

# Associate Degree and Certificate Requirements

## Preparing for Graduation

Petitions to graduate with an associate degree or a certificate of achievement should be filed in the LMC Admissions & Records Office. The deadline for submitting a petition for graduation is March 1. Petitions are available in the Admissions & Records Office or on the college web site at [www.losmedanos.edu](http://www.losmedanos.edu). Credit from other institutions may be used to satisfy graduation requirements. See "Credit Accepted at Los Medanos College" in the Standards of Scholarship section for more information. Petitions for review of requirements for a college skills certificate are also due by March 1.

The graduation ceremony is held once a year at the end of the spring semester for those students who complete the requirements for graduation during the academic year. Awards will be available for graduates approximately five weeks after the end of the spring term.

## Catalog Rights

LMC publishes a new catalog every year, and the requirements for the degree/certificate programs may change from one catalog to the next. Students have the right to graduate under the terms of any of the catalogs that are published while in continuous enrollment, prior to eligibility for graduation.

Continuous enrollment is defined as the period of time in which a student's record reflects completion of at least one course, for one semester or term, during a given catalog (academic) year, from the time of original enrollment. A student who has a break in attendance must use the catalog that is in effect at the time of readmission or a subsequent catalog for the period of continuing enrollment. In the event of discontinued courses, substitutions may be required.

## Associate Degree Programs and Requirements

A student who wishes to receive an Associate degree should consult with an LMC counselor. The counselor will assist the student in planning the courses required to satisfy the major for the degree and all other graduation requirements. LMC students have the option of following the "**Standard Path**" or the "**Transfer Path**" when planning for an Associate degree. See the following pages for more information on these options and the Associate Degree Requirement chart.

Majors for an Associate in Science Degree include: biological science, chemistry, or technical/vocational programs. The Associate in Arts Degree is awarded for all other majors.

## American Institutions and Ideals Requirement

The American Institutions and Ideals requirement for an associate degree may be cleared by earning a passing grade in POLSC 10 or POLSC 20.

## Ethnic/Multicultural Studies Requirement

See associate degree requirement chart for a list of Ethnic/Multicultural studies courses. Students who are considering transferring should consult a counselor for further information.

## Certificate of Achievement Requirements

Satisfaction of the requirements defined in the Majors section, including completion of competency requirements, 12 units in residency, and a cumulative grade point average of 2.0, qualifies a student for the Certificate of Achievement, if one is offered in that major.

## College Skills Certificates

Other certificate options are available through various occupational programs. These certificates generally require less than 18 units of course work within the following major programs of study: Administration of Justice, Appliance Service Technology, Business, Child Development, Computer Science, Emergency Medical Services, English, Fire Technology, Foreign Language, Management and Supervision, Travel Marketing, and Vocational Nursing. For information, contact a department chair or the Counseling Center.

## Basic Skills/Competency Requirements

In order to receive an associate degree or a certificate of achievement from Los Medanos College, a student must meet College standards in mathematics, reading and interpreting material, writing expository essays, and computer literacy. The College has an open admissions policy; the competency requirements are designed to insure that every student has reached the standards of mathematics, reading, writing, and computer literacy expected of a Los Medanos College graduate.

## Mathematics Competency Requirement

Students seeking an Associate of Arts degree or a Certificate of Achievement must satisfy the mathematics competency requirement by one of the following:

**Associate Degree**

- 1) Complete Math 26 or higher with a grade of "C" or better, or
- 2) Score a grade of 4 or 5 on any AP Calculus Exam, or
- 3) Pass the "Associate Degree Math Competency Exam."

**Certificate of Achievement**

- 1) Complete 3 units of Math 7 with a grade of "C" or better, or
- 2) Complete Math 9 or any higher course with a grade of "C" or better, or
- 3) Complete Bus 3 with a grade of "C" or better, or
- 4) Score a grade of 4 or 5 on any AP Calculus Exam, or
- 5) Pass the "Certificate of Achievement Math Competency Exam."

The Math Competency Exam dates and times are available in the Math Lab, extension 3326. If the student does not pass the test after three attempts, he or she must satisfy the requirement by completing a math class. For additional information and a list of practice questions, contact the Math department or Math Lab, extension 3326.

**Reading and Writing Competency Requirements****Associate Degree**

The reading/writing competency requirement is cleared when an "A", "B", or "C" grade is earned in ENGL 100, required for an associate degree.

Note: Only one English course below English 100 may apply to the associate degree.

**Certificate of Achievement**

Students seeking a Certificate of Achievement must satisfy reading and writing competency requirements by one of the following:

- 1) Complete ENGL 90, or ENGL 100 with a grade of "C" or better, or
- 2) Place at the ENGL 100 level on the matriculation assessment, or
- 3) Complete designated course in major program with a grade of "C" or better. Courses approved to satisfy the reading/writing competency are available in the following certificate programs:
  - Art/Digital Publishing or Graphic Communications – ART 5
  - Business/Accounting, Office Administration, or Small Business Operations – BUS 58 or BUS 59
  - Travel Marketing – BUS 58 or BUS 59, or

- 4) Pass a major program exam available in the following departments: Appliance Service Technology, Automotive Technology, Child Development, and Welding Technology.

**Computer Literacy Competency Requirement****Associate Degree and Certificate of Achievement**

Computer literacy is a graduation requirement for a degree and for the Certificate of Achievement. This requirement includes an awareness component as well as an operations component. A student may satisfy the requirement by one of the following:

- 1) "C" grade or better in COMSC 40, 49, 60, 10 or 11, or
- 2) "C" grade or better in BUS 18, 35, 65, 67, 68, or
- 3) "C" grade or better on a challenge examination in the area of computer awareness and evidence of operations experience in an LMC lab setting or similar situation. There are no prerequisites for attempting the challenge examination. The challenge exam may be taken once. Exam includes coverage of basic computer concepts, definitions of common computer terminology, explanations of microcomputer operating procedures, and an awareness of common social applications of computer technology. Students will be expected to demonstrate basic operating procedures on either an Intel-based PC or a Macintosh. Operating procedures competency will include both operating systems operations and applications software operations. See Computer Science area personnel for further information, or to schedule a test session.

## Pathways to an Associate Degree at LMC

**To be awarded an AA or AS degree at LMC, students must fulfill all of the following requirements:**

- Complete 60 degree-applicable units with a cumulative grade point average of 2.0 or higher, with at least 12 units completed at LMC
- Complete Contra Costa Community College District Governing Board requirements:
  - American Institutions (3 units)
  - Health Education (3 units)
  - Physical Education (2 units)
- Complete the specific LMC major requirements (a minimum of 18 units) listed in the college catalog
- Complete General Education requirements by either the Transfer or Standard Path, as listed below:

### Transfer AA/AS Path

- Students must complete the lower division General Education requirements of a four-year transfer institution.  
Students planning to transfer to a California public university should follow the California State University General Education-Breadth requirements, the University of California specific breadth requirements, or the Intersegmental General Education Transfer Curriculum (IGETC). \*
- Another option is to fulfill all major program requirements and be accepted with junior standing at any accredited baccalaureate institution.  
Students must show evidence of
- acceptance for admission by an accredited transfer institution.

### Standard AA/AS Path

- Students must complete the LMC General Education, Graduation, & Competency requirements, as listed on the following page in the catalog.

**Note:** Unit values appear in parenthesis in both pathways. A zero denotes that a test option is available. Students who score at competency level on a test may bypass the required course (and units). Transferable units are not awarded for LMC competency exams.

\*Students planning to transfer to a private or out-of-state university need to consult a counselor. In addition, all students choosing the transfer path option are strongly encouraged to see a counselor since four-year college requirements vary widely and are subject to change.

# Los Medanos College Associate Degree Requirements 2009-10

## Standard AA/AS Path

A minimum total of 60 degree-applicable units are required for the Associate Degree. Students must complete this coursework, in addition to 18 or more units in a defined major as listed in the catalog. Of the total units completed, 12 units must be at LMC, with a cumulative grade point average of 2.0 or higher. Completing the required courses in the boxes below will total between 32-45 units. Please see a counselor for assistance in selecting appropriate courses. Students choosing the transfer track option are strongly encouraged to see a counselor since four-year college requirements vary widely and are subject to change. Courses that double count are listed in both boxes. This document is subject to change. For updates contact the Counseling Center or [www.losmedanos.edu](http://www.losmedanos.edu)

### General Education Requirements

Communication/Critical Thinking	3 Units
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Many of these courses will also satisfy the CSU requirement in Area A

Complete one of: ENGL 220, 221, PHIL 41, JOURN 10, SPCH 40

Biological or Physical Science	3-5 Units
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Many of these courses will also satisfy the CSU requirement in Area B

Complete one of:

Biological: BIOSC 7, 10, 20, 50

OR

Physical: ASTRO 10, CHEM 8, 25, ENGIN 10, ENVSCI 10, GEOG 15, GEOL 70, PHYS 15, 35, PHYSC 5

Creative Arts/Humanities	6 Units
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Many of these courses will also satisfy the CSU requirement in Area C

Complete two courses: (one from Creative Arts and one from Humanities)

Creative Arts: ART 5, 6, 7, 8, 9

DRAMA 15, 16, 70, 71, MUSIC 10, 12, 15

Humanities: PHIL 2\*, 40, 42, HUMAN 3, 19, 20, 21, 22, 24, JOURN 35, ENGL 3, 127, 128, 129, 133, 205, 230, 231

\* or completion of Registered Nursing Program

Behavioral Science	3 Units
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Many of these courses will also satisfy the CSU requirement in Area D

Complete one course:

ANTHR 5, 6, 7, CHDEV 10, PSYCH 10, 11, SOCIO 15, 16

Social Science/American Institutions & Ideals	6 Units
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Complete two courses, one from group A and one from group B.

Group A: POLSC 10, 20

Group B: ADJUS 120, ECON 5, 10, 11, HIST 34, 35, 36, 37, 38, POLSC 43, SOCSC 45

Transfer students should consult with an LMC Counselor regarding meeting the LMC and CSU American Institutions & Ideals requirements.

### Graduation & Competency Requirements

Computer Literacy	0-4 Units
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Pass proficiency exam

OR

Complete one of: COMSC 10, 11, 40, 49, 60, 83, BUS 18, 35, 65, 66, 67, 68

Ethical Inquiry	3 Units
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Complete one of: ENGL 3, PHIL 2\*, HUMAN 3

\*or completion of Registered Nursing Program

Ethnic/Multicultural Studies	3 Units
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Complete one of: CHDEV 50, DRAMA 15, 30, ENGL 127, 128, 129, 133, HIST 46, 47, 48, 52, SOCSC 45, 56

Health Education	3 Units
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Complete BIOSC 5

OR

Completion of Registered Nursing, Vocational Nursing or Paramedic Program or Pass Health Science Exam\*\*

\*\* For information on Health Science exam, contact Mark Lewis, extension 3224.

Mathematics	3-4 Units
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Pass proficiency exam

OR

Complete: MATH 26 or higher

Physical Education	2 Units
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Complete two units of activity courses or FIRE 106 (Does not include lecture courses)

Reading – Writing	3 Units
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This course will also satisfy 3 units of the CSU requirement in Area A Complete: ENGL 100

# Degrees and Certificates in Major Programs

Program	Certificate	Degree
Administration of Justice		X
Anthropology		X
Appliance Service	X	X
Art		
Fine Arts		X
Graphic Communications	X	X
Digital Publishing	X	
Automotive Technology	X	X
Biological Science		X
Business		
Accounting	X	X
Office Administration	X	X
Small Business Operations	X	X
Chemistry		X
Child Development	X	X
Computer Science	X	
Cosmetology	X	
Electrical/Instrumentation Technology	X	X
Emergency Medical Services	X	X
Engineering		X
Environmental Science		X
Fire Academy	X	
Fire Technology	X	X
Journalism		X
Liberal Arts		X
Management and Supervision	X	X
Mathematics		X
Music	X	X
Commercial Music–Bus Mgmt	X	
Commercial Music–Pedagogy	X	
Commercial Music–Performance	X	

Program	Certificate	Degree
Nursing		
Registered		X
Vocational	X	
Process Technology	X	X
Psychology		X
Real Estate	X	X
Recording Arts	X	X
Sociology		X
Travel Marketing	X	X
Welding Technology	X	X

## College Skills Certificates (Departmental)

College Skills Certificates (Departmental), requiring fewer than 18 units of coursework, are offered in the following departments:

- Administration of Justice
- Appliance Service Technology
- Business
- Child Development
- Computer Science
- Emergency Medical Services
- English/ ESL
- Fire Academy
- Foreign Language (Sign Language, Spanish)
- Management and Supervision
- Travel Marketing

*Please check with the appropriate department for more information.*