

2019-2020 APPORTIONMENT ATTENDANCE REPORT

Period: Annual

District: San Mateo

CERTIFICATION

I, the District Chief Executive Officer, hereby certify that, to the best of my knowledge and belief (1) this report is true and correct, and (2) all data have been reported and compiled in accordance with provisions of the Education Code and Title 5 regulations adopted by the Board of Governors and instructions on this form.

I further certify that I have determined through consultation with staff directly responsible that (1) FTES reported on this form for State apportionments includes only courses which had received individual prior approval or were part of programs with prior approval by the governing board of the district and the Chancellor's Office; (2) no attendance has been reported for: (a) courses which do not fully comply with Title 5 Section 58051.5 relative to open enrollment and participation by any person who is otherwise qualified and eligible for admission to the college, except for inmate education courses maintained pursuant to Title 5 Section 58051.6, or (b) courses excluded from State apportionments by Education Code Section 8538 or, (c) indentured apprentices in courses of related and supplemental instruction maintained pursuant to Section 3074 of the Labor Code; and (3) all FTES eligible for State support have been reported whether or not funding is available.

The original signature of the district Chief Executive Officer is required.

Chief Executive Officer: Michael Claire

Signature: _____

Signature Date: _____

Electronic Certification Date: Friday, July 10, 2020

District Contact Person: Bernata Slater

Title: CFO

Phone: (650) 358-6778

Email: slaterb@smccd.edu

Please return completed form to:

**CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE
FISCAL SERVICES UNIT
1102 Q STREET, 4th Floor
SACRAMENTO, CA 95811-6511**

2019-2020 APPORTIONMENT ATTENDANCE REPORT

Period: Annual

District: San Mateo

PART I. FULL-TIME EQUIVALENT STUDENTS

State Residents (and Nonresidents Attending Noncredit Courses)	
Attendance FTES	Factored FTES

Summer Intersession (Summer 2019 Only)

1. Noncredit (Parts IV.A.1 + VII.A.3)	5.65	5.65
2. Credit (Parts III.A.1 + VI.A.1)	1,848.47	1,848.47

Summer Intersession Courses (Summer 2020 Prior to July 1, 2020)

1. Noncredit (Parts IV.B.1 + VII.B.3)	0.00	0.00
2. Credit (Parts III.B.1 + VI.B.2 + VI.B.1)	0.00	0.00

Primary Terms (Exclusive of Summer Intersession)

1. Census Procedure Courses

(a) Weekly Census Contact Hours (Part II)	8,640.12	8,640.12
(b) Daily Census Contact Hours (Part III)	429.81	438.29

2. Actual Hours of Attendance Procedure Courses

(a) Noncredit (Part IV.C)	35.36	35.36
(b) Credit (Part IV.D)	564.27	571.17

3. Alternative Attendance Accounting Procedure Courses

(a) Weekly Census Procedure Courses (Part V)(Credit)	2,577.81	2,577.81
(b) Daily Census Procedure Courses (Part V)(Credit)	471.99	480.52
(c) Noncredit Independent Study/Distance Education Courses (Part VII.C)	0.00	0.00

Total FTES

Total Credit FTES	14,532.47	14,556.38
Total Noncredit FTES	41.01	41.01
Total FTES	14,573.48	14,597.39

Supplemental Information	FTES
Inservice Training Courses	0.00
Basic Skills Courses and Immigrant Education (Noncredit)	43.77
Basic Skills Courses and Immigrant Education (Credit)	224.87

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District: San Mateo

PART I. FULL-TIME EQUIVALENT STUDENTS

	Nonresidents	
	Attendance FTES	Factored FTES
Summer Intersession (Summer 2019 Only)		
1. Noncredit (Parts IV.A.1 + VII.A.3)	0.24	0.24
2. Credit (Parts III.A.1 + VI.A.1)	132.62	132.62
Summer Intersession Courses (Summer 2020 Prior to July 1, 2020)		
1. Noncredit (Parts IV.B.1 + VII.B.3)	0.00	0.00
2. Credit (Parts III.B.1 + VI.B.2 + VI.B.1)	0.00	0.00
Primary Terms (Exclusive of Summer Intersession)		
1. Census Procedure Courses		
(a) Weekly Census Contact Hours (Part II)	971.77	971.77
(b) Daily Census Contact Hours (Part III)	39.55	40.35
2. Actual Hours of Attendance Procedure Courses		
(a) Noncredit (Part IV.C)	2.52	2.52
(b) Credit (Part IV.D)	36.32	36.76
3. Alternative Attendance Accounting Procedure Courses		
(a) Weekly Census Procedure Courses (Part V)(Credit)	216.46	216.46
(b) Daily Census Procedure Courses (Part V)(Credit)	49.93	50.94
(c) Noncredit Independent Study/Distance Education Courses (Part VII.C)	0.00	0.00
Total FTES		
Total Credit FTES	1,446.65	1,448.90
Total Noncredit FTES	2.76	2.76
Total FTES	1,449.41	1,451.66

2019-2020 APPORTIONMENT ATTENDANCE REPORT

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College: Cañada College

PART I. FULL-TIME EQUIVALENT STUDENTS

State Residents (and Nonresidents Attending Noncredit Courses)	
Attendance FTES	Factored FTES

Summer Intersession (Summer 2019 Only)

1. Noncredit (Parts IV.A.1 + VII.A.3)	2.07	2.07
2. Credit (Parts III.A.1 + VI.A.1)	424.26	424.26

Summer Intersession Courses (Summer 2020 Prior to July 1, 2020)

1. Noncredit (Parts IV.B.1 + VII.B.3)	0.00	0.00
2. Credit (Parts III.B.1 + VI.B.2 + VI.B.1)	0.00	0.00

Primary Terms (Exclusive of Summer Intersession)

1. Census Procedure Courses

(a) Weekly Census Contact Hours (Part II)	1,583.99	1,583.99
(b) Daily Census Contact Hours (Part III)	158.07	161.22

2. Actual Hours of Attendance Procedure Courses

(a) Noncredit (Part IV.C)	7.11	7.11
(b) Credit (Part IV.D)	11.64	11.64

3. Alternative Attendance Accounting Procedure Courses

(a) Weekly Census Procedure Courses (Part V)(Credit)	794.85	794.85
(b) Daily Census Procedure Courses (Part V)(Credit)	152.32	154.35
(c) Noncredit Independent Study/Distance Education Courses (Part VII.C)	0.00	0.00

Total FTES

Total Credit FTES	3,125.13	3,130.31
Total Noncredit FTES	9.18	9.18
Total FTES	3,134.31	3,139.49

Supplemental Information	FTES
Inservice Training Courses	0.00
Basic Skills Courses and Immigrant Education (Noncredit)	10.01
Basic Skills Courses and Immigrant Education (Credit)	56.85

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College: Cañada College

PART I. FULL-TIME EQUIVALENT STUDENTS

	Nonresidents	
	Attendance FTES	Factored FTES
Summer Intersession (Summer 2019 Only)		
1. Noncredit (Parts IV.A.1 + VII.A.3)	0.19	0.19
2. Credit (Parts III.A.1 + VI.A.1)	33.02	33.02
Summer Intersession Courses (Summer 2020 Prior to July 1, 2020)		
1. Noncredit (Parts IV.B.1 + VII.B.3)	0.00	0.00
2. Credit (Parts III.B.1 + VI.B.2 + VI.B.1)	0.00	0.00
Primary Terms (Exclusive of Summer Intersession)		
1. Census Procedure Courses		
(a) Weekly Census Contact Hours (Part II)	153.63	153.63
(b) Daily Census Contact Hours (Part III)	9.13	9.31
2. Actual Hours of Attendance Procedure Courses		
(a) Noncredit (Part IV.C)	0.64	0.64
(b) Credit (Part IV.D)	1.63	1.63
3. Alternative Attendance Accounting Procedure Courses		
(a) Weekly Census Procedure Courses (Part V)(Credit)	57.79	57.79
(b) Daily Census Procedure Courses (Part V)(Credit)	9.62	9.75
(c) Noncredit Independent Study/Distance Education Courses (Part VII.C)	0.00	0.00
Total FTES		
Total Credit FTES	264.82	265.13
Total Noncredit FTES	0.83	0.83
Total FTES	265.65	265.96

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Period: Annual

College: Cañada College

ADJUSTMENT TO FULL-TIME EQUIVALENT STUDENTS (FTES)

Reference: Education Code Section 84890 Title 5 Sections 55700ff, 55720ff	Total Faculty Contact Hours of Instruction Released for Flex-Time Activities (see Instructions 2 & 3)	Total Faculty Contact Hours of Instruction (Actual Teaching Hours) of All Instructors in the Academic Year Exclusive of any Intersession (see Instructions 5)	F Factor
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A. Credit Courses

1. Weekly Census Procedure Courses 2. Daily Census Procedure Courses	90.70	4,558.80	1.0199
3. Positive Attendance Credit Courses	0.00	1,077.70	1.0000
4. Alternative Attendance Accounting Procedure a. Weekly Census Procedure Courses b. Daily Census Procedure Courses	50.10	3,768.70	1.0133

B. Noncredit Courses

1. Positive Attendance	0.00	108.00	1.0000
2. Noncredit Distance Education	0.00	0.00	1.0000

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Period: Annual

College: College of San Mateo

PART I. FULL-TIME EQUIVALENT STUDENTS

State Residents (and Nonresidents Attending Noncredit Courses)	
Attendance FTES	Factored FTES

Summer Intersession (Summer 2019 Only)

1. Noncredit (Parts IV.A.1 + VII.A.3)	0.08	0.08
2. Credit (Parts III.A.1 + VI.A.1)	636.15	636.15

Summer Intersession Courses (Summer 2020 Prior to July 1, 2020)

1. Noncredit (Parts IV.B.1 + VII.B.3)	0.00	0.00
2. Credit (Parts III.B.1 + VI.B.2 + VI.B.1)	0.00	0.00

Primary Terms (Exclusive of Summer Intersession)

1. Census Procedure Courses

(a) Weekly Census Contact Hours (Part II)	3,258.76	3,258.76
(b) Daily Census Contact Hours (Part III)	126.20	128.94

2. Actual Hours of Attendance Procedure Courses

(a) Noncredit (Part IV.C)	1.37	1.37
(b) Credit (Part IV.D)	303.09	306.85

3. Alternative Attendance Accounting Procedure Courses

(a) Weekly Census Procedure Courses (Part V)(Credit)	692.73	692.73
(b) Daily Census Procedure Courses (Part V)(Credit)	219.11	224.26
(c) Noncredit Independent Study/Distance Education Courses (Part VII.C)	0.00	0.00

Total FTES

Total Credit FTES	5,236.04	5,247.69
Total Noncredit FTES	1.45	1.45
Total FTES	5,237.49	5,249.14

Supplemental Information	FTES
Inservice Training Courses	0.00
Basic Skills Courses and Immigrant Education (Noncredit)	1.55
Basic Skills Courses and Immigrant Education (Credit)	60.06

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Period: Annual

College: College of San Mateo

PART I. FULL-TIME EQUIVALENT STUDENTS

	Nonresidents	
	Attendance FTES	Factored FTES
Summer Intersession (Summer 2019 Only)		
1. Noncredit (Parts IV.A.1 + VII.A.3)	0.00	0.00
2. Credit (Parts III.A.1 + VI.A.1)	53.73	53.73
Summer Intersession Courses (Summer 2020 Prior to July 1, 2020)		
1. Noncredit (Parts IV.B.1 + VII.B.3)	0.00	0.00
2. Credit (Parts III.B.1 + VI.B.2 + VI.B.1)	0.00	0.00
Primary Terms (Exclusive of Summer Intersession)		
1. Census Procedure Courses		
(a) Weekly Census Contact Hours (Part II)	517.44	517.44
(b) Daily Census Contact Hours (Part III)	20.70	21.15
2. Actual Hours of Attendance Procedure Courses		
(a) Noncredit (Part IV.C)	0.10	0.10
(b) Credit (Part IV.D)	16.63	16.84
3. Alternative Attendance Accounting Procedure Courses		
(a) Weekly Census Procedure Courses (Part V)(Credit)	93.66	93.66
(b) Daily Census Procedure Courses (Part V)(Credit)	33.54	34.33
(c) Noncredit Independent Study/Distance Education Courses (Part VII.C)	0.00	0.00
Total FTES		
Total Credit FTES	735.70	737.15
Total Noncredit FTES	0.10	0.10
Total FTES	735.80	737.25

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College: College of San Mateo

ADJUSTMENT TO FULL-TIME EQUIVALENT STUDENTS (FTES)

Reference: Education Code Section 84890 Title 5 Sections 55700ff, 55720ff	Total Faculty Contact Hours of Instruction Released for Flex-Time Activities (see Instructions 2 & 3)	Total Faculty Contact Hours of Instruction (Actual Teaching Hours) of All Instructors in the Academic Year Exclusive of any Intersession (see Instructions 5)	F Factor
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A. Credit Courses

1. Weekly Census Procedure Courses 2. Daily Census Procedure Courses	123.30	5,670.30	1.0217
3. Positive Attendance Credit Courses	210.30	16,892.50	1.0124
4. Alternative Attendance Accounting Procedure a. Weekly Census Procedure Courses b. Daily Census Procedure Courses	94.50	4,020.85	1.0235

B. Noncredit Courses

1. Positive Attendance	0.00	102.00	1.0000
2. Noncredit Distance Education	0.00	0.00	1.0000

2019-2020 APPORTIONMENT ATTENDANCE REPORT

Period: Annual

College: Skyline College

PART I. FULL-TIME EQUIVALENT STUDENTS

State Residents (and Nonresidents Attending Noncredit Courses)	
Attendance FTES	Factored FTES

Summer Intersession (Summer 2019 Only)

1. Noncredit (Parts IV.A.1 + VII.A.3)	3.50	3.50
2. Credit (Parts III.A.1 + VI.A.1)	788.06	788.06

Summer Intersession Courses (Summer 2020 Prior to July 1, 2020)

1. Noncredit (Parts IV.B.1 + VII.B.3)	0.00	0.00
2. Credit (Parts III.B.1 + VI.B.2 + VI.B.1)	0.00	0.00

Primary Terms (Exclusive of Summer Intersession)

1. Census Procedure Courses

(a) Weekly Census Contact Hours (Part II)	3,797.37	3,797.37
(b) Daily Census Contact Hours (Part III)	145.54	148.13

2. Actual Hours of Attendance Procedure Courses

(a) Noncredit (Part IV.C)	26.88	26.88
(b) Credit (Part IV.D)	249.54	252.68

3. Alternative Attendance Accounting Procedure Courses

(a) Weekly Census Procedure Courses (Part V)(Credit)	1,090.23	1,090.23
(b) Daily Census Procedure Courses (Part V)(Credit)	100.56	101.91
(c) Noncredit Independent Study/Distance Education Courses (Part VII.C)	0.00	0.00

Total FTES

Total Credit FTES	6,171.30	6,178.38
Total Noncredit FTES	30.38	30.38
Total FTES	6,201.68	6,208.76

Supplemental Information	FTES
Inservice Training Courses	0.00
Basic Skills Courses and Immigrant Education (Noncredit)	32.21
Basic Skills Courses and Immigrant Education (Credit)	107.96

2019-2020 APPORTIONMENT ATTENDANCE REPORT

Period: Annual

College: Skyline College

PART I. FULL-TIME EQUIVALENT STUDENTS

Nonresidents	
Attendance FTES	Factored FTES

Summer Intersession (Summer 2019 Only)

1. Noncredit (Parts IV.A.1 + VII.A.3)	0.05	0.05
2. Credit (Parts III.A.1 + VI.A.1)	45.87	45.87

Summer Intersession Courses (Summer 2020 Prior to July 1, 2020)

1. Noncredit (Parts IV.B.1 + VII.B.3)	0.00	0.00
2. Credit (Parts III.B.1 + VI.B.2 + VI.B.1)	0.00	0.00

Primary Terms (Exclusive of Summer Intersession)

1. Census Procedure Courses

(a) Weekly Census Contact Hours (Part II)	300.70	300.70
(b) Daily Census Contact Hours (Part III)	9.72	9.89

2. Actual Hours of Attendance Procedure Courses

(a) Noncredit (Part IV.C)	1.78	1.78
(b) Credit (Part IV.D)	18.06	18.29

3. Alternative Attendance Accounting Procedure Courses

(a) Weekly Census Procedure Courses (Part V)(Credit)	65.01	65.01
(b) Daily Census Procedure Courses (Part V)(Credit)	6.77	6.86
(c) Noncredit Independent Study/Distance Education Courses (Part VII.C)	0.00	0.00

Total FTES

Total Credit FTES	446.13	446.62
Total Noncredit FTES	1.83	1.83
Total FTES	447.96	448.45

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Period: Annual

College: Skyline College

ADJUSTMENT TO FULL-TIME EQUIVALENT STUDENTS (FTES)

Reference: Education Code Section 84890 Title 5 Sections 55700ff, 55720ff	Total Faculty Contact Hours of Instruction Released for Flex-Time Activities (see Instructions 2 & 3)	Total Faculty Contact Hours of Instruction (Actual Teaching Hours) of All Instructors in the Academic Year Exclusive of any Intersession (see Instructions 5)	F Factor
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A. Credit Courses

1. Weekly Census Procedure Courses 2. Daily Census Procedure Courses	91.90	5,155.90	1.0178
3. Positive Attendance Credit Courses	131.50	10,399.25	1.0126
4. Alternative Attendance Accounting Procedure a. Weekly Census Procedure Courses b. Daily Census Procedure Courses	34.04	2,532.75	1.0134

B. Noncredit Courses

1. Positive Attendance	0.00	703.80	1.0000
2. Noncredit Distance Education	0.00	0.00	1.0000

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District: San Mateo

PART IX. AB 540 Headcount, Special Admit FTES and Inmates in Correctional Facilities FTES

AB 540 Headcount Report

In the space provided below, for the District as a whole, please provide the total number of students who received the Nonresident tuition fee exemption under AB 540 for the Fiscal Year. This total should include any student that was considered to be an AB 540 student during any part of a term/session and should be an unduplicated student headcount (e.g. please count each student only once, regardless of how many terms/sessions they attended). This data collection will be considered to be a limited survey instrument and not tied or associated with FTES counts. Supporting documentation does not need to be submitted with this report.

Headcount	676
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Special Admit (Full-Time and Part-Time) P.E. Credit FTES Report

In the spaces provided below, please provide the requested districtwide Fiscal Year FTES information of special "admit" part-time and full-time students eligible to attend the Colleges of the District pursuant to Education Code Section 48800 or 48800.5. Please refer to Legal Advisory 05-01 and the Contracted District Audit Manual for the Fiscal Year, State Compliance Item No. 427.

Total FTES of Special Part-Time and Full-Time Students (Column 1)	Total FTES of Special Part-Time and Full-Time Students in P.E. Courses (Column 2)	Total Reported* FTES of Special Part-Time and Full-Time Students in P.E. Courses (Column 3)	Percent of Reported* FTES of Special Part-Time and Full-Time Students in P.E. Courses (Column 3/Column 1)
961.48	47.35	28.09	2.92 %

Inmates in Correctional Facilities FTES

In the spaces provided below, please provide the requested districtwide Fiscal Year FTES information of incarcerated students eligible to attend the Colleges of the District pursuant to Education Code Section 84810.5(a).

Total FTES of Incarcerated Students (Column 1)	Credit FTES of Incarcerated Students (Column 2)	Noncredit FTES of Incarcerated Students (Column 3)
2.91	2.91	0.00

* Reported FTES amounts should represent amounts that are subsets of FTES data certified and reported in the Annual CCFS-320 - Resident FTES, Part I, A through D. FTES shall be computed and rounded to two decimal places. Supporting documentation does not need to be submitted with this report, but should be retained by the District as records back to audit pursuant to Title 5 Section 59025.

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CAREER DEVELOPMENT AND COLLEGE PREPARATION Noncredit FTES

Control Number	Course ID	Course Title	Total FTES	Number of Sections
CCC000518489	ACTG200	QuickBooks	0.00	0

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CAREER DEVELOPMENT AND COLLEGE PREPARATION Noncredit FTES

Control Number	Course ID	Course Title	Total FTES	Number of Sections
CCC000588786	ANST400	Professional Aspects of Anesthesia Technology	0.00	0
CCC000588785	ANST405	Basic Principles of Anesthesia Technology	0.00	0
CCC000588784	ANST410	Basic Anesthesia Equipment	0.00	0
CCC000588779	ANST415	Anesthesia Pharmacology	0.00	0
CCC000588783	ANST420	Application of Principles in Anesthesia Technology	0.00	0
CCC000588780	ANST425	Anesthesia Technology Clinical Experience I	0.00	0
CCC000588778	ANST430	Advanced Anesthesia Equipment	0.00	0
CCC000588781	ANST435	Anesthesia Technology Clinical Experience II	0.00	0
CCC000588782	ANST440	Anesthesia Technology Examination and Review	0.00	0
CCC000242391	ANTH110	Cultural Anthropology	0.00	0
CCC000579158	BIOL230	Introduction to Cell Biology: Core II	0.00	0
CCC000588693	BTEC150	Biotechnology Instrumentation: Quality Control and Genetic Engineeri	0.00	0
CCC000582429	BTEC170	Principles of Applied Bioscience	0.00	0
CCC000582430	BTEC171	Laboratory Principles of Applied Bioscience	0.00	0
CCC000588694	BTEC210	Business and Regulatory Practices in Biotechnology	0.00	0
CCC000588695	BTEC220	Cell Cultrue and Protein Recovery	0.00	0
CCC000581477	BTEC400	Foundations of Biotechnology	0.00	0
CCC000289811	BUS100	Introduction to Business	0.00	0
CCC000215633	BUS101	Human Relations in the Workplace	0.00	0
CCC000122427	BUS103	Introduction to Business Information Systems	0.00	0
CCC000573658	BUS125	International Business	0.00	0
CCC000168681	BUS180	Marketing	0.00	0
CCC000549326	BUS230	International Marketing	0.00	0
CCC000583494	BUS401	Business Communications	0.00	0
CCC000320217	CBOT415	Beginning Computer Keyboarding	0.00	0
CCC000117740	CBOT417	Skill Building	0.00	0
CCC000583493	CBOT432	Introduction to Computer Applications	0.00	0
CCC000131481	CBOT435	Spreadsheets	0.00	0
CCC000255340	CBOT448	Using Microsoft Windows	0.00	0
CCC000288708	CBOT472	Beginning Word Processing	0.00	0

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CAREER DEVELOPMENT AND COLLEGE PREPARATION Noncredit FTES

Control Number	Course ID	Course Title	Total FTES	Number of Sections
CCC000241865	CBOT474	Intermediate Word Processing	0.00	0
CCC000122543	CBOT475	Using Outlook	0.00	0
CCC000345034	CBOT476	Adobe Acrobat	0.00	0
CCC000579157	CHEM210	General Chemistry I	0.00	0
CCC000526536	COMM110	Public Speaking	0.00	0
CCC000526535	COMM130	Interpersonal Communication	0.00	0
CCC000358170	COOP670	Vocational Cooperative Ed	0.00	0
CCC000583503	MART366	Color Management and Theory	0.00	0
CCC000229162	MART368	Introduction to Web Design	0.00	0
CCC000558235	MART371	User Interface/User Experience Design	0.00	0
CCC000382915	MART405	Storyboard Development for Animation and Interactive Media	0.00	0
CCC000353664	MATH200	Elem Probability & Statistics	0.00	0
CCC000176358	MGMT100	Introduction to Business Management	0.00	0
Total			0.00	0

California Community Colleges

2019-2020 APPORTIONMENT ATTENDANCE REPORT

Period: Annual

District: San Mateo

CENTERS FTES

Center	Credit FTES	Noncredit FTES	Total FTES
Total			

