competencies in simulation and in a variety of pediatric settings, incorporating health promotion, illness prevention, and restorative and end-of-life care. (CSU)

NE284: Mental Health Nursing and Care of the Older Adult

2.0 Units

(Prerequisites: NE 180, 185 and 188. Corequisite: NE 284L. This course focuses on mental health concepts related to individuals, families, and communities, emphasizing the nurse-client relationship, commonly occurring mental illnesses, psychopharmacology, and other major treatment modalities. Community mental health issues such as environmental stressors, abuse, violence, substance abuse, and homelessness are emphasized. The course also focuses on the care of older adults, emphasizing promoting healthy aging, managing common geriatric syndromes and chronic illnesses, and addressing end-of-life care. Impacts of an increasing aging population on the health care system, and ethical, legal, and public policy issues in the care of older adults are included. (CSU)

NE284L: Mental Health Clinical

2.0 Units

(Prerequisites: NE 180L, NE 185L and 181. Corequisite: NE 284. In this clinical laboratory accompanying NE 284, students apply the nursing process to the care of pediatric and adult clients with select mental disorders. Students collaborate with other health care professionals in management, health education, and resolution of legal and ethical issues in mental health. Students further develop therapeutic communication techniques and approaches for care of clients and families in crisis, and for individuals demonstrating challenging behaviors. Students also apply the nursing process to the care of older adults in acute and community settings, emphasizing promoting healthy aging, managing common

geriatric syndromes and chronic illnesses, and providing end-of-life care. (CSU)

NE285: Medical Surgical Nursing III

2.5 Units

(Prerequisite: NE 280. Corequisite: NE 285L.)

This course builds on concepts presented in NE 280, focusing on the nursing management of unstable, complex patients with multisystem problems. Nursing concepts related to complex multisystem problems including complex respiratory and cardiovascular problems, sepsis and shock, kidney failure, and burns are explored. (CSU)

NE285L: Medical Surgical III Clinical Laboratory

2.5 Units

Prerequisite: NE 280L. Corequisites: NE 285. In this clinical laboratory accompanying NE 285, students apply the nursing process to focus on the nursing management of unstable, complex patients with multisystem problems. Students apply advanced medical surgical nursing concepts to further develop prioritization and organizational skills, identify emergent patient care needs, and use clinical judgement to promote optimum patient outcome. (CSU)

NE286: Professional Role Development

1.0 Units

(Prerequisite: NE 285, NE 285 L Corequisite: NE 286 L. This course focuses on professional, management, and career skills needed by senior nursing students to make a successful transition to graduate Registered nurse. Professional issues include membership in nursing organizations, political activism, ethical and legal issues, health care economics, and current policy issues that affect health care delivery and the nursing profession. Patient care management skills include staffing and assignments, delegation and supervision, conflict management, quality assurance, and risk management. Career issues include the process for obtaining licensure, guidelines for writing resumes and cover letters, and interview preparation. (CSU)

NE286L: Professional Role Development Clinical

3.0 Units

(Prerequisites: NE 285, NE 285L, Corequisite: NE 286.) This course, the clinical laboratory accompanying NE 286, provides experiences that facilitate the transition from student to graduate Registered nurse. It provides opportunities to integrate cumulative nursing knowledge and experience into clinical practice; to manage care for a group of clients; to actively collaborate with

clients, families, and health care team members; and to further develop technical skill competencies under the direct supervision of a preceptor and the indirect supervision of a faculty liaison. Particular emphasis is given to the development of leadership/management skills required of a nurse in an entry-level position. (CSU)

NE288A: Pharmacology II

1.0 Units

(Prerequisite: NE 188.) This course builds upon concepts presented in NE 188, highlighting the major drug classifications, common prototype medications, and nursing management of drug therapy. Research findings and theory-based knowledge are applied in assessing the needs of clients for medications, safe medication administration, and patient education. Focus is on the basic knowledge, skills, and attitudes required for evidence-based medication administration and monitoring in the major drug categories. Representative medications affecting the following systems are discussed: neurological, gastrointestinal, respiratory, endocrine, cardiovascular, integumentary, renal, and sensory. Lifespan differences and complementary/alternative therapies are described as they affect medication administration. (CSU)

NE288B: Pharmacology III

1.0 Units

(Prerequisite: NE 188, 288A.) This course builds upon concepts presented in NE 288A, highlighting the major drug classifications, common prototype medications, and nursing management of drug therapy. Research findings and theory-based knowledge are applied in assessing the needs of clients for medications, safe medication administration, and patient education. Focus is on the basic knowledge, skills, and attitudes required for evidence-based medication administration and monitoring in the major drug categories. (CSU)

VOCN6010: Review of Nursing Care and Skills for RN Students

0.0 Units

This course offers the RN student additional practice in the class/clinical/laboratory setting. It is designed to provide additional practice and remediation in topics ranging from assessment, nursing care planning, documentation, communication, medication administration, nursing skills, and organization, to critical thinking and clinical decision making. Students must be enrolled in COM's RN program, and are recommended to this course by their clinical instructor.

VOCN6015: Successful RN Preceptor Course

0.0 Units

This course prepares registered nurses to be effective preceptors for fourth-semester nursing students. The course includes content related to roles and responsibilities of the preceptor: supervision and legal issues, communication plan, values clarification, writing behavioral objectives, the advisement and evaluation process; and accidents and injuries.

VOCN6020: Test of Essential Academic Skills Preparation Course

0.0 Units

This course introduces the Test of Essential Academic Skills (TEAS) test plan, describing content areas of reading comprehension; mathematics; science and technical reasoning; and English and English language skills, and discusses test taking skills. The last meeting includes a post assessment test, grading the test, and how to register for the TEAS.

Philosophy - PHIL

Program Information

The aim of philosophy courses is to understand how the great minds of the past and present have perceived and answered the most challenging questions about knowledge and reality and then to develop one's own philosophy. This discipline encourages the acquisition and development of creative thought processes.

AA-T Philosophy

A.A. Degree for Transfer

This degree is primarily intended for the student who wants to earn a degree on the way to transferring to a California State University. To complete this Associate Degree for Transfer, a student must:

1. Complete 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - The Intersegmental General Education Transfer Curriculum (IGETC) or The California State University General Education – Breadth Requirements.
 - A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

2. Complete all courses in the major with a grade of “C” or better, or “P” if the course is taken as “pass/no pass.”
3. Obtain a minimum grade point average of 2.0.

Major Requirements (Total 18 - 20 Units)

1. **Required Core** (Total 9 Units)
 - PHIL110 - Introduction to Philosophy 3
 - PHIL111 - Introduction to Ethics 3
 - PHIL112 - Introduction to Logic 3
 2. **List A - select two courses** (Total 6 - 8 Units)
 - BUS107 - Business Law 3
 - COMM104 - Argumentation and Persuasion 3
 - ENGL151 - Advanced College Writing about Literature (1B) 4
 - ENGL155 - Critical Thinking and Composition 4
 - ETST110 - Introduction to Ethnic Studies 3
 - HIST110 - Western Civilization I: to 1350 3
 - HIST111 - Western Civilization II: 1350 to 1815 3
 - HIST112 - Western Civilization III: the 19th and 20th Centuries 3
 - HIST117 - History of the United States I 3
 - HIST118 - History of the United States II 3
 - HUM118 - Introduction to World Religions 3
 - PHIL117 - History of Philosophy: Late Modern to Contemporary 3
 - BEHS130 - Race and Ethnicity 3
 - SOC130 - Race and Ethnicity 3
 3. **List B - select one course or any course from List A not previously used** (Total 3 Units)
 - PHIL115 - History of Philosophy: Ancient 3
 - PHIL116 - History of Philosophy: Medieval 3
 - PHIL118 - Aesthetics 3
 - HUM101 - The Human Condition 3
 - HUM125 - Myth, Symbol, & the Arts 3
 - HUM100A - Introduction to Humanities: Ancient Greece to the Medieval Period 3
 - HUM100B - Introduction to Humanities: Renaissance to the Modern Period 3
- Double-Counted Units (IGETC) 6 - 12**
Double-Counted Units (CSU-GE) 9 - 15
IGETC/CSU-GE Units 37 - 39
Elective Units (following the IGETC pattern) 9 - 17
Elective Units (following the CSU-GE pattern) 10 - 18
Total Degree Units 60

Program Learning Outcomes

- Read and discuss classic texts in philosophy.
- Engage in critical thinking and logical argumentation both orally and in writing.
- Analyze and synthesize the issues and topics dealt with in philosophy.
- Form original arguments both orally and in writing and relate class material to their own lives.

Note: This version of ADT is submitted in the California Community Colleges Curriculum Inventory (COCI) system and pending review.

Course Information

PHIL110: Introduction to Philosophy

3.0 Units

(Prerequisite: Eligibility for college level composition, English 150 (1A) or the equivalent. PHIL 110 is not a prerequisite for PHIL 111.) This course introduces major thinkers, movements and ideas in the western philosophical tradition. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B, C-ID: PHIL 100

PHIL111: Introduction to Ethics

3.0 Units

(Prerequisite: Eligibility for college level composition, English 150 (1A) or the equivalent.) This course introduces students to the major philosophical ethical theories and encourages them to apply these theories to situations in contemporary culture. Students gain an increased understanding of the role that ethical reasoning plays in the maintenance of culture. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B, C-ID: PHIL 120

PHIL112: Introduction to Logic

3.0 Units

(No prerequisite.) An introduction to the logical analysis and evaluation of arguments. Topics covered include: argument diagramming, categorical logic, sentential logic, and formal and informal fallacies. (CSU/UC) AA/AS Area C or E, CSU Area A-3, C-ID: PHIL 110

PHIL115: History of Philosophy: Ancient

3.0 Units

(Prerequisite: Eligibility for college level composition, English 150 (1A) or the equivalent.) An introduction to ancient Greek philosophy, focusing on the Presocratics, Socrates, Plato, Aristotle, the Cynics, Stoics, Epicureans and Skeptics. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B, C-ID: PHIL 130

PHIL116: History of Philosophy: Medieval

3.0 Units

(Prerequisite: Eligibility for college level composition, English 150 (1A) or the equivalent.) An introduction to the history of Medieval philosophy from St. Augustine to Sir William of Ockham. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

PHIL117: History of Philosophy: Late Modern to Contemporary

3.0 Units

(Prerequisite: Eligibility for college level composition, English 150 (1A) or the equivalent.) This course deals with the history of philosophy from the end of the eighteenth century to the contemporary period. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

PHIL118: Aesthetics

3.0 Units

(Prerequisite: Eligibility for college level composition, English 150 (1A) or the equivalent.) An introduction to aesthetic theory and the philosophy of art. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

Physical Education - PE

Program Information

For standard Physical Education courses, please see the Kinesiology discipline.

Course Information

Note: For UC transfer credits, any or all of these PE Activity courses combined: maximum credit, 4 units.

PE070: Adapted Aquatics

0.5 Units

(Prerequisite: Recommendation of student's health care provider including a completed medical form.) A class for any student who will benefit from a program of aquatic exercise. Swimming skills are not necessary. (CSU/UC) AA/AS Area H

PE070A: Adapted Aquatics

0.5 Units

(Prerequisite: Recommendation of student's health care provider including a completed medical form.) Focusing on individual needs and limitations students will learn basic swim strokes and water exercise routines to improve overall health and fitness. (CSU/UC) AA/AS Area H

PE070B: Adapted Aquatics

0.5 Units

(Prerequisite: Recommendation of student's health care provider including a completed medical form.) Focusing on individual needs and limitations, students will learn basic swim strokes and water exercise routines to improve overall health and fitness. Swimming skills are not necessary. (CSU/UC) AA/AS Area H

PE071: Adapted Fitness and Strength Training

0.5 Units

(Prerequisite: Recommendation of student's health care provider including completed medical

form, and a student educational plan.) An aerobic fitness class developed to meet the needs of students with physical disabilities. Students will participate in group exercise activities (sitting or standing) designed to enhance cardiovascular fitness, strength, flexibility, coordination, and balance. (CSU/UC) AA/AS Area H

PE071A: Adapted Fitness and Strength Training

0.5 Units

(Prerequisite: Recommendation of student's physician and completed medical form.) This is a group fitness and strength training course, designed to introduce students with disabilities to the fundamental principles and elements of fitness and wellness: muscular and cardiovascular strength and endurance, balance, coordination, agility and self-care, as they are appropriate to each individual student. (CSU/UC) AA/AS Area H

PE071B: Adapted Fitness and Strength Training

0.5 Units

(Prerequisite: Submit a Medical Release form, available through Student Accessibility Services: 415.485.9406 and the Adapted P.E. office: 415.485.9654 [completed by student's healthcare professional] and submitted to the Adapted PE program prior to class participation.) This is a group fitness and strength training course, designed to introduce students with disabilities to the fundamental principles and elements of fitness and wellness: muscular and cardiovascular strength and endurance, balance, coordination, agility and self-care, as they are appropriate to each individual student. (CSU/UC) AA/AS Area H

PE072A: Adapted General Conditioning

0.5 - 1.0 Units

(Prerequisite: Recommendation of student's health care provider including a completed medical form.) In this course, designed for students with disabilities, under the direction of the instructor, students develop a fitness program based on their individual needs, including use of stationary bicycles, cardio, resistance, and core strengthening equipment and activities. (CSU/UC) AA/AS Area H

PE072B: Adapted General Conditioning

0.5 - 1.0 Units

(Prerequisite: A Medical Release form, completed by student's medical health provider prior to class participation. If student has no verifiable disability, no Medical Release form is required.) Under the direction of an instructor, this course provides students opportunities to develop an individualized fitness program, emphasizing functional motor

control, strength training, cardiovascular endurance, highlighting independence and lifelong fitness skills, as they are appropriate to each individual student. (CSU/UC) AA/AS Area H

PE074A: Adapted Yoga

0.5 - 1.0 Units

(Prerequisite: Recommendation of student's physician and completed medical form.) This is a safe yoga class, designed for students with disabilities. Instruction includes total body movement, breathing, and relaxation techniques, emphasizing proper alignment, mind/body connection, and stress reduction techniques. (CSU/UC) AA/AS Area H

PE074B: Adapted Yoga

0.5 - 1.0 Units

(Prerequisite: Recommendation of student's physician, completed medical form, and a student educational plan.) This is a safe yoga class, designed for students with disabilities. Instruction includes total body movement, breathing, and relaxation techniques, emphasizing proper alignment, mind/body connection, and stress reduction techniques. (CSU/UC) AA/AS Area H

PE077A: Beginner Hatha Chair Yoga

0.5 Units

(Prerequisite: Recommendation of student's health care provider including a completed medical form.) This class is for students who needed accommodations during a yoga practice. Hatha yoga focus on alignment, breathing, and slow movement. Prior yoga skills are not necessary. (CSU/UC) AA/AS Area H

PE077B: Beginner Hatha Chair Yoga

0.5 Units

(Prerequisite: Recommendation of student's health care provider including a completed medical form.) This class is for students who need accommodations during a yoga practice. Hatha Yoga focus on alignment, breathing, and slow movement. Prior yoga skills are not necessary. (CSU/UC) AA/AS Area H

PEN070: Adapted Aquatics

0.0 Units

(Prerequisite: Recommendation of student's health care provider including a completed medical form.) A class for any student who will benefit from a program of aquatic exercise. Swimming skills are not necessary.

PEN070A: Adapted Aquatics

0.0 Units

(Prerequisite: Recommendation of student's health care provider including a completed medical form.) Focusing on individual needs and

limitations students will learn basic swim strokes and water exercise routines to improve overall health and fitness.

PEN070B: Adapted Aquatics

0.0 Units

(Prerequisite: Recommendation of student's health care provider including a completed medical form.) Focusing on individual needs and limitations, students will learn basic swim strokes and water exercise routines to improve overall health and fitness. Swimming skills are not necessary.

PEN071: Adapted Fitness and Strength Training

0.0 Units

(Prerequisite: Submit a Medical Release form, available through Student Accessibility Services: 415.485.9406 and the Adapted P.E. office: 415.485.9654 [completed by student's healthcare professional] and submitted to the Adapted PE program prior to class participation.) This is a group fitness and strength training course, designed to introduce students with disabilities to the fundamental principles and elements of fitness and wellness: muscular and cardiovascular strength and endurance, balance, coordination, agility and self-care, as they are appropriate to each individual student.

PEN071A: Adapted Fitness and Strength Training

0.0 Units

(Prerequisite: Submit a Medical Release form, available through Student Accessibility Services: 415.485.9406 and the Adapted P.E. office: 415.485.9654 [completed by student's healthcare professional] and submitted to the Adapted PE program prior to class participation.) This is a group fitness and strength training course, designed to introduce students with disabilities to the fundamental principles and elements of fitness and wellness: muscular and cardiovascular strength and endurance, balance, coordination, agility and self-care, as they are appropriate to each individual student.

PEN071B: Adapted Fitness and Strength Training

0.0 Units

(Prerequisite: Submit a Medical Release form, available through Student Accessibility Services: 415.485.9406 and the Adapted P.E. office: 415.485.9654 [completed by student's healthcare professional] and submitted to the Adapted PE program prior to class participation.) This is a group fitness and strength training course, designed to introduce students with disabilities to

the fundamental principles and elements of fitness and wellness: muscular and cardiovascular strength and endurance, balance, coordination, agility and self-care, as they are appropriate to each individual student.

PEN072A: Adapted General Conditioning

0.0 Units

(Prerequisite: Recommendation of student's health care provider including a completed medical form.) In this course, designed for students with disabilities, under the direction of the instructor, students develop a fitness program based on their individual needs, including use of stationary bicycles, cardio, resistance, and core strengthening equipment and activities.

PEN072B: Adapted General Conditioning

0.0 Units

(Prerequisite: A Medical Release form, completed by student's medical health provider prior to class participation. If student has no verifiable disability, no Medical Release form is required.) Under the direction of an instructor, this course provides students opportunities to develop an individualized fitness program, emphasizing functional motor control, strength training, cardiovascular endurance, highlighting independence and lifelong fitness skills, as they are appropriate to each individual student.

PEN074A: Adapted Yoga

0.0 Units

(Prerequisite: Recommendation of student's physician and completed medical form.) This is a safe yoga class, designed for students with disabilities. Instruction includes total body movement, breathing, and relaxation techniques, emphasizing proper alignment, mind/body connection, and stress reduction techniques.

PEN074B: Adapted Yoga

0.0 Units

(Prerequisite: Recommendation of student's health care provider including a completed medical form.) This is a safe yoga class, designed for students with disabilities. Instruction includes total body movement, breathing, and relaxation techniques, emphasizing proper alignment, mind/body connection, and stress reduction techniques.

PEN077A: Beginner Hatha Chair Yoga

0.0 Units

(Prerequisite: Recommendation of student's health care provider including a completed medical form.) This class is for students who needed accommodations during a yoga practice. Hatha yoga focus on alignment, breathing, and

slow movement. Prior yoga skills are not necessary.

PEN077B: Beginner Hatha Chair Yoga

0.0 Units

(Prerequisite: Recommendation of student's health care provider including a completed medical form.) This class is for students who need accommodations during a yoga practice. Hatha Yoga focus on alignment, breathing, and slow movement. Prior yoga skills are not necessary.

Physics - PHYS

Program Information

The study of physics is extensive. It includes such fields as astronomy, optics, nuclear and high-energy physics, acoustics, solid state physics, biophysics, and geophysics. The career physicist may stand on a missile-launching pad, go beneath the sea or ascend into the upper atmosphere. Today, however, nuclear physicists represent the largest single group of full-time employed physicists.

Physics Prerequisite Recency Requirement

To ensure student success, certain chemistry and physics courses have 5-year prerequisite recency requirements. The chemistry prerequisites for CHEM 131, 132, 132E, 231, 232 and 232E and the physics prerequisites for PHYS 108B, 207B and 207C must have been successfully completed within the past 5 years. Students may challenge these recency requirements by taking a test, by arrangement with the Physical Sciences Department chairperson.

AS-T Physics

A.S. Degree for Transfer

This degree is primarily intended for the student who wants to earn a degree on the way to transferring to a California State University. To complete this Associate Degree for Transfer, a student must:

1. Complete 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - The Intersegmental General Education Transfer Curriculum (IGETC) or The California State University General Education – Breadth Requirements.
 - A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

2. Complete all courses in the major with a grade of "C" or better, or "P" if the course is taken as "pass/no pass."
3. Obtain a minimum grade point average of 2.0.

Major Requirements (Total 30 Units)

MATH123 - Analytic Geometry and Calculus I 5
MATH124 - Analytic Geometry and Calculus II 5
MATH223 - Analytic Geometry and Calculus III 5
PHYS207A - Mechanics and Properties of Matter 5

PHYS207B - Electricity and Magnetism 5

PHYS207C - Heat, Light & Sound 5

Double-Counted Units (IGETC only) 7

IGETC 37

Elective Units (following the IGETC pattern) 0

Total Degree Units 60

Program Learning Outcomes

- Analyze physical phenomena by identifying and applying the relevant physical principles.
- Solve problems requiring the application of calculus-based physics.
- Collect and analyze experimental data and present it in a lab report.

Course Information

Note: For UC transfer credits, PHYS 108A, PHYS 108B and PHYS 207A, PHYS 207B, PHYS 207C combined: maximum credit, 1 series - deduct credit for duplication of topics*. No credit for PHYS 110 if taken after PHYS 108A or PHYS 207A.

PHYS108A: General Physics I

4.0 Units

(Prerequisite: Math 104 or placement by the current assessment methods. Advisory: Math 121.) This course introduces topics in physics including motion, forces, energy, oscillation, waves, fluids, heat, and thermodynamics. Emphasizes problem-solving based in algebra and trigonometry, as well as laboratory investigations and experimental techniques. (CSU/UC) AA/AS Area A, CSU Area B-1 and B-3, IGETC Area 5A and 5C, C-ID: PHYS 105

PHYS108AC: General Physics I (Calculus Supplement)

1.0 Units

(Prerequisite: PHYS 108A or concurrent enrollment, and Math 121 or placement by the current assessment methods.) Covers basic concepts of kinematics, forces, rotational motion, fluids, oscillations and waves, and heat and thermodynamics, with a calculus-based set of problem assignments. (CSU/UC) AA/AS Area A, CSU Area B-1

PHYS108B: General Physics II

4.0 Units

(Prerequisite: PHYS 108A. This prerequisite must have been completed within the past 5 years.) A continuation of introductory topics in physics, focusing on the basic laws and concepts of electricity and magnetism, including the treatment of electric fields, charges and potentials, capacitance, electric current, basic DC and AC circuits, magnetism, electromagnetic induction, electromagnetic waves, light, and geometric optics. Additionally, the course explores modern physics, including relativity, quantum physics, molecular physics, and nuclear physics. Emphasizes problem-solving based in algebra and trigonometry, as well as laboratory investigations and experimental techniques. (CSU/UC) AA/AS Area A, CSU Area B-1 and B-3, IGETC Area 5A and 5C

PHYS108BC: General Physics II (Calculus Supplement)

1.0 Units

(Prerequisite: PHYS 108B or concurrent enrollment, and Math 122.) An introduction to the fundamental concepts of electricity, magnetism, light, and modern physics with a calculus-based set of problem assignments. (CSU/UC) AA/AS Area A, CSU Area B-1

PHYS110: Introductory Physics

3.0 Units

(No prerequisite.) An introduction to the development and manifestation of the basic physical laws, the process of scientific inquiry and discovery, and the relationship and responsibilities of science to society. (CSU/UC) AA/AS Area A, CSU Area B-1, IGETC Area 5A

PHYS110L: Conceptual Physics Laboratory

1.0 Units

(Prerequisite: PHYS 110 or concurrent enrollment.) This laboratory course introduces basic physical laws covered in PHYS 110 and meets the CSU GE and UC Lab Experience requirements. (CSU/UC) AA/AS Area A, CSU Area B-3, IGETC Area 5C

PHYS207A: Mechanics and Properties of Matter

5.0 Units

(Prerequisites: Math 123, and Math 124 or concurrent enrollment.) This course develops the physical laws, concepts, and mathematical tools needed to describe motion and the action of forces. Central ideas include Newton's laws of motion, conservation of energy, and conservation of linear and angular momentum. Emphasizes problem solving. (CSU/UC) AA/AS Area A, CSU

Area B-1 and B-3, IGETC Area 5A And 5C, C-ID: PHYS 205

PHYS207B: Electricity and Magnetism

5.0 Units

(Prerequisites: PHYS 207A, and Math 223 or concurrent enrollment. The physics prerequisite must have been completed within the past 5 years.) This course develops both microscopic and macroscopic descriptions of electricity and magnetism. The microscopic viewpoint is described by Maxwell's four equations, which relate electric and magnetic fields to electric charges and currents, and by Coulomb's law. The macroscopic description involves simple AC and DC circuit analysis, which includes Ohm's law and the concepts of resistance, capacitance, inductance, impedance, and electrical resonance. (CSU/UC) AA/AS Area A, CSU Area B-1 and B-3, C-ID: PHYS 210

PHYS207C: Heat, Light, Sound, and Modern Physics

5.0 Units

(Prerequisites: PHYS 207A, and Math 223 or concurrent enrollment.) This course develops the concepts and laws describing four different but related topics. The major ideas include the first and second laws of thermodynamics, kinetic theory of gases, interference and diffraction of light and sound waves, optical instruments, atomic structure of matter, nuclear physics, and a brief introduction to quantum theory. (CSU/UC) AA/AS Area A, CSU Area B-1 and B-3

Political Science - POLS

Program Information

Political science is the study of government and politics. The major in political science is primarily designed for the student who desires a liberal arts education with a political science emphasis and who plans to enter a career in government service or public administration, seeks training for positions in the overseas agencies of the United States government, intends to pursue the study of law, or who wants to specialize in journalism or writing with an emphasis on government.

AA-T in Global Studies

A.A. Degree for Transfer

The goal of the Associate in Arts in Global Studies for Transfer Degree is to provide an efficient option for transfer to the California State University (CSU) from College of Marin in the Global Studies and related majors. As one of the primary missions of the community college is

transfer, this degree offers students an option in a high-demand major. The intent is for students to satisfy the lower-division major preparation and general education requirements before transfer. To complete this Associate Degree for Transfer, a student must:

1. Complete 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - The Intersegmental General Education Transfer Curriculum (IGETC) or The California State University General Education – Breadth Requirements.
 - A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Complete all courses in the major with a grade of “C” or better, or “P” if the course is taken as “pass/no pass.”
3. Obtain a minimum grade point average of 2.0.

Major Requirements (Total 21 - 24 Units)

1. Required Core (Total 6 Units)

POLS201 - Understanding Globalization 3

SOC114 - Global Social Issues 3

2. List A: Select five courses from at least four of the following areas (Total 15 - 18 Units)

Area 1: Culture and Society 3 - 7

ANTH102 - Introduction to Cultural Anthropology 3

HIST102 - World History II: Evolution of the Modern World 4

Area 2: Geography 3 - 6

GEOG100 - World Regional Geography 3

GEOG101 - The Physical Environment 3

GEOG102 - Human Environment 3

Area 3: Economics 3 - 6

ECON101 - Principles of Macroeconomics 3

ECON102 - Principles of Microeconomics 3

ECON120 - Introduction to Environmental Economics 3

Area 4: Politics 3 - 6

POLS102 - Comparative Political Systems 3

POLS104 - International Relations 3

Area 5: Humanities 3 - 8

ENGL224 - Survey of World Literature Through 1650 3

ENGL225 - Survey of World Literature Since 1650 3

FREN203 - Intermediate French III 4

FREN204 - Intermediate French IV 4

ITAL203 - Intermediate Italian III 4

ITAL204 - Intermediate Italian IV 4

JPNS203 - Intermediate Japanese III 4

JPNS204 - Intermediate Japanese IV 4

SPAN203 - Intermediate Spanish III 4

SPAN204 - Intermediate Spanish IV 4

Double-Counted Units (IGETC) 9 - 15

Double-Counted Units (CSU-GE) 6 - 12

IGETC/CSU-GE Units 37 - 39

Elective Units (following the IGETC pattern) 8 - 17

Elective Units (following the CSU-GE pattern) 3 - 12

Total Degree Units 60

Program Learning Outcomes

- Demonstrate awareness of diverse social, economic, political, cultural, environmental and demographic conditions found around the world
- Compare and contrast various geographic regions of the world
- Describe global systems and their interdependence
- Acquire the communication skills needed to work effectively in a global or multicultural context
- Engage as active citizens in your community, country, global society

Note: ANTH103 is no longer available in List A due to course deactivation.

AA-T Political Science

A.A. Degree for Transfer

This degree is primarily intended for the student who wants to earn a degree on the way to transferring to a California State University. To complete the Associate in Arts in Political Science for Transfer degree (AA-T), a student must: 1. Complete 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following: • The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements. • A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district. Up to 12 units may be double-counted. 2. Complete all courses in the major with a grade of “C” or better, or “P” if the course is taken as “pass/no pass.” 3. Obtain a minimum grade point average of 2.0.

To complete this Associate Degree for Transfer, a student must:

1. Complete 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - The Intersegmental General Education Transfer Curriculum

(IGETC) or The California State University General Education – Breadth Requirements.

- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- 2. Complete all courses in the major with a grade of “C” or better, or “P” if the course is taken as “pass/no pass.”
- 3. Obtain a minimum grade point average of 2.0.

Major Requirements (Total 18 - 21 Units)

1. Required Core (Total 3 Units)

POLS101 - Introduction to the Government of the United States 3

2. List A - select three courses; may select course from Required Core not already used.

(Total 9 - 10 Units)

POLS100 - American Political Institutions 3

POLS102 - Comparative Political Systems 3

POLS103 - Political Theory 3

POLS104 - International Relations 3

Statistics options: MATH115 or STAT115 4

MATH115 - Probability and Statistics 4

STAT115 - Introduction to Statistics for Business 4

3. List B - select two courses; may select any List A course not already used. (Total 6 - 8 Units)

ECON101 - Principles of Macroeconomics 3

ECON102 - Principles of Microeconomics 3

ETST111 - History of African Americans (A) 3

ETST112 - Introduction to African American Studies 3

ETST121 - Introduction to Chicana/o Studies 3

ETST151 - Ethnic Studies: Native American History 3

GEOG102 - Human Environment 3

HIST100 - Major Trends and Selected Topics in American History 3

HIST101 - World History I: Origins of the Major Traditions 4

HIST102 - World History II: Evolution of the Modern World 4

HIST110 - Western Civilization I: to 1350 3

HIST111 - Western Civilization II: 1350 to 1815 3

HIST112 - Western Civilization III: the 19th and 20th Centuries 3

HIST117 - History of the United States I 3

HIST118 - History of the United States II 3

HIST211 - Women in American History and Politics 3

HIST214 - History of Latin America 3

HIST216 - History of Mexico 3

HIST238 - History of Africa 3

POLS117 - The Middle East: A Political Perspective 3

POLS211 - Women/History/Politics 3

POLS219 - The Politics of the United States Presidency 3

POLS220 - American Foreign Policy 3

Double-Counted Units (IGETC/CSU-GE) 9 - 12

IGETC/CSU-GE Units 37 - 39

Elective Units (following the IGETC pattern) 14 - 16

Elective Units (following the CSU-GE pattern) 12 - 14

Total Degree Units 60

Program Learning Outcomes

- Explain and illustrate the interactions between federal, state, and local governments.
- Identify key factors in the historical origins and foundations of the American political system.
- Analyze systems and draw conclusions about their relative effectiveness in meeting the needs of the nation and its people.
- Critically evaluate and compare economic systems and social conditions of specific nations.
- Relate theories concerning the purpose of government, the relationship between government and people, and the justification for the acquisition and exercise of power.
- Identify and discuss the factors leading to greater interdependency in the international arena.

Course Information

Note: For UC transfer credits, POLS 100 and POLS 101 combined: maximum credit, 1 course.

POLS100: American Political Institutions

3.0 Units

(No prerequisite.) This course surveys institutions, policies, processes and dynamics of American politics: the executive, legislative, and judicial branches as well as the media, interest groups, and citizens. Emphasis is on the American political values and the distribution of power in America. The objective of the course is to teach students to critically question, analyze, and interpret the current events taking place, and to discover how they, as citizens, can help shape and influence government policy. (CSU/UC) AA/AS Area B or F, CSU Area D-8, IGETC Area 4, CSU U.S. History, Constitution, and American Ideals, C-ID: POLS 110

POLS101: Introduction to the Government of the United States

3.0 Units

(No prerequisite. POLS 101 is recommended over POLS 100 for majors in prelegal, social sciences, liberal arts, and teaching.) An introduction to political science as a survey of American government. Students learn methods of political analysis and the application of these methods to the study of American government. The course emphasizes national government but provides an understanding of government at the state and local level as well. Particular attention is paid to the dynamics, which make the principles meaningful and the machinery operate. Students develop insights into the clash of ideas in American politics and how they can influence political outcomes. (CSU/UC) AA/AS Areas B or F, CSU Area D-8, IGETC Area 4, CSU U.S. History, Constitution, and American Ideals

POLS102: Comparative Political Systems

3.0 Units

(No prerequisite.) This course is designed to help students gain knowledge of the world's diverse political structures and practices. It focuses on specific countries and general concepts used to interpret key political relationships within nations, and to compare political, economic and social systems among nations. (CSU/UC) AA/AS Area B, CSU Area D-8, IGETC Area 4, C-ID: POLS 130

POLS103: Political Theory

3.0 Units

(No prerequisite.) An introduction to the history of political thought from Plato to the present. Present examples of the theory and practice of politics and the description and analysis of political behavior are related to great political thinkers of the past. New approaches to solve political and social problems are discussed. (CSU/UC) AA/AS Area B, CSU Area D-8, IGETC Area 4, C-ID: POLS 120

POLS104: International Relations

3.0 Units

(No prerequisite.) This course is designed to introduce students to the theory and practice of international relations. The course identifies the various players in global politics and describes and explains their behavior and the structure of the international system in which they operate. Included is an examination of not only the traditional subjects of international relations, such as power, nationalism, diplomacy, and war, but also those transnational factors that have come to play a critical role in an increasingly interdependent world, such as immigration, trade and economic/financial activities, the environment, human rights, and terrorism. (CSU/UC) AA/AS Area B, CSU Area D-8, IGETC Area 4

POLS117: The Middle East: A Political Perspective

3.0 Units

(No prerequisite.) This course surveys the major political developments in the Middle East in their historical and cultural context from the rise of Islam to the present, emphasizing the developments of the post-Cold War period and contemporary politics. The wide range of viewpoints regarding the role of political elites, great powers, oil, the Arab-Israeli conflict, gender politics, and factors impacting the growth of democracy in the Middle East are explored. Students also analyze images and discourse used in media, government, and other institutions to explain historical and contemporary events in this region. (CSU/UC) AA/AS Area B, CSU Area D-8

POLS201: Understanding Globalization

3.0 Units

(No prerequisite.) This course explores the current wave of global political, economic, and social change, and the opportunities and challenges it brings to states, institutions, and individuals. Focus is on what the individual needs to know and understand to be an effective participant in these rapidly-changing global phenomena. (CSU/UC) AA/AS Area B, CSU Area D-7, IGETC Area 4

POLS203: Understanding Terrorism

3.0 Units

(No prerequisite.) Using lecture, class and group discussion, project based learning, audiovisual materials, and guest speakers, this course is a multidimensional exploration of terrorism from historical, political, ideological, and religious perspectives. (CSU/UC) AA/AS Area B, CSU Area D, IGETC Area 4

POLS210: War, Peace, and the United Nations

3.0 Units

(No prerequisite.) This course introduces the study of diplomacy in international crises, emphasizing the role of the United Nations and other international organizations in processes and politics that prevent war and preserve peace. Students learn to question, analyze, and interpret international news and events to understand the role of negotiation and mediation in international relations. The course also includes optional student participation in the proceedings of a regional Model United Nations. (CSU/UC) AA/AS Area B, CSU Area D, IGETC Area 4

POLS211: Women in American History and Politics

3.0 Units

(No prerequisite. Can be taken as POLS 211 or HIST 211; credit awarded for only one course.) This course, a social and political history of women and women's movements in American society, examines the development of American institutions and ideals with respect to women's roles and status; analyzes women's relationship to economic, political, and social processes; explores cultural models of womanhood; and examines how women define themselves and how they have enacted change. Key themes include the diversity of American women and developing a framework for understanding gender in relation to race, ethnicity, class, sexuality, and religion. Includes research in both primary and secondary sources. (CSU/UC) AA/AS Areas B, F, or G; CSU Areas D-4, D-6, and D-8; IGETC Area 4

POLS212: History and Politics of Modern Asia
3.0 Units

(No prerequisite. Can be taken as HIST 212 or POLS 212; credit awarded for only one course.) This course introduces the history and politics of Asia since 1945, including the study of East, South, and Southeast Asia. The course emphasizes the political outcomes of the development of Asia as a consequence of both internal societal influences as well as external political and economic pressures. (CSU/UC) AA/AS Areas B and C, CSU Area D-6 and D-8, IGETC Area 4

POLS215: Survey of Current Issues
3.0 Units

(No prerequisite. Can be taken as ECON 215 or POLS 215; credit awarded for only one course.) This course introduces students to the origins, current status, and future trends of major transnational issues confronting the global community. Topics may include population trends, economic development and inequality, basic human needs (for food, water, healthcare), human rights, international conflict and security concerns, and environmental problems. When possible, informed participants in world and national events will meet with the class to share insights. (CSU)

POLS219: The Politics of the United States Presidency
3.0 Units

(No prerequisite.) This class provides students with a detailed understanding of the modern American presidency by examining the theory and realities behind Executive Branch power. Topics covered include basic concepts of American government, the relationships between various branches of government, the role of interest groups, and the legacy of the American

presidency for both national and international affairs. The class uses primary as well as secondary sources to contrast historical developments with recent presidential administrations. (CSU/UC) AA/AS Area B, CSU Area D-8, IGETC Area 4

POLS220: American Foreign Policy
3.0 Units

(No prerequisite.) A survey of the theoretical, historical, and empirical factors involved in the formation of United States foreign policy since World War II, this course focuses on the causes and consequences of America's role in the world during both the Cold War and post Cold War periods. Particular attention is paid to contemporary problems such as globalization, climate change, and terrorism, and how these are influenced by the dynamics of America's history, political culture, and government system. (CSU/UC) AA/AS Area B, CSU Area D-8, IGETC Area 4

Psychology - PSY

Program Information

The course offerings are designed to familiarize students with the facts, theories, and contemporary trends in psychology and human development and how these principles can be incorporated into a meaningful understanding of oneself. For students intending to major in psychology, there are several areas of concentration and career options.

AA-T Psychology

A.A. Degree for Transfer

This degree is intended for students who plan to transfer to the California State University (CSU) with a major in Psychology. Students who complete the degree will be guaranteed admission to a CSU campus and will be prepared to pursue a bachelors' degree in a similar major. The Associate in Arts in Psychology for Transfer (AA-T) offers a breadth of courses in the discipline and allows the students to satisfy the lower division major preparation requirements. The degree introduces students to the theories and practices in psychology. Upon completion of the degree, students will be able to identify and describe the major concepts, theoretical perspectives, empirical findings, and historical trends in psychology. Students will apply the scientific method and critical thinking skills to formulate and evaluate valid hypotheses in the field as well as

describe how psychological principles are applied in business, industry, childrearing and social interactions. Furthermore, students will be able to articulate how basic psychosocial factors influence behavior, attitudes, and personal presuppositions. To complete the Associate in Arts in Psychology for Transfer (AA-T) degree, a student must: 1. Complete 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following: • The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements. • A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district. 2. Complete all courses in the major with a grade of “C” or better, or “P” if the course is taken as “pass/no pass.” 3. Obtain a minimum grade point average of 2.0.

To complete this Associate Degree for Transfer, a student must:

1. Complete 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - The Intersegmental General Education Transfer Curriculum (IGETC) or The California State University General Education – Breadth Requirements.
 - A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Complete all courses in the major with a grade of “C” or better, or “P” if the course is taken as “pass/no pass.”
3. Obtain a minimum grade point average of 2.0.

Major Requirements (Total 19 Units)

1. **Required Core** (Total 10 Units)
 - MATH115 - Probability and Statistics 4
 - PSY110 - Introduction to Psychology 3
 - PSY205 - Introduction to Research Methods 3
2. **List A - select one course** (Total 3 Units)
 - BIOL110 - Introduction to Biology 3
 - BIOL251 - Biological Psychology 3
 - PSY251 - Biological Psychology 3
3. **List B - select one course; may select any List A course not already used.** (Total 3 Units)
 - PSY112 - Child and Adolescent Psychology 3
 - PSY114 - The Psychology of Human Development: Lifespan 3
 - PSY230 - Social Psychology 3
 - SOC230 - Social Psychology 3

List C - select one course; may select any List A or B course not already used. (Total 3 Units)

ANTH102 - Introduction to Cultural Anthropology 3

PSY111 - Personality Dynamics and Effective Behavior 3

PSY204 - Abnormal Psychology 3

Double-Counted Units (IGETC/CSU-GE) 12

IGETC/CSU-GE Units 37 - 39

Elective Units (following the IGETC pattern) 16

Elective Units (following the CSU-GE pattern) 14

Total Degree Units 60

Program Learning Outcomes

- Identify and describe the major concepts, theoretical perspectives, empirical findings, and historical trends in psychology.
- Apply research findings in psychology to everyday experience.
- Apply the scientific method and critical thinking skills to formulate and evaluate valid hypotheses in the field.
- Describe how psychological principles are applied in business, industry, childrearing and social interactions.
- Explain how basic psychosocial factors influence behavior, attitudes, and personal presuppositions.

Course Information

Note: For UC transfer credits, PSY 111 and PSY 116 combined: maximum credit, 1 course.

PSY110: Introduction to Psychology

3.0 Units

(No prerequisite.) This course examines traditional areas of psychological investigation from a scientific perspective. Topics include scientific methodology, human development, personality, psychological measurement, psychopathology, psychotherapy, motivation, perception, social influences on behavior, cognitive processes, learning, and biological basis of behavior. (CSU/UC) AA/AS Area B, CSU Area D or E, IGETC Area 4, C-ID: PSY 110

PSY111: Personality Dynamics and Effective Behavior

3.0 Units

(No prerequisite.) This course presents major theoretical and research perspectives on personality description, development, dynamics, and change, and examines how these theories and research findings can be effectively applied in our own lives. Topics include the dimensions of personality traits and the development of tests to measure these traits in individuals; factors influencing the day-to-day functioning of

individuals including conscious and unconscious motivations, self-concept, self-esteem, and coping mechanisms; considerations of gender and social and cultural influences; and therapy, growth, and maturational perspectives on personality.

(CSU/UC) AA/AS Area B, CSU Area D or E, IGETC Area 4

PSY112: Child and Adolescent Psychology

3.0 Units

(No prerequisite.) This course emphasizes the understanding of children and adolescents through the study of the psychological and developmental changes they undergo. The course examines physiological, social/emotional, cognitive, and personality development from birth through adolescence. (CSU/UC) AA/AS Area B, CSU Area D or E, IGETC Area 4

PSY114: The Psychology of Human Development: Lifespan

3.0 Units

(No prerequisite.) This course examines human development from conception through old age. Physical, intellectual, social, and personality development are included. Emphasis is placed on the continuity of development as well as on individual differences. (CSU/UC) AA/AS Area B, CSU Area D or E, IGETC Area 4

PSY116: Theories of Personality

3.0 Units

(No prerequisite.) A survey of the major theories of personality. Psychoanalytic, interpersonal, humanistic, behavioral, social-cognitive, and trait theories are covered. (CSU/UC) AA/AS Area B, CSU Area D-9, IGETC Area 4

PSY118: Drugs and Psychology

3.0 Units

(No prerequisite.) This course introduces concepts, theories, and perspectives associated with the psychological, behavioral, and neurological analysis of drugs and alcohol. The definitions of various types of drug use, drug abuse, and drug dependence are addressed. The pharmacological/neurological perspective is also explained, including the factors that influence drug action and the classification of psychoactive drugs and their effects. Legal drugs, such as alcohol, tobacco, and psychotherapeutic drugs are discussed and analyzed using the psychological perspective. (CSU/UC) CSU Area E

PSY140: Family and Intimate Relationships

3.0 Units

(No prerequisite. Can be taken as PSY 140 or SOC 140; credit awarded for only one course.) This course examines family as an institution and

its role as a primary socializing agent across cultures and societies, emphasizing the various socio-cultural, political, and economic forces that have impacted, and continue to impact, this institution and the subsequent implications for different social groups throughout history and into the present. (CSU/UC) AA/AS Area B, CSU Area D-7 or E, IGETC Area 4

PSY204: Abnormal Psychology

3.0 Units

(No prerequisite. Advisory: PSY 110.) Principles of general psychology applied to the field of psychopathology. A survey of the major diagnostic disorders together with the theories of the cause of mental illness, and of the major psychotherapeutic methods in relation to their practical and theoretical value. This introduction to abnormal psychology is directed toward those with an interest in applied psychology. (CSU/UC) AA/AS Area B, CSU Area D-9, IGETC Area 4, C-ID: PSY 120

PSY205: Introduction to Research Methods

3.0 Units

(Prerequisite: SOC 110 or PSY 110 or ANTH 101 or ANTH 102. May be taken as SOC 205 or PSY 205; credit awarded for only one course.) This course introduces the methods, logic, and empirical and analytical strategies behavioral scientists use to study the social world. Students gain knowledge of and practical experience in the scientific method, evaluation of evidence, and the various components of the research design and development process. Key topics include qualitative and quantitative modes of inquiry, formulating a research question, constructing and operationalizing variables, developing and testing hypotheses, ethics of research, and developing a study design and methodology. (CSU/UC) AA/AS Area B or E, CSU Area D, IGETC Area 4

PSY220: Positive Psychology

3.0 Units

(No prerequisite.) This course introduces students to the field of positive psychology, which is the scientific study of positive human experience, positive individual traits and positive institutions. The primary focus of the course is on the basic concepts, theories, and research in positive psychology. Students will also learn evidence-based techniques to enhance their personal well-being. (CSU/UC) CSU Area E

PSY230: Social Psychology

3.0 Units

(No prerequisite. Can be taken as PSY 230 or SOC 230; credit awarded for only one course.) This interdisciplinary course covers sociological

and psychological approaches to important social phenomena. The diverse topics include altruism; attitude formation and attitude change; conformity; person perception and social labeling; reference groups; social conflict and conflict resolution; human aggression; intergroup processes; intragroup processes; interpersonal attraction; social networks, statuses and roles; and the social development of the self. (CSU/UC) AA/AS Area B, CSU Area D-7, IGETC Area 4

PSY251: Biological Psychology

3.0 Units

(Prerequisite: PSY 110. Can be taken as PSY 251 or BIOL 251; credit awarded for only one course.) This class explores the basic brain processes underlying the functioning of the human mind. Topics include basic synaptic functioning, psychopharmacology, stress and the immune system, learning and memory, sleep, mood disorders, schizophrenia, language, motor and sensory systems, sexuality, consciousness, endocrine function and interactions. (CSU/UC) AA/AS Area B, CSU Area D, IGETC Area 4, C-ID: PSY 150

Real Estate - REAL

Program Information

The Real Estate Program is designed to serve the individual planning to enter the real estate profession, the person who wishes to improve skills and qualify for the real estate sales and broker's license, and active professionals working on license renewal. Upon completing the Real Estate Program, students are eligible for positions in real estate sales offices, banks, savings and loan corporations, title companies, escrow companies, organizations, and as independent real estate brokers. (Certificate of Achievement also awarded. Skills Certificates in Real Estate Appraisal, Finance, Law, and Property Management also available.)

A.S. in Real Estate, Occupational

(Certificate of Achievement also awarded.)

A.S. Degree Major

The Real Estate Program is designed to serve the individual planning to enter the real estate profession, the person who wishes to improve skills and qualify for the real estate sales and broker's license, and active professionals working on license renewal. Upon completing the Real Estate Program, students are eligible for positions in real estate sales offices, banks, savings and loan corporations, title companies, escrow

companies, organizations, and as independent real estate brokers. Courses are offered at both campuses. Students may take classes at either campus and complete requirements for the major. Real estate brokers and sales persons must also pass an examination given by the State of California, Department of Real Estate. An Associate in Science degree is awarded for satisfactory performance in major courses (six Real Estate courses listed plus Business 101, 107, and 112) as well as completion of general education and graduation requirements. All students should consult a counselor.

Major Requirements (Total 28 Units)

BUS101 - Introduction to Business 3

BUS107 - Business Law 3

BUS112 - Financial Accounting 4

REAL115 - Real Estate Principles 3

REAL116 - Real Estate Practice 3

REAL117 - Legal Aspects of Real Estate 3

REAL210 - Real Estate Finance 3

REAL212 - Real Estate Appraisal I 3

REAL215 - Real Estate Economics 3

Program Learning Outcomes

- Perform the necessary tasks assigned to an entry-level employee within the broader real estate professions at both for profit companies or at non-profits that require real estate expertise in their employees.
- Articulate and comprehend a client's transactional goals in order to identify potential issues that might arise within the real estate marketplace as they seek to achieve those goals.
- Investigate, analyze, and discriminate between alternative solutions to these complex real estate problems in order to achieve the transactional goals of their clients.
- Evaluate and support the outcome of each transaction in order to meet the standards of best practices and ethical conduct as delineated in the Real Estate Law in the California State Business and Professions Code.

Skills Certificates

Skills Certificates are an acknowledgement that the student has attained a specified set of competencies within an occupational program. Skills Certificates may be part of a "ladder" of skills, beginning with job entry skills and leading to a full Certificate of Achievement program or may constitute a skill set that enables a student to upgrade or advance in an existing career. Skills

Certificates require less than 18 units and are shorter in duration than the Certificates of Achievement.

Skills Certificate, Real Estate Appraisal

Requirements (Total 9 Units)

REAL115 - Real Estate Principles 3

REAL116 - Real Estate Practice 3

REAL212 - Real Estate Appraisal I 3

Skills Certificate, Real Estate Finance

Requirements (Total 9 Units)

REAL115 - Real Estate Principles 3

REAL116 - Real Estate Practice 3

REAL210 - Real Estate Finance 3

Skills Certificate, Real Estate Law

Requirements (Total 9 Units)

REAL115 - Real Estate Principles 3

REAL116 - Real Estate Practice 3

REAL117 - Legal Aspects of Real Estate 3

Skills Certificate, Real Estate Property Management

Requirements (Total 9 Units)

REAL115 - Real Estate Principles 3

REAL116 - Real Estate Practice 3

REAL218 - Property Management 3

Course Information

REAL115: Real Estate Principles

3.0 Units

(No prerequisite.) This fundamental real estate course emphasizes the basic concepts and terminology necessary for understanding the complexities of the real estate profession. The Department of Real Estate requires this course and Real Estate Practice (REAL 116), plus one other elective course to be taken prior to sitting for the Real Estate Salesperson's Exam. This course is also one of the eight courses required to sit for the Real Estate Broker's Exam. Specific course content is applicable towards Real Estate Appraiser Licensing (check with real estate instructors for content and subject categories based on Office of Real Estate Appraiser's requirements). (CSU)

REAL116: Real Estate Practice

3.0 Units

(No prerequisite. Advisory: REAL 115.) This course introduces students to the day-to-day practice in a real estate office. It includes understanding agency obligations inherent in real estate practice and provides practice in the basic skills necessary to succeed in a real estate career. This course, plus REAL 115, plus one other elective course, are required to sit for the Real Estate Salesperson's Exam. This is also one of

the eight courses required to sit for the Real Estate Broker's Exam. (CSU)

REAL117: Legal Aspects of Real Estate

3.0 Units

(No prerequisite. Advisory: REAL 115.) A study of California real estate law covering agency, contracts, disclosures, landlord/tenant disputes, development and the environment, property taxes, common interest subdivisions, escrow and title insurance boundary disputes, and the effects of trusts and bankruptcy on property transactions. This course is one of the acceptable electives for obtaining a Real Estate Sales license and is also one of the eight courses required to sit for the Real Estate Broker's Exam. (CSU)

REAL210: Real Estate Finance

3.0 Units

(No prerequisite. Advisory: REAL 115 or REAL 116.) A study of real estate finance includes lending policies and problems, financing residential and commercial properties, and the Federal and State entities that oversee lending practices. This course is one of the acceptable electives for obtaining a Real Estate Sales license and is also one of the eight courses required to sit for the Real Estate Broker's Exam. Specific course content is applicable towards Real Estate Appraiser Licensing (check with real estate instructors for content and subject categories based on Office of Real Estate Appraiser's requirements). (CSU)

REAL212: Real Estate Appraisal I

3.0 Units

(No prerequisite.) This introductory course covers the purposes of appraisals, the appraisal process, and the different approaches, methods, and techniques used to determine the value of various property types. This course is one of the acceptable electives for obtaining a Real Estate Sales license and is also one of the eight courses required to sit for the Real Estate Broker's Exam. Specific course content is applicable towards Real Estate Appraiser Licensing (check with real estate instructors for content and subject categories based on Office of Real Estate Appraiser's requirements). (CSU)

REAL215: Real Estate Economics

3.0 Units

(No prerequisite. Advisory: REAL 115.) This course provides the means to interpret economic activities for the mutual benefit of property owners, investors, and real estate professionals. It includes relating business and real estate cycles to forecasting land use and capital growth patterns, the clash of land use controls, and the

dynamics of community demographics and property investment alternatives. This course is one of the acceptable electives for obtaining a Real Estate Sales license and is also one of the eight courses required to sit for the Real Estate Broker's Exam. (CSU)

REAL217: Advanced Real Estate Appraisal II
3.0 Units

(No prerequisite. Advisory: REAL 212.) This course addresses the appraisal of income producing properties and the techniques and methodology used by appraisers to convert cash flows into indicators of value. This course is one of the acceptable electives for obtaining a Real Estate Broker's License. Specific course content is applicable towards Real Estate Appraiser Licensing (check with real estate instructors for content and subject categories based on Office of Real Estate Appraiser's requirements). (CSU)

REAL218: Property Management
3.0 Units

(No prerequisite. Advisory: REAL 115 or REAL 116.) This course identifies the tools and methods of managing income properties, emphasizing owner/tenant relations, evictions, contracts, cash flows, and employment regulations. It is one of the acceptable electives for obtaining a Real Estate Sales license and is also one of the eight courses required to sit for the Real Estate Broker's Exam. (CSU)

REAL219: Escrows
3.0 Units

(No prerequisite. Advisory: REAL 115 or REAL 116.) This course emphasizes the methods and techniques of escrow procedures with an additional focus on the title industry and the complex considerations that can affect title. This course can enhance a student's ability to seek employment in not just real estate sales or appraisal, but also opens up employment opportunities in the escrow and title industries. This course is one of the acceptable electives for obtaining a Real Estate Sales license or a Real Estate Broker's License. Specific course content is applicable towards Real Estate Appraiser Licensing (check with real estate instructors for content and subject categories based on Office of Real Estate Appraiser's requirements). (CSU)

REAL220: California Loan Brokering
3.0 Units

(No prerequisite. Advisory: REAL 115.) This course introduces the student to the complex laws affecting the loan brokering business. It is designed for those already involved in a real estate career and for those considering a career in

the real estate loan marketplace. It is also a valuable course for borrowers so that they can understand the loan process. This course is one of the acceptable electives for obtaining a Real Estate Sales license or a Real Estate Broker's License. Specific course content is applicable towards Real Estate Appraiser Licensing (check with real estate instructors for content and subject categories based on Office of Real Estate Appraiser's requirements). (CSU)

Sociology - SOC

Program Information

Sociology explores the patterns in human behavior and tries to make sense out of the many forces in society that shape individual lives. Courses in sociology provide the tools and intellectual frameworks students can use to better understand the society in which they live.

AA-T Sociology

A.A. Degree for Transfer

The AAT in Sociology is designed to develop a sociological perspective; coursework will include the study of society at large and explore the relationship between individual and group behavior and the nature of societal and institutional influences upon individuals and groups, and the resulting patterns of behavior. This degree is intended for students who plan to transfer to the California State University (CSU) with a major in sociology.

To complete this Associate Degree for Transfer, a student must:

1. Complete 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - The Intersegmental General Education Transfer Curriculum (IGETC) or The California State University General Education – Breadth Requirements.
 - A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Complete all courses in the major with a grade of "C" or better, or "P" if the course is taken as "pass/no pass."
3. Obtain a minimum grade point average of 2.0.

Major Requirements (Total 18 - 19 Units)

1. **Required Core - Part 1** (Total 3 Units)
SOC110 - Introduction to Sociology 3

2. Required Core - Part 2: select two courses

(Total 6 - 7 Units)

SOC114 - Global Social Issues 3

SOC205 - Introduction to Research Methods 3

Statistics options: MATH115 or STAT115 4

MATH115 - Probability and Statistics 4

STAT115 - Introduction to Statistics for Business 4

3. List A - select two courses; may select any Required Core course not already used. (Total 6 Units)

SOC130 - Race and Ethnicity 3

SOC140 - Family and Intimate Relationships 3

SOC223 - Gender and Society 3

SOC/PSY230 Social Psychology 3

SOC230 - Social Psychology 3

PSY230 - Social Psychology 3

4. List B - select one course; may select any course not already used above. (Total 3 Units)

SOC112 - Modern Social Problems 3

Double-Counted Units (IGETC/CSU-GE) 9

IGETC/CSU-GE Units 37 - 39

Elective Units (following the IGETC pattern) 13 - 14

Elective Units (following the CSU-GE pattern) 11 - 12

Total Degree Units 60

Program Learning Outcomes

- Apply scientific methods of sociological research and analysis to describe social customs and interactions within specific groups.
- Identify the major theoretical perspectives of sociology, including the conflict, functionalist, symbolic interactionist and feminist theories.
- Demonstrate knowledge of the interrelationships of individuals, social groups, institutions, and society.
- Demonstrate awareness of the concept of social constructionism as it relates to major social stratification categories like class, race and gender.
- Formulate critical questions around issues facing our global society today.
- Use theories to explain evidence and evidence to develop theories in the social sciences.

Course Information

SOC110: Introduction to Sociology

3.0 Units

(No prerequisite.) This course provides an introduction to the basic concepts, theoretical approaches, and methods used in sociology, and how they relate to and impact everyday life. Topics typically include the analysis of social structure, culture, social stratification (including

class, race, ethnicity, age, sex, and gender), social change, global dynamics, group behavior, and socialization and the self. (CSU/UC) AA/AS Area B, CSU Area D-0, IGETC Area 4, C-ID: SOCI 110

SOC112: Modern Social Problems

3.0 Units

(No prerequisite.) This course provides a survey of some of the major social problems studied by sociologists today and in particular, how those problems come to be defined and evolve over time. Course materials will offer competing theories and explanations of said social problems while emphasizing the scientific method in the development and evaluation of social and public policy-based solutions. Topics will range from Poverty, Economic Inequality, Labor Force Conditions, Racial Inequality, Immigration, Crime, and Technological Advancement to name a few. (CSU/UC) AA/AS Area B, CSU Area D, IGETC Area 4

SOC114: Global Social Issues

3.0 Units

(No prerequisite.) An opportunity to review and analyze some of the most important social problems of the current age from a global perspective, this course centers upon contemporary descriptions of major social conflicts, international disputes, and natural disasters. The course provides sociological models for theoretical consideration and analysis. Topics may include resource war, religious and political terrorism, nuclear proliferation, poverty, population growth and migrations, sexual exploitation, drug smuggling, ecological pollution, and climate change. (CSU/UC) AA/AS Area B, CSU Area D, IGETC Area 4, C-ID: SOC 115

SOC130: Race and Ethnicity

3.0 Units

(No prerequisite. May be taken as BEHS 130 or SOC 130; credit awarded for only one course.) This course offers an in-depth examination of race and ethnicity in the United States. Specifically, students gain a greater understanding of the concepts of race and ethnicity and the historic and present-day implications of prejudice, discrimination, and racism in our society. Students examine various theories of racial and ethnic stratification, immigration and the assimilation process, new and changing ethno-racial identities, and dominant-minority group interactions. (CSU/UC) AA/AS Area B, CSU Area D, IGETC Area 4C, C-ID: SOC 150

SOC140: Family and Intimate Relationships

3.0 Units

(No prerequisite. Can be taken as PSY 140 or SOC 140; credit awarded for only one course.) This course examines family as an institution and its role as a primary socializing agent across cultures and societies, emphasizing the various socio-cultural, political, and economic forces that have impacted, and continue to impact, this institution and the subsequent implications for different social groups throughout history and into the present. (CSU/UC) AA/AS Area B, CSU Area D-7 or E, IGETC Area 4, C-ID: SOC 130

SOC205: Introduction to Research Methods

3.0 Units

(Prerequisite: SOC 110 or PSY 110 or ANTH 101 or ANTH 102. May be taken as SOC 205 or PSY 205; credit awarded for only one course.) This course introduces the methods, logic, and empirical and analytical strategies behavioral scientists use to study the social world. Students gain knowledge of and practical experience in the scientific method, evaluation of evidence, and the various components of the research design and development process. Key topics include qualitative and quantitative modes of inquiry, formulating a research question, constructing and operationalizing variables, developing and testing hypotheses, ethics of research, and developing a study design and methodology. (CSU/UC) AA/AS Area B or E, CSU Area D, IGETC Area 4

SOC223: Gender and Society

3.0 Units

(No prerequisite. May be taken as BEHS 223 or SOC 223; credit awarded for only one course.) This course examines the ways in which social constructions of gender both influence and are influenced by the cultural organization of and individual expressions of sexuality. The course explores the intersections among sexuality, culture, gender, and the body, and examines a variety of sexualities and emphasizes the multifaceted nature of power, privilege, and oppression. (CSU/UC) AA/AS Area B, CSU Area D, IGETC Area 4, C-ID: SOC 140

SOC230: Social Psychology

3.0 Units

(No prerequisite. Can be taken as SOC 230 or PSY 230; credit awarded for only one course.) This interdisciplinary course covers sociological and psychological approaches to important social phenomena. The diverse topics include altruism; attitude formation and attitude change; conformity; person perception and social labeling; reference groups; social conflict and conflict resolution; human aggression; intergroup processes; intragroup processes; interpersonal attraction;

social networks, statuses and roles; and the social development of the self. (CSU/UC) AA/AS Area B, CSU Area D-7, IGETC Area 4

Spanish - SPAN

Program Information

A major reason for studying the Spanish language is the enrichment of one's intellectual growth in the context of the rest of the world. In learning Spanish, one also learns about the culture, philosophy, and civilization of another people, thereby broadening understanding of the world. On the practical side, any field of specialization (journalism, medicine, law, business, teaching) is enhanced if one can speak another language. In California, knowledge of a modern language is now required in many jobs that deal with the public such as Civil Service, social work, nursing, and other service-oriented fields.

Policy Statement Regarding Sequence of Enrollment in Spanish Language Classes
Although students are advised to enroll in language courses sequentially, they will not be precluded from enrolling in lower level language classes after completion of more advanced courses. Students should be aware, however, that units resulting from the lower level courses may not be accepted at transfer institutions as a part of the required transferring units.

A.A. in Spanish

A.A. Degree Major

Spanish language courses serve a dual purpose, which is to acquire structural and verbal skills, which satisfy both academic and cultural needs. The program serves both transfer students and those seeking self-enrichment. Students may take classes at either campus to fulfill requirements for the major. Students who complete the requirements listed below, plus additional general education and graduation requirements, will be awarded the associate degree. All students should consult a counselor.

Major Requirements (Select 18 Units)

SPAN101 - Elementary Spanish I 4

SPAN102 - Elementary Spanish II 4

SPAN108A - Latin American and Hispanic Cultures Through Film 3

SPAN120 - Spanish for Health Care Professionals I 3

SPAN121 - Spanish for Health Care Professionals II 3

SPAN128A - Spanish Conversation and Culture Through Film 3

SPAN150A - Conversational Spanish 3

SPAN150B - Conversational Spanish 3
 SPAN203 - Intermediate Spanish III 4
 SPAN204 - Intermediate Spanish IV 4
 SPAN228C - Advanced Spanish Conversation
 and Culture Through Film 3
 SPAN249A - Independent Study A 1
 SPAN249B - Independent Study B 2
 SPAN249C - Independent Study C 3

Program Learning Outcomes

- Demonstrate listening and reading comprehension as well as literary analysis of high intermediate Spanish. ("High intermediate Spanish" includes vocabulary related to a wide range of topics such as the environment and culture as well as grammar such as the present perfect subjunctive, past subjunctive, and "if" clauses.)
- Communicate in high intermediate Spanish verbally and in writing.
- Articulate specific knowledge about the geographies, cultures, and regional variations of the Spanish-speaking world.

AA-T Spanish

A.A. Degree for Transfer

The goal of the Associate in Arts in Spanish for Transfer Degree is to provide an efficient option for transfer to the California State University (CSU) from College of Marin in the Spanish major. As one of the primary missions of the community college is transfer, this degree offers students an option in a high-demand major. The intent is for students to satisfy the lower-division major preparation and general education requirements before transfer.

To complete this Associate Degree for Transfer, a student must:

1. Complete 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - The Intersegmental General Education Transfer Curriculum (IGETC) or The California State University General Education – Breadth Requirements.
 - A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Complete all courses in the major with a grade of "C" or better, or "P" if the course is taken as "pass/no pass."
3. Obtain a minimum grade point average of 2.0.

Major Requirements (Total 19 Units)

1. Required Core (Total 16 Units)
 SPAN101 - Elementary Spanish I 4
 SPAN102 - Elementary Spanish II 4
 SPAN203 - Intermediate Spanish III 4
 SPAN204 - Intermediate Spanish IV 4
2. List A - select one course (Total 3 Units)
 HIST214 - History of Latin America 3
 HIST216 - History of Mexico 3
 SPAN108A - Latin American and Hispanic
 Cultures Through Film 3
 SPAN128A - Spanish Conversation and Culture
 Through Film 3
 SPAN228C - Advanced Spanish Conversation
 and Culture Through Film 3
 ETST121 - Introduction to Chicana/o Studies 3
**3. Additional course substitutions for
 Required Core (if students place out of SPAN
 101, 102, 203) or any course not used for List
 A**
 ANTH102 - Introduction to Cultural Anthropology
 3
 COMM102 - Intercultural Communication 3
 ETST110 - Introduction to Ethnic Studies 3
 GEOG102 - Human Environment 3
 SOC110 - Introduction to Sociology 3
 SOC130 - Race and Ethnicity 3
 SOC223 - Gender and Society 3
 SPAN120 - Spanish for Health Care
 Professionals I 3
 SPAN121 - Spanish for Health Care
 Professionals II 3
Double-Counted Units (IGETC/CSU-GE) 6 - 9
IGETC/CSU-GE Units 37 - 39
Elective Units (following the IGETC pattern) 10 - 13
Elective Units (following the CSU-GE pattern) 8 - 11
Total Degree Units 60

Program Learning Outcomes

- Demonstrate mastery of advanced grammatical rules of the Spanish language, including the present tense of regular and irregular verbs, near-future tense, simple past, preterit, imperfect, pluperfect, future, and conditional tenses, the past and present subjunctive, commands, and the present and past perfect tenses.
- Communicate complex thoughts in Spanish by using basic and complex vocabulary about topics such as personal life, food, preferences, future plans and past events, professions, job interviews, banking and postal needs, personal fitness, and the environment.

- Understand spoken Spanish, and verbally discuss and articulate thoughts aloud in Spanish with proficiency.
- Read and analyze level-appropriate texts in Spanish.

Note: This version of ADT is submitted in the California Community Colleges Curriculum Inventory (COCI) system and pending review.

Skills Certificate, Spanish

Skills Certificates are an acknowledgement that the student has attained a specified set of competencies within a program. Skills Certificates require less than 18 units and are shorter in duration than the Certificate of Achievement. The Spanish Skills Certificate provides a way for students to verify that they have reached a level of proficiency in the Spanish language.

Skills Certificate, Spanish (Total 12 Units)

SPAN101 - Elementary Spanish I 4

SPAN102 - Elementary Spanish II 4

SPAN203 - Intermediate Spanish III 4

Course Information

SPAN101: Elementary Spanish I

4.0 Units

(No prerequisite.) A beginning course offering study and practice in speaking, understanding, reading, and writing Spanish, along with exploration of the cultural aspects of the Spanish-speaking world. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 6: UC Language other than English, C-ID:SPAN 100

SPAN102: Elementary Spanish II

4.0 Units

(Prerequisite: SPAN 101.) A continuing course offering study and practice in speaking, understanding, reading, and writing Spanish, along with exploration of the cultural aspects of the Spanish-speaking world. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: UC Language other than English, C-ID: SPAN 110

SPAN108A: Latin American and Hispanic Cultures Through Film

3.0 Units

(No prerequisite.) This course introduces students to various sociocultural aspects of Latin American and Hispanic societies through film. Topics may include indigenous/Mesoamerican cultures, Afro-Hispanic cultures, immigration, industrialization, political oppression, cultural repression, social protest, sociopolitical change, racism, sexism, classism, colonialism, family, gender, religion, environment, art, music, and dance. Although knowledge of Spanish is helpful, it is not required. Films in Spanish are presented

with English subtitles. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B

SPAN120: Spanish for Health Care Professionals I

3.0 Units

(No prerequisite.) This Spanish conversation course is designed for health care professionals and workers who wish to learn Spanish with the goal of applying it in their working environment. No prior knowledge of Spanish is needed. Fulfills continuing education requirements for registered nurses. (CSU)

SPAN121: Spanish for Health Care Professionals II

3.0 Units

(Prerequisite: SPAN 120 or equivalent.) A continuing Spanish conversation course designed for health care professionals and workers who wish to learn Spanish with the goal of applying it in their working environment. Fulfills continuing education requirements for registered nurses. (CSU)

SPAN128A: Spanish Conversation and Culture Through Film

3.0 Units

(Prerequisite: SPAN 102.) Through film, this course introduces important socio-cultural topics relevant in the Spanish-speaking world (including immigration, political oppression, social resistance, gender, race, music, and dance), providing opportunities for students to develop their speaking skills. Students view a variety of classic and contemporary Spanish films and participate in Spanish conversational activities designed to enable them to apply and expand on grammar concepts and vocabulary covered in Spanish 101 and 102. In addition, students complete final papers and oral presentations in Spanish on a cultural topic of their choice. Films may vary by semester. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Areas 3A and 6: UC Language Other Than English

SPAN150A: Conversational Spanish

3.0 Units

(Prerequisite: SPAN 102.) Students develop conversational skills, improve comprehension of spoken Spanish, and increase oral fluency. In-class discussions and presentations enable students to acquire new vocabulary and practice grammar structures in context as well as deepen appreciation of the Spanish-speaking world. Discussion topics include current events, history, geography, work, health, arts and crafts, traditions and celebrations. Students review and practice structures such as direct and indirect object

pronouns, a variety of verb tenses (present, near future, preterite, imperfect), and subjunctive mode. (CSU/UC) CSU Area C-2

SPAN150B: Conversational Spanish

3.0 Units

(Prerequisite: SPAN 102.) Students continue to develop conversational skills, improve comprehension of spoken Spanish, and increase oral fluency. In-class discussions and presentations enable students to acquire new vocabulary and practice grammar structures in context as well as deepen appreciation of the Spanish-speaking world. Discussion topics include current events, history, geography, travel, business, recreation, arts, and cultural heritage. Students review and practice structures such as double object pronouns, a variety of verb tenses (present, near future, preterite, imperfect), and subjunctive mode. (CSU/UC) CSU Area C-2

SPAN203: Intermediate Spanish III

4.0 Units

(Prerequisite: Spanish 102.) This course offers students practice in speaking, listening, reading, and writing Spanish at the intermediate level as well as opportunities to explore cultural aspects of the Spanish-speaking world. In addition to refining grammatical concepts introduced in Spanish 101 and 102, students learn more challenging grammatical structures such as the subjunctive in noun clauses, adjective clauses, and adverbial clauses. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: UC Language other than English, C-ID: SPAN 200

SPAN204: Intermediate Spanish IV

4.0 Units

(Prerequisite: Spanish 203 or equivalent.) This course offers students further practice in speaking, listening, reading, and writing Spanish at the intermediate level as well as opportunities to deepen their knowledge of the histories and cultures of the Spanish-speaking world. In addition to refining grammatical concepts introduced in Spanish 101, 102, and 203, students learn more challenging grammatical structures such as the present perfect subjunctive, the past subjunctive, and "if" clauses. Class meetings incorporate readings and discussions of texts such as literary works, newspapers, magazines, websites, and other digital resources. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Area 3B and 6: UC Language other than English, C-ID: SPAN 210

SPAN228C: Advanced Spanish Conversation and Culture Through Film

3.0 Units

(Prerequisite: SPAN 203.) This course introduces traditional and modern trends in Spanish and Latin American film, and to establish connections between sociocultural and political changes in Spanish-speaking countries and their films--the most artistic and expressive medium of the past century. An intermediate level of Spanish is required, as students will give oral and written presentations in Spanish. (CSU/UC) AA/AS Area C, CSU Area C-2, IGETC Areas 3B and 6A

Statistics- STAT

Course Information

STAT100: Statway Fundamentals

3.0 Units

The goal of Statway Fundamentals is to develop basic conceptual understandings from arithmetic, algebra, numeracy, and geometry, and to bolster students' proficiency in these prerequisite mathematics skills needed for success in the Statway pathway.

STAT105: Statway I

5.0 Units

(Prerequisite: Math 95 or 95Y or sufficient score on Math Assessment Test.) This first semester of a two-semester course sequence introduces concepts of probability and statistics with requisite arithmetic and algebraic topics integrated throughout. It is structured to serve students in humanities and social and behavioral sciences. Statistics topics emphasize data analysis, and include methods for collecting qualitative and quantitative data sets, graphical and numerical descriptive statistics, correlation, and simple linear regression. Algebra topics include proportional relationships (including variation), with applications, expressions, linear equations and systems with applications, functions, quadratic and exponential equations, linear and nonlinear functions and their graphs, and linear and exponential/logarithmic models. Emphasizes study skills, resource acquisition, and maintaining a positive perspective towards learning. Not appropriate for majors in science, technology, engineering, or mathematics (STEM) and other majors where calculus is required.

STAT106: Statway II

4.0 Units

This is the second semester of a two-semester course sequence that introduces concepts of probability and statistics with requisite arithmetic and algebraic topics integrated throughout. It is structured to serve students in humanities and

social/behavioral sciences. Statistics topics emphasize data analysis and include basic concepts of probability; the Central Limit Theorem, confidence intervals; hypothesis tests for means, proportions, and variance; chi-squared tests; and analysis of variance. Algebraic topics include proportional relationships with applications, expressions, linear equations, functions, quadratic and exponential equations, and linear and exponential/logarithmic models. Learning strategies for success with an emphasis on study skills, resource acquisition, and maintaining a positive perspective towards learning are also discussed and applied. Content in both courses in the sequence (Statway I and Statway II) must be completed with a grade of "C" or better to receive credit for four units of transfer-level statistics. This course sequence is not appropriate for students with majors in science, technology, engineering, or mathematics (STEM). (CSU/UC) AA/AS Area E, CSU Area B-4, IGETC Area 2A

STAT115: Introduction to Statistics for Business

4.0 Units

Prerequisite: Completion of Intermediate Algebra or the equivalent. Or, placement based on AB705 mandates. Credit will be awarded for either Math 115 or STAT 115, but not both courses.) This course examines the use of descriptive statistics, probability, confidence intervals, hypothesis testing, analysis of variance, regression and correlation analysis, chi-square, t-tests, and applications of technology for statistical analysis, including the interpretation of the relevance of statistical findings for business problem solving and decision making. It covers descriptive statistics, probability hypothesis testing, linear and multiple regression, correlation, sampling, statistical inference and time series analysis. Students are instructed in the use of computer spreadsheet software to solve statistical and data analysis problems. (CSU/UC) AA/AS Area E, CSU Area B-4, IGETC Area 2, C-ID: MATH 110

Study Skills - STSK

Course Information

STSK060: Study Skills: English A

3.0 Units

(No prerequisite.) Students develop reading and writing skills at the level of Advanced/Intermediate Adult Basic Education (ABE).

STSK060NC: Study Skills: English A

0.0 Units

(No prerequisite.) Students develop reading and writing skills at the level of Intermediate/Advanced Adult Basic Education (ABE). This is a noncredit course that will be mirrored with STSK 060. For students with learning disabilities, this course will provide the opportunity to upgrade their basic reading and writing skills in a noncredit course designed to accommodate their academic needs.

STSK062: Study Skills: Math A

2.0 Units

(No prerequisite.) This is a credit course that will be mirrored with STSK 062NC. For students with learning differences, this course will provide the opportunity to apply basic consumer math skills in a number of contextualized scenarios.

STSK062NC: Study skills: Math A Noncredit

0.0 Units

(No prerequisite.) For students with learning differences, this noncredit course will provide the opportunity to apply basic consumer math skills in a number of contextualized scenarios.

STSK064: Goal Setting and Career Planning

3.0 Units

(No prerequisite.) This course focuses on setting realistic goals for the students' futures, and how to plan for their future careers while utilizing skills from class. The course utilizes partnerships with community and campus employment services to assist with work development for students with disabilities. (CSU)

STSK064NC: Goal Setting and Career Planning

0.0 Units

(No prerequisite.) This course focuses on setting realistic goals for the students' futures, and how to plan for their future careers while utilizing skills from class. The course utilizes partnerships with community and campus employment services to assist with work development for students with disabilities.

STSK161: Seminar for Tutors

2.0 Units

(No prerequisite.) This course is offered in conjunction with the Tutoring and Learning Center and is designed to train students to become effective tutors at College of Marin. Students learn about the role of a tutor, effective communication, group tutoring strategies, learning styles, and study skills. (CSU)

STSK161NC: Seminar for Tutors Noncredit

0.0 Units

(No prerequisite.) This noncredit course is offered in conjunction with the Tutoring and Learning Center and is designed to train students to

become effective tutors at College of Marin. Students learn about the role of a tutor, effective communication, group tutoring strategies, learning styles, and study skills.

Vocational Construction - VOCC

Course Information

VOCC100: Construction Fundamentals 0.0 Units

(No prerequisite. Advisory: ESL level 40 or equivalent or above.) This course surveys materials, tools and techniques used in the construction of diverse applications, focusing on a variety of wooden structures in various settings.

VOCC110: Construction Safety Training OSHA 10 0.0 Units

(No prerequisite.) In this industrial and construction safety course for entry-level workers, students learn to recognize and prevent hazards on a job site. Occupational Safety Health Administration (OSHA) recommends Safety Certification Training Program courses as an orientation to occupational safety and health for workers covered by OSHA standards, on the specific hazards of the job. Upon successful completion of the course, students will receive a 10-hour Construction Safety Certification completion card.

Welding - WELD

Course Information

WELD100: Careers, Precision Measurement and Math for Industry 4.0 Units

(No prerequisite. May also be taken as MACH 100, credit awarded for only one course.) This course reviews addition, subtraction, multiplication and division of whole numbers, fractions, decimals, percentages in imperial and metric units. Also included are ratio and proportion, graphs and applications specific to automotive, collision repair, machining and welding careers. The course covers worker/employer relationships in the industry which includes communication, customer service, meeting deadlines, and time tracking skills. (CSU)

WELD101: Introduction to Welding 4.0 Units

(No prerequisite.) An introductory course in the principles and practice of welding. The course provides a survey of different types of Welding, including ARC (FCAW & SMAW), MIG, TIG, and oxy acetylene. Each type of welding will be demonstrated with hands-on practice. (CSU)

WELD102: Intermediate GMAW/MIG Welding 2.0 Units

(No prerequisite. Advisory: WELD101.) An intermediate course covering the theory and application of GMAW/MIG welding. Students will learn how to safely set up, adjust, operate and shut down equipment. Students will learn how to use correct machine settings and shielding gas, correct and safe usage of equipment and hazardous material regulations to weld sheet-metal and plate in the flat and horizontal positions. The course includes the basics of oxy-acetylene welding, brazing as well as flame cutting skills that meet industry standards. (CSU)

WELD103: Advanced GMAW/MIG Welding 2.0 Units

(No Prerequisite. Advisory: WELD102.) An advanced course for GMAW/MIG welding techniques working with ferrous and non-ferrous metals, plus their alloys. This course builds upon intermediate GMAW/MIG welding to develop advanced blueprint reading skills, safe flame and plasma cutting techniques with welding equipment for hazardous material regulations, alternative positions following AWS code standards. (CSU)

WELD104: Intermediate GTAW/TIG Welding 2.0 Units

(No prerequisite. Advisory: WELD 101.) An intermediate course covering the theory and application of GTAW/TIG welding. Students will learn how to safely set up, adjust, operate and shut down equipment. Students will learn how to use correct machine settings and shielding gas, correct and safe usage of equipment and hazardous material regulations to weld steel, stainless steel and aluminum. (CSU)

WELD105: Advanced GTAW/TIG Welding 2.0 Units

(No Prerequisite. Advisory: WELD 104.) An advanced course for GTAW/TIG welding techniques working with ferrous and non-ferrous metals with an emphasis on stainless steel. This course builds upon intermediate GTAW/TIG welding. This course includes set-up, calibrating, adjusting, operating and shutting down the equipment as well as developing blueprint reading skills. (CSU)

WELD106: SMAW Welding

2.0 Units

(No prerequisite. Advisory: WELD 101.) An intermediate course in the principles and practice of SMAW (Shielded Metal Arc Welding) and Flux-Core Arc Welding (FCAW) in various positions. This versatile process is used extensively in the maintenance and repair industry, construction and industrial fabrication. Students will learn how to identify welding defects, select the correct electrodes and wire, as well as learn hazardous materials regulation and general shop safety. (CSU)

WELD107: OFW and Welding Fabrication

2.0 Units

(No prerequisite. Advisory: WELD 101.) A course covering Oxy-Fuel Welding (OFW) and Welding fabrication using a range of welding processes (SMAW, GMAW, FCAW, GTAW). Students will acquire proficiency in both Brazing and Soldering using ferrous and non-ferrous metals, Plasma and Oxy-Acetylene cutting that meet industry standards. As a final course you will apply your previously learnt skills to a range of metal fabrication processes that are used in industries including the maintenance and repair industry, construction and industrial fabrication. (CSU)

Work Experience Education - WE

Program Information

Cooperative Work Experience Education offers the student the opportunity to earn college credit for planned learning activities related to employment. Working students, with the assistance of an instructor-coordinator and the on-job supervisor (employer), set up goals to be accomplished during the school term. This may include, but is not limited to, completing projects, attending group and/or individual meetings with the coordinator, participating in career workshops, learning new job skills, reading material related to human relations on the job, etc. The instructor-coordinator visits each employer during the school term and the cooperating employers are required to provide written evaluation of student's performance on the job.

Work Experience Information

Employment may be related to student's planned course of study (Occupational Work Experience Education) or not have this direct relationship (General Work Experience Education). Students in any field who seek paid, educationally related employment are encouraged to contact the

Job Placement Office for information and assistance. Students may attend classes while working (parallel plan) or attend college full time 1 semester and work full time the following semester (alternate semester plan). On the parallel plan students can earn up to 3 (general) or 4 (occupational) units per term; on the alternate plan they may earn up to 8 units while off campus and working full time.

There are limits to the total number of units a student may earn while attending California community colleges. General Work Experience Education is limited to 6 semester units.

Occupational Work Experience Education is limited to 16 semester units. A combination of General and Occupational Work Experience is limited to 16 semester units.

Veterans note: Veterans Administration regulations may affect student benefits for these courses. Check with the Veterans' Office for latest information

Course Information

WE296: Work Experience and Seminar

1.0 Units

(No prerequisite. 40 total hours of employment required, plus 10 total hours online seminar.) This summer Work Experience course provides students the opportunity to use their worksite as an off-campus classroom. In addition to the online seminar, faculty, employers, and students work together to create work-based learning opportunities related to the student's career goal. (CSU)

WE297A: Work Experience Seminar: Exploring Worksite Skills

1.5 Units

(No prerequisite.) This seminar covers career-related topics including motivation, communication, working with people and time management. (CSU)

WE297B: Work Experience Seminar: Applying Worksite Skills

1.5 Units

(No prerequisite.) This seminar covers career-related topics including quantitative tools, problem solving and asking and answering the right questions. When taken with WE 298ABCD or 299ABC, there is coordination between the seminar and the worksite experience. This seminar may be taken alone. Students enrolled in WE298ABCD or 299ABC must take a section of WE 297 concurrently. (CSU)

WE297C: Work Experience Seminar: Enhancing Worksite Skills

1.5 Units

(No prerequisite.) This course introduces career-related topics using quantitative tools, problem solving, and asking and answering the right questions. When taken with WE 298ABCD or WE 299ABC, there is coordination between the seminar and the worksite experience. This seminar may be taken alone. Students enrolled in WE 298ABCD or 299ABC must take a section of WE 297 concurrently. (CSU)

WE297D: Work Experience Seminar: Launching Your Career

1.5 Units

(No prerequisite.) This course introduces career-related topics using quantitative tools, problem solving, and asking and answering the right questions. (CSU)

WE298A: Occupational Work Experience

1.0 Units

(No prerequisite. Approximately five hours weekly, for a total of 75 paid hours.) In this course, work sites serve as "off-campus classrooms," extending classroom-based occupational learning to a work site in a field directly related to the student's occupational goal. Faculty, employers, and students work together to create a meaningful work-based educational experience by developing and achieving specific learning objectives related to their jobs. (CSU)

WE298B: Occupational Work Experience

2.0 Units

(No prerequisite. Approximately ten hours weekly, for a total of 150 paid hours.) In this course, work sites serve as "off-campus classrooms," extending classroom-based occupational learning to a work site in a field directly related to the student's occupational goal. Faculty, employers, and students work together to create a meaningful work-based educational experience by developing and achieving specific learning objectives related to their jobs. (CSU)

WE298C: Occupational Work Experience

3.0 Units

(No prerequisite. Approximately fifteen hours weekly, for a total of 225 hours.) In this course, work sites serve as "off-campus classrooms," extending classroom-based occupational learning to a work site in a field directly related to the student's occupational goal. Faculty, employers, and students work together to create a meaningful work-based educational experience by developing and achieving specific learning objectives related to their jobs. (CSU)

WE298D: Occupational Work Experience

4.0 Units

(No prerequisite. Twenty hours weekly, for a total of 320 hours. Corequisite: WE 297A, B, C, or D.) In this course, work sites serve as "off-campus classrooms," extending classroom-based occupational learning to a work site in a field directly related to the student's occupational goal. Faculty, employers, and students work together to create a meaningful work-based educational experience by developing and achieving specific learning objectives related to their jobs. Students must also be enrolled in WE 297A, B, C, or D. (CSU)

WE299A: General Work Experience

1.0 Units

(No prerequisite. Approximately five hours weekly, for a total of 75 paid hours.) A course in which work sites serve as "off-campus classrooms," extending classroom-based learning to a work site in a field unrelated to the student's occupational goal. Faculty, employers and students work together to create a meaningful work-based educational experience by developing and achieving specific learning objectives related to their jobs. (CSU)

WE299B: General Work Experience

2.0 Units

(No prerequisite. Approximately ten hours weekly, for a total of 150 paid hours.) A course in which work sites serve as "off-campus classrooms," extending classroom-based learning to a work site in a field unrelated to the student's occupational goal. Faculty, employers and students work together to create a meaningful work-based educational experience by developing and achieving specific learning objectives related to their jobs. (CSU)

WE299C: General Work Experience

3.0 Units

(No prerequisite. Approximately fifteen hours weekly, for a total of 225 hours.) A course in which work sites serve as "off-campus classrooms," extending classroom-based learning to a work site in a field unrelated to the student's occupational goal. Faculty, employers and students work together to create a meaningful work-based educational experience by developing and achieving specific learning objectives related to their jobs. (CSU)

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For a complete listing of phone numbers and email addresses, visit COM Employee Directory.

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