

# Laney College

**2011 - 2013 CATALOG**



Enroll online [www.laney.peralta.edu](http://www.laney.peralta.edu)  
or call (510) 834-5740 for more information

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# Message from the President



Dr. Eñora T. Webb  
President

Be sure to watch "Message from the College President" on the main page.

Welcome to Laney College!

Laney is a comprehensive community college, committed to student learning and success. We are a diverse and culturally rich institution that takes pride in providing quality education and student services, while also responding to the needs of the local and global community/economy.

Offering an array of degrees, certificates and short-term course programs, Laney truly has something for everyone. Whether you are a student looking to transfer to a 4-year university, already in the workforce looking to update your skill-set, interested in starting a new career in one of our relevant career technical education programs, looking to increase your foundation skills to boost your employability, or one of our life-long learners enjoying one of our fitness or art courses, Laney will work for you!

Being a part of the community for nearly 60 years, Laney has played a pivotal role in educating and training generations of individuals who enter the workforce and become responsible community members and contributing world citizens. Our alumni include those who serve in government, are the backbone of many of today's industries and organizations, and those who make Oakland and the greater Bay Area a better place to be.

Our dedicated faculty and staff are here for you - to prepare you professionally and to encourage you to move on to be successful in all your hopes, dreams and aspirations. They are a resource that you can draw upon for assistance and support.

As your President, I will work to ensure that your academic and student life experience at Laney is a great one. Please feel free to visit my office to share your experiences and let us know how we can be of help to you in reaching your academic goals. See the complete interview with Dr. Webb below.

Sincerely,

A handwritten signature in cursive script, appearing to read "Eñora".

# Laney College Administration

## Office of the President

*Dr. Elñora T. Webb, President*

*George A. Kozitza, Business and Administrative Services (Interim)*

*Maisha Jameson, Executive Assistant to the President*

## Office of Academic and Student Affairs

Dr. Eileen White, Vice President (Interim)

Peter Crabtree, Dean of Career and Technical Education

Marco Menendez, Dean of Liberal Arts

Newin P. Orante, Dean of Community Leadership and Civic Engagement

Dr. Inger Stark, Dean of the Sciences (Interim)

Dr. Tina Vasconcellos, Dean of Student Wellness and Development

## About Laney College

Laney College occupies a beautiful 60-acre campus adjacent to the Oakland Museum and Lake Merritt BART Station. It is a short walk to historic Chinatown, scenic Lake Merritt, and the resurgent downtown Oakland.

Laney was founded in 1953. The college takes its name from Joseph C. Laney (1880-1948), a journalist, businessman, and former president of the Oakland Unified School District Board of Education. Recognizing its former president's major contributions to the city's vocational education programs, the Board created the Joseph C. Laney Trade and Technical Institute in 1953. Laney joined the Peralta Community College District in 1964.

Today, Laney is the largest of the four Peralta campuses, serving more than 14,000 students. Laney offers 44 Associate Degrees in the liberal arts and science fields. A significant number of its graduates go on to four-year institutions including campuses in the University of California and California State University systems, local and out-of-state independent institutions, and Historically Black Colleges and Universities. In addition to its commitment to academics, Laney continues to make career and technical education as well as employment development a critical part of its mission, offering 35 Certificate Programs and numerous short-term courses.

## Vision

Laney College is a dynamic diverse environment where all are encouraged to become responsible community members, leaders and world citizens.

## Mission

Laney College is a diverse, urban, learner-centered community college. Our college creates quality educational opportunities that respond to the needs of the local and global community.

## Values

<http://www.laney.edu/wp/about-laney/>

# Peralta Community College District

## Board of Trustees

Dr. William “Bill” Riley, President  
Cy Gulassa, Vice President  
Abel Guillén  
Linda Handy  
Marcie Hodge  
Bill Withrow  
Nicky González Yuen  
Rich Copenhagen, Student Trustee  
Esteem Brumfield, Student Trustee

## District Administrators

### Chancellor

Dr. Wise Allen

### Vice Chancellor for Educational Services

Dr. Deborah Budd

## About the Peralta District

When it created the city’s first public trade school in 1915, the Oakland Unified School District (OUSD) held that “the modern school system should serve the needs of all the children of all the people.” Oakland’s Vocational High School, perhaps the first recognizable ancestor of the Peralta Community College District, was the OUSD’s attempt to get modern.

Now in its fourth decade, the Peralta Community College District remains true to Oakland Unified’s original commitment to service. Even more, Peralta has evolved into a first-rate academic institution and a tremendous educational resource for people of all ages, interests, and backgrounds.

Long-time East Bay residents may remember the Part-Time School and Central Trade and Technical Institute. It was not until July 1953, however, that the Oakland Board of Education began to shape its higher education facilities into what in retrospect appear clear antecedents of the modern Peralta schools: Oakland Junior College was founded, with Laney set up as its vocational campus, Merritt as its business campus. A year later Merritt added a liberal arts division, and by 1955 it began granting associate degrees. Laney and Merritt soon became known collectively as Oakland City College.

The residents of Alameda, Albany, Berkeley, Emeryville, and Piedmont voted in November 1963 to join with Oakland to establish a separate junior college system, and the Peralta Community College District was officially formed on July 1, 1964. Taking its name from Luis Maria Peralta, the Spanish military man to whom the 44,800 acres on which the six cities of the modern district lie were granted in August 1820, the Peralta Community College District determined to make each of its campuses a comprehensive college, offering career and technical education, occupational, and liberal arts courses.

The district’s principles are well set out by its mission statement:

The mission of the Peralta Community College District is to provide accessible, high-quality adult learning opportunities to meet the educational needs of the multicultural East Bay community.

While the language and emphasis of the district’s statements have changed over the course of the last century, the ideals they point to remain constant.

Throughout its history, Peralta has dedicated itself to creating opportunities for the people it serves and it will continue to do so.

# General Information

## Accreditation

Laney College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 3402 Mendocino Avenue, Santa Rosa, CA 95403, (707)569-9177, an institution accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.

## Instructional Program

The Laney College instructional program is designed to provide:

1. **General Education** courses which provide the students with knowledge, skills, appreciations, attitudes and values which each individual needs for an effective and well-balanced life in a democratic society;
2. **Career and Technical Education** courses which lead directly to employment or upgrading after intensive training in theory and practical application in trade, technical, business and service occupations;
3. **Transfer Education** courses paralleling freshman and sophomore years at four-year institutions. Also included are courses which enable students to make up scholastic deficiencies while preparing for transfer to four-year colleges or universities;
4. **English Curriculum for non-citizen and citizen students with English as a Second Language emphasis.** This special program of courses in English is offered at Laney College for immigrants and resident citizens for whom English is not a native language. The courses are aimed at assisting the student in developing the following language skills in English: listening, speaking, reading, and writing. Descriptions of the special courses are given in the COURSE ANNOUNCEMENTS, listed as English as a Second Language;

5. **Cooperative Work Experience Education** which is a joint effort of the College and the community to provide the student with opportunities to relate his/her college education to a "real" employment situation. In this program the student receives income, experience, and college credits. The business community becomes the classroom. Through the combined program of employment and classroom study, a student learns the relationship between theory and practical application.

Any student may enroll in a Cooperative Work Experience Education plan. It constitutes a regular and essential element in the educational process.

## Student Services Programs

Student Services provides (1) enrollment services; e.g., admission, registration, assessment, orientation, counseling and financial services; and (2) programs to help students achieve their educational objectives; e.g., tutoring, career planning, health services, counseling, transfer information/guidance, veterans services, reentry, EOPS, scholarships, food services, and bookstore. Support services also are provided for those who have physical, economic, educational, and psychological handicaps.

## Art Gallery

The June Steingart Gallery at Laney College provides an accessible and professionally managed art gallery, reflecting the rich cultural diversity that exists on the Laney campus and the surrounding Bay Area community. Changing, contemporary art exhibitions in various media are shown.

A Gallery Internship is offered wherein interns learn the basics of managing a professional art gallery, including curatorial, and marketing and funding skills needed for a successful art exhibition program. The gallery is free and open to the public. Hours of operation are subject to change, consult the Gallery Website.

## **Organization of Classes**

The College offers instruction in the Fall and Spring semesters as well as a Summer session. In addition to classes during the day, the College provides late afternoon, evening, and Saturday classes which permit working members of the community to earn an Associate Degree, to upgrade themselves in their fields, or to learn new skills for personal advancement or satisfaction. All classes start at the time designated in the schedule. A class hour is 50 minutes long.

## **Library**

The Library/Listening-Viewing Center is located in the "L" Building. The Center provides research, independent study and self-enrichment materials for students, faculty and staff. The Library collection includes books, magazines and journals, newspapers, microfilm, a variety of electronic databases, and access to the World Wide Web. Search the collection by using PEARL, the Peralta Libraries online catalog. ADA compliant workstations are available.

Librarians provide individual assistance, orientations and credit courses for students who need help using the print collection, databases and the World Wide Web. Other materials and services include: the textbook collection, English as a Second Language (ESL) collection, and copying machines. Handouts are available on a variety of topics, including: writing essays, research papers, and book reports; online search tips; literary criticism; college scholarships, etc.

Be sure to watch the Library Video on the main page.

## **Listening-Viewing Center**

The Listening-Viewing Center is located in the library and houses a variety of multimedia sources including: audio and videotapes, compact discs, and software. Computers are available for word processing and for completing class assignments. The Center provides assistance in using the computers.

The Library/Listening-Viewing Center is committed to providing quality services and maintaining an environment conducive to study and research. Failure to comply with the **Library Rules and Standards of Behavior** may lead to suspension of Library privileges and/or other disciplinary action in accord with existing District policies.

## **Library Policy on Overdue Materials**

Circulating materials are considered overdue when not returned at the time or date stamped on the material. Library users are responsible for returning materials on time and for replacing lost and/or damaged materials. Failure to do so forfeits grades, transcripts, diplomas, registration, and library privileges or any combination thereof. The right to grades, transcripts, diplomas, registration and library privileges shall be restored when the user (a) returns the overdue library materials; or (b) pays fine for overdue 2-hour or 2-day textbooks; or (c) pays the charge for replacement of the library materials, if such materials are lost or damaged.

## **Housing**

Laney has no dormitory facilities. Students not living at home, including international students, must make their own arrangements for living quarters.

## **Using This Catalog**

The Laney College Catalog describes the courses, programs and services of the college that are planned for the 2011-2013 academic years. Most of the policies and regulations affecting students are described in this catalog, and each student is responsible for becoming familiar with this information. More current or complete information may be obtained from the appropriate department or administrative office.

## **Responsibility for Meeting Requirements**

Each student must assume responsibility for compliance with the regulations set forth in this catalog, for satisfying prerequisites for any course the student plans to take, and for selecting the courses which will allow the student to attain his/her educational objectives. The College does not assume responsibility for misinterpretation by students of policies and procedures as presented in this catalog. Counselors and advisors are available and willing to assist students in planning their programs and to clarify college policies and procedures.

## **Accuracy Statement**

Laney College endeavors to present its programs and its policies to the public accurately and fairly. Those responsible for the preparation of this catalog, the class schedule and all other public announcements make every effort to ensure that the information presented is correct and up-to-date. However, the College reserves the right to add, amend, or repeal any rules, regulations, policies and procedures. The College assumes no responsibility for program changes or publication errors beyond its control.

## **Student Right-to-Know Disclosure**

In compliance with the Student Right-to-Know and Campus Security Act of 1990 completion and transfer rates for students attending Laney College can be found on the Peralta Community College web site at <http://www.peralta.edu>.



# Academic Calendar 2011-2012

## Fall Semester 2011

August	17-19	W-F	Professional Days
August	22	M	Day and Evening Instruction Begins
August	27	S	Saturday Instruction Begins
September	2	F	Last Day to Drop Full-Term Credit Classes and Receive a Refund
<b>Note: Short-term and open-entry classes must be dropped within 3 days of the first class meeting to receive a refund.</b>			
September	3	S	Last Day to Add Regular Session Classes
September	5	M	Labor Day - Holiday Observance
September	6	T	Census Day - Instructors Verify Enrollment in Classes
September	10	S	Last Day to File for PASS/NO PASS Grading Option for Regular Session Classes
September	17	S	Last Day to Drop Full-Term Regular Session Classes Without a "W" Appearing on Transcripts
October	21	F	Last Day to File Petitions for AA or AS Degree/Certificate
November	11	F	Veteran's Day - Holiday Observance
November	23	W	Last Day to Withdraw from Regular Session Classes and Receive a "W". All outstanding fees are due even if classes are dropped on this day.
November	23	W	Attendance Verification Day – Instructors Verify Enrollment
November	24-27	Th-Su	Thanksgiving – Holiday Observance
December	10	S	Saturday Instruction Ends
December	12-16	M-F	Final Examinations
December	16	F	Fall Semester Ends

Note: Last day to drop without a "W" appearing on transcript may vary for Short-Term and Open-Entry/Open-Exit classes.

Saturday classes begin August 27 and meet every Saturday except November 26. Saturday classes end on December 10.

Calendar dates are subject to change. Please check Peralta class schedule for updates.

## Spring Semester 2012

January	18-20	W-F	Professional Days
January	23	M	Day and Evening Instruction Begins
January	28	S	Saturday Instruction Begins
February	3	F	Last Day to Drop Full-Term Credit Classes and Receive a Refund
<b>Note: Short-term and open-entry classes must be dropped within 3 days of the first class meeting to receive a refund.</b>			
February	4	S	Last Day to Add Regular Session Classes
February	6	M	Census Day – Instructors Verify Enrollment in Classes
February	10	F	Last Day to File for PASS/NO PASS Grading Option for Regular Session Classes
February	16	Th	Last Day to Drop Full-Term Regular Session Classes Without a “W” Appearing on Transcripts
February	17	F	Lincoln’s Birthday – Holiday Observance
February	18-19	S-Su	Saturday/Sunday Classes Do Not Meet
February	20	M	Washington’s Birthday – Holiday Observance
March	23	F	Last Day to File Petitions for AA or AS Degree/Certificate
April	2-8	M-Su	Spring Recess
April	9	M	Classes Resume
April	30	M	Last Day to Withdraw from Regular Session Classes and Receive a “W”. All outstanding fees are due even if classes are dropped on this day.
April	30	M	Attendance Verification Day – Instructors Verify Enrollment in Classes
May	18	F	Malcolm X’s Birthday – Holiday Observance
May	19-25	S-F	Final Examinations
May	25	F	Spring Semester Ends

Note: Last day to drop without a “W” appearing on transcript may vary for Short-Term and Open-Entry/Open-Exit classes.

Saturday classes begin January 28 and meet every Saturday except February 18 and April 7. Saturday classes end on May 19.

Calendar dates are subject to change. Please check Peralta class schedule for updates.

# Where to Find Essential Services

## Adding & Dropping Classes

Add or drop classes at <http://eperalta.org/wp/admissions>  
or go to the Welcome Center, "A" Bldg., Rm. 101 or Admissions & Records Office, "A" Bldg., Rm. 109  
Hours: See Welcome Center/Admissions and Records

## Admissions and Records Office

"A" Bldg., Rm. 109; (510) 464-3121  
Mon., Wed., Thurs.: 8:00 am – 4:30 pm  
Tues.: 8:00 am – 7:00 pm  
Fri.: 8:00 am – 12:00 noon

## APASS Learning Community

<http://www.laney.edu/wp/apass>  
for Asian and Pacific American  
Student Success at Laney College  
(510) 464-3215

## Assessment Center

<http://www.laney.edu/wp/assessment>  
"A" Bldg., Rm. 101; (510) 464-3259  
Mon., Wed., Thurs.: 9:00 am – 4:30 pm  
Tues.: 9:00 am – 7:00 pm  
Fri.: 9:00 am – 4:00 pm

## Associated Students of Laney College

<http://www.laney.edu/wp/studentgovernment>  
Student Center, Rm. 414; (510) 464-3536

## Athletics

<http://www.laney.edu/wp/athletics>  
Athletic Director (510) 464-3478  
Office: Gym Bldg., Rm. 110

## Bookstore

<http://www.laney.bkstr.com>  
Basement of Student Center  
(510) 464-3514 or 3515  
Mon. - Thurs.: 7:45 am – 7:00 pm  
Fri.: 7:45 am – 3:00 pm

## CalWORKs

<http://www.laney.edu/wp/calworks/>  
Provides a comprehensive case management, child care and employee services to CalWORKs students.  
Student Center; Rm. 300; (510) 986-6920  
Mon. - Thurs.: Hours to be determined  
Please contact office for schedule

## Career Center

Hours: See Student Employment Services  
<http://www.laney.edu/wp/career/>

## Cashier's Office

"A" Bldg., Rm. 201; (510) 464-3130 or (510) 464-3129  
Mon., Wed., Thurs.: 8:00 am – 4:30 pm  
Tues.: 8:00 am – 7:00 pm  
Fri.: 8:00 am – 12:00 noon

## Child Care

[http://www.laney.edu/wp/child\\_care](http://www.laney.edu/wp/child_care)  
Child Care Center  
E. 10th St. & 2nd Ave.; (510) 464-3575  
Mon. - Fri.: 7:45 am – 5:15 pm

## Cooperative Agencies Resources for Education (CARE)

Designed to motivate, encourage and support single parents on welfare.

<http://www.laney.edu/wp/eops>  
"A" Bldg., Rm. 106; (510) 464-3424  
Hours: See Extended Opportunity Programs & Services

## Counseling Services (Front of "F" Building)

<http://www.laney.edu/wp/counseling>  
Counseling Portable 1 – Appointments, Check-In & Transfer Center;  
Counseling Portable 2 – Counselors  
(510) 464-3152  
<http://laney.peralta.edu/counseling>  
Mon. - Tues.: 8:00 am – 7:00 pm  
Wed. - Fri.: 8:00 am – 4:30 pm

## Degree Requirements

Counseling Portable 1  
(510) 464-3152 or 3153  
Hours: See Counseling Services

## Disabled Students Programs & Services (DSPS)

<http://www.laney.edu/wp/dsps>

Support services for students with disabilities.

"E" Bldg., Rm. 251

(510) 464-3428

Deaf Services: [cdubois@peralta.edu](mailto:cdubois@peralta.edu)

Mon. - Thurs.: 9:00 am – 4:00 pm

Fri.: 9:00 am – 12:00 noon

Other hours by special arrangement.

## Extended Opportunity Programs & Services (EOPS)

Support services for non-traditional students.

<http://www.laney.edu/wp/eops>

"A" Bldg., Rm. 106; (510) 464-3423

Mon. - Thurs.: 9:00 am – 4:30 pm

Fri.: 9:00 am – 4:00 pm

## Evening & Saturday Supervision

Dean's Offices

Mon. – Thurs.: 5:00 pm – 9:00 pm

Student Center, 3<sup>rd</sup> Floor, Rm. 310A (510) 464-3118

Fri.: 5:00 pm – 9:00 pm

Sat.: 8:00 am – 1:00 pm

## Fees and Expenses

<https://passport.peralta.edu>

"A" Bldg., Rm. 201; (510) 464-3130 or (510) 464-3129

Hours: See Cashier's Office

## Financial Aid, Student Loans

[http://www.laney.edu/wp/financial\\_aid](http://www.laney.edu/wp/financial_aid)

"A" Bldg., Rm. 201; (510) 464-3414 or 3415

Mon., Thurs.: 8:00 am – 4:30 pm

Tues.: 8:00 am – 7:00 pm

Wed.: CLOSED

Fri.: 8:00 am – 12:00 noon

## Financial Aid Workshop

"A" Bldg., Rm. 101

Wed., Thurs.: 2:00 pm – 4:00 pm

## Financial Aid Loan Workshop

"F" Bldg., Rm. 170

Thurs.: 3:00 pm – 4:00 pm

## Food Service/Cafeteria

<http://www.laney.edu/wp/cafeteria>

Student Center

Mon. - Thurs.: 8:30 am – 6:30 pm

Fri.: 8:30 am – 2:00 pm

## Health Services

[http://www.laney.edu/wp/health\\_center](http://www.laney.edu/wp/health_center)

Student Center, 4th floor, Rm. 401A; (510) 464-3516

Mon. & Wed.: 9:00 am – 4:30 pm

Tues. & Thurs.: 8:30 am – 3:00 pm

Fri.: 9:30 am – 2:00 pm

TB Testing:

Mon. & Wed.: 9:00 am – 12:00 noon

## Instructor's Class Schedules

<http://www.laney.edu/wp/instruction/contact-information>

Career and Technical Education, Eagle Village 3:

(510) 464-3246

Community Leadership and Civic Engagement, "A" Bldg., Rm. 101B: (510) 986-6939

Liberal Arts, Eagle Village 3: (510) 464-3222

Mathematics and the Sciences, Eagle Village 2: (510) 464-3102

Wellness and Student Development, "E" Bldg., Rm. 260: (510) 986-6994

## Library

<http://www.laney.edu/wp/library>

Mon. - Thurs.: 8:00 am – 8:00 pm

Fri.: 8:00 am – 6:00 pm

## Library/Learning Resource Center

Library Bldg.; (510) 464-3497 or 3499

## Listening Center

Mon. - Thurs.: 8:00 am – 8:00 pm

Fri.: 8:00 am – 6:00 pm

## Loans (Student)

See Financial Aid

## Lost and Found

Welcome Center

"A" Bldg., Rm. 101; (510) 464-3540

Mon., Wed., Thurs.: 9:00 am – 4:30 pm

Tues.: 9:00 am – 7:00 pm

Fri.: 9:00 am – 4:00 pm

## Math Lab (Drop-In Tutoring)

<http://www.laney.edu/wp/mathematics/student-info/tutoring-on-campus>

"G" Bldg., Rm. 201; (510) 464-3448

Mon. - Thurs.: 9:00 am – 8:00 pm  
Fri.: 9:00 am – 12:00 noon

Open Lab (Computers for Student Use)

"G" Bldg., Rm. 203

Tues. - Fri.: 9:00 am – 3:00 pm

## Outreach Programs at Laney College

<http://www.laney.edu/wp/outreach>

Welcome Center

"A" Bldg., Rm. 102; (510) 464-3537

Mon. - Fri.: 8:30 am – 5:00 pm

## Police Services

<http://www.peralta.edu/apps/com.asp?O=320>

Forum Bldg., Rm. 104A & 104B

Emergency: (510) 466-7236

Non-Emergency: (510) 465-3514

## Puente Program

<http://www.laney.edu/wp/puente>

2-semester program incorporating Chicano/Latino literature and mentoring.

Contact Newin Orante at (510) 464-3413.

## Safety Aides

Campus patrol, escort services to & from parking lots.

To request assistance, call (510) 466-3126

Mon. – Fri.: 10:00 am – 10:00 pm

## Scholarships

<http://www.laney.edu/wp/student-services/scholarships/>

Contact the Transfer Center at (510) 464-3135

Mon., Wed., Thurs.: 8:00 am – 4:30 pm  
Tues.: 8:00 am – 7:00 pm  
Fri.: 8:00 am – 4:00 pm

## Student Activities

<http://www.laney.edu/wp/student-government>

Student Center, 4th Floor, Rm. 414

(510) 464-3536

Mon. – Fri.: 8:00 am – 4:00 pm

## Student Clubs

<http://www.laney.edu/wp/student-government>

Student Center, Student Activities Office

Rm. 414, (510) 464-3536

## Student Employment Services

<http://www.laney.edu/wp/student-employment/>

Student Center, 3rd Floor (510) 464-3124

Mon. – Fri.: 8:00 am – 4:30 pm  
Wed evening: 5:00 pm – 7:00 pm

## Technology Center

<http://www.laney.edu/wp/technologycenter>

(Computers for Student Use)

"F" Bldg., Rm. 170

Mon. - Thurs.: 8:00 am – 9:00 pm  
Fri.: 8:00 am – 4:00 pm  
(Closed some hours for class use)

## Transfer Center

Counseling Portable 1

(510) 464-3135

<http://www.laney.edu/wp/transfer>

Mon., Wed., Thurs.: 8:00 am – 4:30 pm  
Tues.: 8:00 am – 7:00 pm  
Fri.: 8:00 am – 4:00 pm

## Tuition, Out-of-State & International Students' Fees

<https://passport.peralta.edu>

Cashier's Office

"A" Bldg., Rm. 201

(510) 464-3128

## Veterans' Affairs Office

<http://www.laney.edu/wp/veteran-affairs/>

"E" Bldg., Rm. 260, (510) 986-6994

Mon. - Fri.: 8:00 am – 4:30 pm

## Welcome Center

<http://www.laney.edu/wp/welcomcenter/>

"A" Bldg., Rm. 101; (510) 464-3540

Mon., Wed., Thurs.: 9:00 am – 4:30 pm  
Tues.: 9:00 am – 7:00 pm  
Fri.: 9:00 am – 4:00 pm

## Wellness Center

<http://eperalta.org/wp/students/>

Laney Student Center, 4<sup>th</sup> Floor, Rm. 410

Clinical Hours:

Mon. & Wed.: 9:00 am – 5:00 pm

Screening and Enrollment Appointments:

Tues. & Thurs.: 9:00 am – 5:00 pm

Fri.: 9:00 am – 12:00 pm

Please call (510) 464-3134 to schedule an appointment.

## Writing Center (Drop-In Tutoring)

<http://www.laney.edu/wp/writingcenter/>

"B" Bldg., Rm. 261; (510) 464-3426

Mon. - Thurs.: 9:00 am – 9:00 pm

Fri.: 9:00 am – 4:00 pm



# Admissions, Registration and Enrollment Information

See Laney College Website <http://laney.peralta.edu>, quick link to "Admission & Records".

## Admissions Requirements

### Eligibility for Admission

If you are 18 years of age or older and can profit from the instruction, you are eligible for admission as a California resident or non-resident. If you are under 18 years of age, you may also enroll if you are a high school graduate or have earned a GED or California High School Proficiency Certificate.

### Residence Requirements

To be qualified as an in-state resident for tuition purposes, you must have lived continuously in California for at least one year immediately preceding the residence determination date. The residence determination date is the day before a term for which the person is applying for admission begins. You must also provide evidence to indicate that you intend to make California your permanent home. If you are an unmarried minor, your residence is that of your parents or legal guardian.

You are responsible to demonstrate clearly both physical presence in California and intent to establish California residence.

## Admission of Nonresident Students

Students who are not legal residents of California for one year and one day prior to the first day of the term may enroll as nonresident students. You will be charged Nonresident Tuition in addition to the California Community College Enrollment Fee, Campus Center Use Fee, Health Services Fee, and AC Transit Fee. Nonresidents who are both citizens and residents of a foreign country also pay a Capital Outlay Fee. Information regarding tuition and refunds is found in the "Fees" section of the catalog.

Note: Nonresident students pay all fees unless specifically exempted from paying a particular fee.

## Admission of International Students

Laney College will admit you if you are an international student holding an F-1 or M-1 visa. Special regulations govern the admission of foreign students. International students should contact the Office of International Affairs for application and admissions information at (510) 466-7380 or by fax at (510) 465-3257 or EMAIL [globaled@peralta.edu](mailto:globaled@peralta.edu). The International Student Application Form along with a \$50 application fee is required, and upon acceptance, application is then made through the online <http://www.cccapply.org/> process. The International Affairs Office is located next to the Peralta Community College District main office at 333 East Eighth Street, Oakland, CA 94606.

## Admission of High School Students - High School Concurrent Enrollment Program

Peralta's concurrent enrollment program provides enrichment opportunities for high school students who can benefit from college level instruction. Access to the Concurrent Enrollment Program is NOT allowed for (1) remedial work, (2) work to make up for failed high school or middle school classes, (3)

recreation or hobbies, or (4) generally any class that you can take at the local K-12 school.

As a high school student, you may enroll in the Peralta colleges as a special part-time student. Your principal must recommend you for enrollment, and you must have parental or guardian consent, and a counselor signature on the high school concurrent enrollment form.

By participating in the concurrent enrollment program, you will receive college credit. With approval of your high school, you may also receive high school credit. The Office of Admissions and Records will send the college transcript to your high school upon your completing the class.

Because you are enrolling in a college-level course, you must complete assessment if enrolling in an English, ESL, or a mathematics course. You must follow all the regulations and policies of the college, including adhering to any prerequisite requirements. The college recommends, but does not require, that you bring your high school transcript to assist your college counselor in determining the correct level of course placement.

### **Admission of Veterans**

The College Veterans' Services Offices were established to help process VA Educational Benefit paperwork and to coordinate with other campus services. New students should contact the office at least two months prior to the term they plan to attend to initiate required paperwork. Continuing students should check in at the Veterans Affairs' Office at least one month prior to the next term of attendance to complete any paperwork that might be required for continuous VA payment. In addition, all recipients must confirm their classes with the Veterans' Affairs Office after completion of registration, and once again the week before final exams begin. All material submitted to the Veterans Administration takes approximately two months for processing through the Regional Office in Muskogee, Oklahoma.

This institution will conduct an evaluation of previous education and training, grant

appropriate credit, shorten the veteran's or eligible person's duration of course study proportionately, and notify the VA and student, accordingly.

After completing 12 units at a Peralta college, a veteran may apply for evaluation of military service experience for college credit. A copy of the veteran's DD-214 separation paper should be submitted to the Admissions and Records Office. Credit granted for military service is based on *A Guide to the Evaluation of Educational Experiences in the Armed Services*, published by the American Council on Education.

### **Military Residence Exemption**

If you are a non-resident U.S. military personnel on active duty in California (except if you are assigned for educational purposes to state-supported institutions of higher education), you receive a waiver of non-resident tuition until you are discharged from your military service. If you are on active military duty and are stationed in California for more than one year immediately prior to being separated from the military, you are entitled to resident classification for up to one year after the time you complete active duty within California. This one-year waiver after your military discharge allows the time necessary to establish permanent California residency. If you are a non-California resident serving in the military who is discharged in California, you must eventually show evidence that you have surrendered out-of-state residency. If you are a dependent of someone on active military duty in California, the waivers and procedures also apply to you.

## Admission Procedures

You must apply online through <http://www.cccapply.org/>. Please follow the CCCApply instructions to complete and submit an online application. Once an application is completed, a message is sent to the your Peralta email or an email assigned by CCCApply giving instructions on how to log onto the Passport Student Center where enrollment in classes occurs. Unless exempted from Matriculation procedures, you must also complete assessment, orientation, and counseling requirements. Detailed instructions may be found online as well as in printed Schedules of Classes. On campus assistance for on-line registration is available in the Welcome Center, "A" Building, Room 101. Additional assistance also available from the College's Admissions & Records Office in the "A" Building, Room 109.

Official transcripts of past academic records should be sent to the Peralta Community College District Admissions and Records Office. The address is 333 E 8th Street, Oakland, CA 94606. The student is responsible for requesting that the transcripts from other schools previously attended be mailed directly to the District Admissions and Records Office by the school issuing them.

## Assessment and Testing

The assessment process is a combination of counseling, evaluating prior school transcripts, testing, and identification of career and educational goals—all designed to facilitate your success. Assessment testing is required for all students planning to enroll in certain courses (e.g., English, math, ESL, etc.). If you have achieved satisfactory **ACT** (American College Test) or **SAT** (Scholastic Aptitude Test) scores or have tested at another community college, you should see a counselor for a recommendation for class placement. If you have earned an AA degree (or higher) you should also consult with a counselor.

New students are encouraged to take the assessment test before enrolling in classes. New and continuing students should refer to the current Schedule of Classes for test dates or contact the Counseling Office or Assessment

Office. Students with special testing needs must sign up in advance for testing through Programs and Services for Students with Disabilities.

## Orientation and Advising

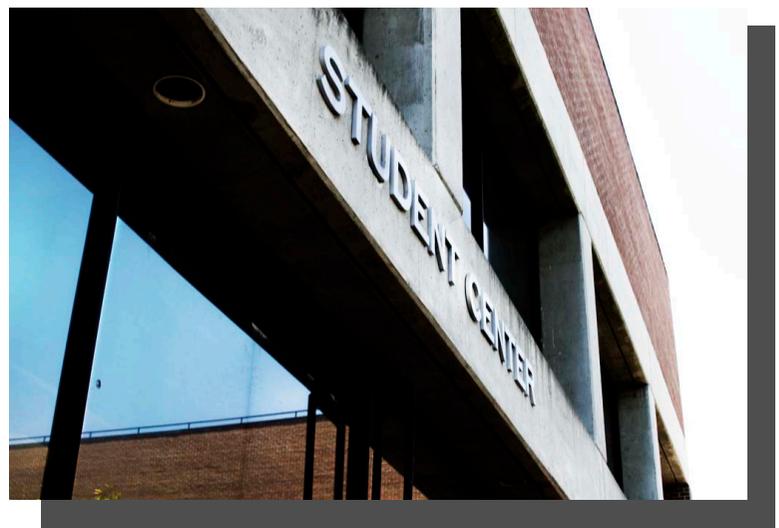
All first-time and other interested students are strongly encouraged to participate in an orientation and advising session. College programs, services, and facilities will be explained and interested students will be directed to student activities and to leadership opportunities. Counseling staff will assist you with course selections. Also refer to the section on Matriculation Procedures.

## Follow-Up Counseling

All new students are encouraged to meet with a counselor at least once during your first semester. This session helps you with goal setting, selection of a major, career exploration, and the completion of an educational plan. You are encouraged to make an appointment early in the semester.

## Submission of Transcripts

You should submit official transcripts of records covering all previous high school and college coursework. You should request separate transcripts from each school you have attended. The schools issuing them should mail them directly to Laney College Admissions and Records Office, or you may also bring official transcripts (in a sealed envelope) in person to the Admissions and Records Office at the college or to your Counselor.



## **California Community College Enrollment Fee**

You are required to pay a California Community College Enrollment Fee. The fee is \$36 per semester unit (subject to change) which is collected at the time of enrollment into classes.

High school students admitted on a part-time basis upon recommendation of their principal are exempt from paying the Enrollment Fee, but all other fees apply, including the Campus Center Use Fee, Health Services Fee, and AC Transit Fee.

Note: High school students pay all other fees unless specifically exempted from paying a particular fee.

## **Enrollment Fee Assistance – Board Of Governors ENrollment Fee Waiver**

The Board of Governors Enrollment Fee Waiver (BOGW) is available to assist you if are unable to pay the Enrollment Fee. Eligibility requirements for these programs have been established by the California Community Colleges Board of Governors. Information on this program is available at the Financial Aid Office.

## **Nonresident Tuition**

If you are not a legal resident of California for one year and one day prior to the first day of the term, you will be charged Nonresident Tuition at the rate of \$177 (subject to change) per semester unit unless you qualify for the nonresident status known as “AB 540”. Nonresident students must pay Nonresident Tuition in addition to the California Community College Enrollment Fee, Campus Center Use Fee, Health Services Fee, and AC Transit Fee. Note: You pay all other fees unless specifically exempted from paying a particular fee.

## **Nonresident Fee Exemption**

If you are a Nonresident student and meet the following criteria, you are exempt from nonresident and capital outlay fees:

1. You must have attended a California high school for three years or more.
2. You must have graduated from a California high school or attained the equivalent (e.g., GED or proficiency exam).
3. You must file an affidavit with the college that indicates that you have applied for legalization or will apply as soon as you are eligible, if and only if, you are without lawful immigration status.

## **Nonresident Capital Outlay Fee**

Nonresident students who are both citizens and residents of a foreign country will be charged a Nonresident Capital Outlay Fee in addition to the Nonresident Tuition, California Community College Enrollment Fee, Campus Center Use Fee, Health Services Fee, and AC Transit Fee. The Nonresident Capital Outlay fee is \$6 per semester unit (subject to change) with a maximum of \$177 per year. Note: Nonresident students pay all other fees unless specifically exempted from paying a particular fee.

## **AB540 California Nonresident Tuition Exemption Request for Eligible California High School Graduates**

### **General Information**

Any student, other than undocumented immigrants, who meets all of the following requirements, shall be exempt from paying nonresident tuition at the California Community Colleges, the California State University and the University of California (all public colleges and universities in California).

### **Requirements:**

The student must have attended a high school (public or private) in California for three or more years. The student must have graduated from a California high school or attained the equivalency prior to the start of the term (for example, passing the GED or California High School Proficiency Exam.)

An undocumented student who is without lawful immigration status must file an affidavit with the college or university stating that he or she has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.

Students who are non-immigrants (for example, those who hold F (student) visas, B (visitor) visas, etc.) are not eligible for this exemption.

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.” These students remain ineligible for state and federal financial aid.

### **Campus Center Use Fee**

In addition to the California Community College Enrollment Fee, Nonresident Tuition and Nonresident Capital Outlay Fee, there is a Campus Center Use Fee of \$2 per campus, per semester (excluding off-campus locations), to be collected at the time of enrollment. High school students admitted on a part-time basis on the recommendation of their principal must pay the Campus Center Use Fee. Nonresident students must also pay the Campus Center Use Fee.

### **AC TRANSIT EASYPASS Fee**

All students enrolled in nine (9) or more units are required to pay an AC Transit EasyPass Fee of \$31 per semester (increasing to \$36 per semester effective for the Fall 2012 semester), collected at the time of enrollment. The fee entitles eligible students to receive an AC Transit EasyPass bus pass.

### **Student HEALTH FEE**

You are required to pay the Student Health fee of \$17.00 per semester for fall and spring semesters (\$14 for summer session). This fee is collected at the time of enrollment. The Health Fee is subject to change as allowed by the State Legislature. Note: Students who qualify in the following categories will be exempted from payment of the Health Fee:

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

### **Returned-Check Fee**

There will be a \$35.00 charge on checks returned to the college (Subject to change).

### **Other Expenses**

You should have adequate funds at the beginning of the semester to pay for books and enrollment fees.

You may be charged for overdue or lost library books, pamphlets, and periodicals. Certain courses and programs require the purchase of supplies and/or equipment, provided such materials are of continuing value to you outside the classroom setting and provided they are not solely or exclusively available from the district. Field courses and field trips may require personal transportation.

For further information about fees and the financial aid/scholarships available, stop by the Financial Aid Office.

### **FEE PAYMENT POLICY**

You must pay all applicable fees no later than two (2) weeks before the beginning of the term. Failure to do so will result in classes being dropped. If you add classes after this deadline, you are required to pay your fees immediately or a hold WILL be placed on your account and the debt will be sent to collections.

### **FEE PAYMENT DEADLINE**

Tuition and enrollment fees are due and payable at the time of registration, and each time subsequent classes are added.

### **FEE PAYMENT OPTIONS**

There are several fee payment options available: In person at the Cashier's Office; by mail (check or money order made payable to Peralta Community College District); online by credit/debit card (Visa or MasterCard); and by payment plans that are available upon request. For additional information, go to [www.peralta.edu](http://www.peralta.edu). Admissions and Records, and follow appropriate links.

### **PAYMENT OF FEES AND FINANCIAL AID CHECKS**

When picking up financial aid checks, all fees will be collected before checks are released. You may authorize the Peralta Community College District to use Financial Aid for these charges. For more information on Financial Aid payments, please visit [www.peralta.edu](http://www.peralta.edu) or the campus Financial Aid office.

### **Enrollment Fee Refund Policy**

#### **Class Cancellations**

The State-mandated Enrollment Fee will be fully refunded if an action of the college (e.g., class cancellation) prevents you from attending class. You may request a refund up to the end of the following term in which the refund was due. After that time, you will not be eligible for the refund.

#### **Regular Session (Full-Term) Classes**

If you cancel your registration prior to the first day of instruction, or if you officially withdraw from classes during the first two weeks of instruction, you shall be entitled to a full refund, less a \$10 processing fee (charged whether or not the class was attended).

If you officially complete a change of program during the first two weeks of instruction, and as a result reduce the number of units in which you are enrolled, you are entitled to a refund if the change places you in a different enrollment fee category. You shall not be subject to the processing fee.

If you pay an enrollment fee of less than \$10, and cancel your registration or withdraw from all classes before the deadline, the processing fee shall equal the Enrollment Fee.

No refund of the Enrollment Fee will be made to any student who withdraws from classes after the first two weeks of instruction. This refers to fall and spring semesters only. Please refer to deadline dates in the Schedule of Classes for the summer session.

Members of an active or reserve military unit who receive orders compelling a withdrawal from courses, may, upon petition, receive a full refund of the Enrollment Fee unless academic credit is awarded.

### **Short-Term and Open-Entry/Open-Exit Classes**

If you enrolled in a short-term or open-entry/open-exit class, you will receive a 100 percent refund if you officially withdraw within three days of the first class meeting. No refunds will be issued after the third day of the first class meeting. This refers to fall and spring semesters only. Please refer to the deadline dates in the Schedule of Classes for the summer session.

### **Variable-Unit Classes**

No refund shall be made for variable units not earned by the student.

### **Nonresident Tuition and Capital Outlay Fee Refund Policy**

A full refund of Nonresident Tuition and Capital Outlay Fee will be made for any class which is canceled by Laney College. Also, a 100 percent refund (minus a \$20 processing fee) will be made for any class from which you withdraw through the last day to drop regular session credit classes and receive a refund.

A 50 percent of refund tuition will be made upon your official withdrawal from all classes after the last day to drop regular session credit classes and receive a refund through the last day to drop regular session credit classes without a "W" appearing on your transcript (no grade record date) as indicated in the College calendar.

No refund will be made to you after the "no grade record date" for regular session classes. You may appeal to the Vice President of Academic and Student Affairs to waive restrictions of this refund policy for cases of extreme hardship.

### **Nonpayment of Fees and Other Obligations**

The college, under appropriate rules and regulations, will withhold grades, transcripts, diplomas and registration privileges, or any combination thereof, from any student or former student who fails to pay the enrollment fee or nonresident tuition. Grades, transcripts and diplomas will be withheld from students or former students who fail to pay loans, other fees, or obligations which have been properly charged to him/her.

### **DROPPING A STUDENT FOR NONPAYMENT OF ENROLLMENT FEES**

Students who enroll before the beginning of the term must pay tuition and enrollment fees no later than two (2) weeks before the beginning of the term. Failure to do so will result in classes being dropped. Students who add after this deadline are required to pay tuition and enrollment fees immediately or a hold WILL be placed on the your account and the debt will be sent to collections.

### **Campus Parking and Traffic Regulations**

Students must park their vehicles only in authorized lots on the south side of the campus and must pay a Parking Fee of \$2.00 a day.

Semester parking permits can be purchased for \$40.00, (\$20.00 for students with BOGW fee waiver). Motorcycle permit is \$20.00. Summer session parking permit is \$20.00. (Motorcycle permit is \$10.00).

### **YOU MUST OBTAIN A STUDENT DECAL TO BE DISPLAYED ON YOUR AUTOMOBILE WINDOW WITH THE DAILY PAID PARKING RECEIPT.**

Both the decal and the parking permits are issued from the college Cashier's Office.

Students must not park in unauthorized areas, including red zones, yellow (loading) zones, blue (disabled) zones, or in areas designated for administrative, staff or faculty parking. **Disabled students whose vehicles display a valid DMV placard and a valid parking permit may park**

in designated disabled parking zones. Visitors park in a fee lot and pay \$1.00 a day.

The campus speed limit is 5 MPH. All provisions of the California Vehicle Code apply to individuals driving (and to vehicles being driven) on the campus. These regulations are strictly enforced. Violators will be cited and vehicles parked illegally may be towed at owner's expense. College officials do not have authority to rescind or to arbitrate citation matters.

### Laney College Matriculation/Student Success Program

Note: Chinese and Spanish translations may be found online at: <http://eperalta.org/wp/translations>

Matriculation is a state-mandated program/process which brings the College's staff and resources into a PARTNERSHIP with you to ensure your educational success.

Laney College agrees to provide an organized process of: admission, orientation, assessment, counseling and/or advising, and the monitoring of your progress through follow-up activities.

You agree to declare a specific educational objective within a reasonable length of time, complete a Student Educational Plan, attend classes regularly, complete assigned course work, and maintain satisfactory progress toward the achievement of your educational goal.

All students, except those exempted on the basis of locally-established criteria (see Exemption from Matriculation) are expected to complete the State's matriculation requirements.

### Matriculation Components for Educational Success

The following five components of matriculation will help ensure educational success:

1. **Admission** - The admissions application provides the college with information about educational plans and career goals. It also helps the college determine your matriculation status.
2. **Orientation** - An orientation session introduces you to Laney's programs, services, academic regulations, expectations, and campus facilities; the focus is on how to succeed in college.
3. **Assessment** - An assessment session provides you with a measurement of your current skills in reading, writing, and mathematics. The results from these assessment tests are advisory only. In addition to measuring current skills, the assessment gathers "multiple measures" information about your previous academic experiences, study skills and habits, motivation and support system, and outside commitments.
4. **Counseling and Advisement** - A counselor helps you to develop a Student Educational Plan (SEP) and select appropriate courses based on your educational objectives, assessment results, and "multiple measures" information.
5. **Follow-up** - Your counselor, on a regular basis, monitors your progress toward the attainment of your educational goal. The counselor also assists in reviewing, updating, or revising your educational plans. Your counselor may refer you to support services as necessary.

## Special Follow-up Efforts to Support Matriculating Students

Laney College makes special efforts to support your successful matriculation if you are “undecided” about your educational goal, are enrolled in basic skills courses, or are on progress and/or academic probation/dismissal. If you are an “undecided” student (in other words, you have not chosen a major or specific goals for your education), the counselors at Laney can help you with the decision-making process. As a student enrolled in basic skills courses, the college offers you extra support opportunities, such as tutoring, to help you successfully complete your basic skills courses. Finally, if you have difficulty with your studies and your performance results in probation or dismissal status, you will receive a letter asking you to see a counselor or the Vice President of Academic and Student Affairs, who will offer you support and assistance to improve your academic performance.

Selection of any of the following educational objectives will provide you the opportunity to participate in the Student Success Program (Matriculation):

- Obtain a bachelor’s degree (with or without an associate degree)
- Obtain a two-year associate/ vocational or career technical education degree (without transfer)
- Earn a vocational/ career technical education certificate (without transfer)
- Improve basic skills in English, reading, and/or mathematics
- Undecided goal

(If you do not have an associate degree or higher degree and if you enroll in 12 or more semester units, the college will also consider you a matriculating student, regardless of your educational objective.)

The college strongly encourages and welcomes all students to participate in the matriculation program, regardless of whether or not you meet the criteria for exemption from matriculation services or the assessment component. If you are exempt, the college does not require you

to participate in the matriculation program. (See the following Peralta Community College District Exemption Policy.)

## Exemption from Matriculation

You may be exempt from the matriculation process at the Peralta Colleges under the following conditions:

1. You have earned an associate degree or higher from an accredited institution, or
2. You are enrolling in fewer than 12 units, and you have declared one of the following educational objectives:
  - discover/formulate career interests, plans, goals, or
  - prepare for a new career (acquire job skills), or
  - advance in current job/career (update job skills), or
  - maintain certificate or license (e.g., nursing, real estate), or
  - acquire educational enrichment (intellectual, cultural), or complete credits for high school diploma.

Note: You may participate in any of the matriculation components even though you qualify for exemption.

## Exemption from Assessment Test Component Only

If you meet at least one of the following conditions, you shall be exempt from the assessment test component:

1. You have successfully completed (grade of “C” or higher) college level English and mathematics courses (transcript or grade report required); or
2. You have, within the last three (3) years, taken an assessment test that the Peralta counseling faculty can use to determine suitable placement in English and mathematics.

*If you have received services for a learning disability in the last three years at any California community college, you may be exempt from the assessment component. You should call the Programs and Services for Students with Disabilities (PSSD) Office at (510) 464-3428 as soon as possible to make an appointment to see a counselor or learning disabilities specialist.*

### **Exemption from Orientation Component**

Contact a counselor concerning possible exemption from the orientation component.

### **A Note for Students with Disabilities**

If you are a student with a physical, psychological, acquired brain injury, visual, communication, or learning disability who may require special assistance to participate in our registration, assessment, or other parts of our Orientation/Assessment/Counseling process, please contact the Programs and Services for Students with Disabilities (PSSD) Office at (510) 464-3428. The office is located in the "E" Building, room 251.

### **Students' Rights and Responsibilities**

If you are a matriculating student wishing to claim exemption from any matriculation component or choosing not to participate, you must file the appropriate waiver form, available from a counselor.

If you wish to file a complaint alleging unlawful discrimination in the implementation of matriculation practices, please refer to the Peralta Community College District Policy on Nondiscrimination (**See page 82**).

To challenge matriculation regulatory provisions or file a complaint, you should contact the Vice President of Academic and Student Affairs for information regarding applicable college policies and procedures.

Failure to comply with matriculation policies regarding the declaration of an educational goal and development of an educational plan without completing the necessary waiver form may result in the loss of matriculation services.

## **ENROLLMENT POLICIES AND PROCEDURES**

### **Adding Classes/Change of Classes**

The last day to add regular session (full-term) classes is published in the calendar of the current Schedule of Classes. After the specified date, only short-term or open-enrollment classes may be added. Refer to the current Schedule of Classes for procedures to follow to add and drop classes.

### **Attendance Policies**

Attendance is expected at every meeting of all courses in which students are enrolled.

1. Instructors may drop a student from class if the number of absences during a semester exceeds the number of times the class meets in two weeks, unless there are extenuating circumstances warranting special consideration by the instructor.
2. All instructors shall drop students who do not attend class by Census Day if the student has not contacted the instructor with an explanation satisfactory to the instructor as to why he/she has not attended. All drops must be recorded on the Census Rosters and Instructors' Class Records.
3. **It is the student's responsibility to drop from classes, with two exceptions:** (1) Instructors are to drop students on the Census Roster; and, (2) Instructors are to drop students on the Attendance Verification Roster. Instructors will no longer indicate drop dates on rosters or submit Drop Cards for students.
4. The instructor's decision to drop a student for not meeting the attendance requirements of the class is FINAL.
5. Leaves of absence may be granted by the instructor for limited periods to cover illness, hospitalization, or acute emergencies. Requests for such leaves should be made directly to the instructor by contacting the instructor either in person, by phone, or by letter.
6. Responsibility for making up work missed because of absence rests with the student.
7. District policy limits attendance in classes to those who are officially enrolled in the class.

## **Auditing Classes**

Peralta Board Policy does NOT permit students to audit classes. Class attendance is limited to students who are officially enrolled.

## **Enrollment in Conflicting Classes**

Students are NOT permitted to enroll in classes with conflicting or overlapping meeting times.

## **Excess Units**

Students may not enroll in more than 18 units at the Peralta Colleges without prior approval. Counselor approval is required for enrollment in a combined total of 18.5-21.5 units per semester at all Peralta Colleges. Enrollment in 22-25 units per semester requires the approval of the Vice President of Student Services. Under no circumstances will approval be granted beyond 25 units. The maximum load for summer session is 10 units.

## **No Shows**

Students who are not present at the first class meeting may be dropped by the instructor, and their seat may be given to a student on the wait list.

## **Open Classes/Open Enrollment**

It is the policy of the Peralta Community College District that, unless specifically exempted by statute, every course, course section or class, wherever offered and maintained by the District and for which the average daily attendance is to be reported for state aid, shall be fully open to enrollment and participation by any person who has been admitted to the college(s) and who meets such prerequisites as may be established pursuant to Chapter II, Division 2, Part VI, Title 5 of the *California Administrative Code*, commencing with Section 51820.

## **Student Study Load**

In order to complete an Associate in Arts or Associate in Science Degree at one of the Peralta Colleges in two years, an average study load of 15 units per semester is advised. For college purposes, a full-time student is one who is carrying 12 or more units.

## **Wait Lists**

During the enrollment period prior to the start of classes, students wishing to add classes which have reached the enrollment limit, can add themselves to the wait list. A process will run each night that will automatically enroll students in the class from the wait list as seats become available. An email will be sent to the student's Peralta email notifying them of the enrollment and the charge to their student account. The last day a student can add to a wait list is the day before the first day of the term. Wait lists apply only to regular session (full-term) classes.

After classes begin, students enrolled in the class who do not show up for the first class meeting may be dropped by the instructor who will then add students from the wait list. If you are not moved into the course from the wait list during the enrollment period, you must be sure to attend the first meeting of the class to be considered for late enrollment from the wait list. If there is a space available and you are not at the class, you will lose your place on the wait list and another student may be added instead.

Important details you should know:

- Adding to a wait list does not guarantee enrollment in the class.
- All corequisites or prerequisites must be completed before you will be enrolled from the wait list.
- You will not be enrolled from the wait list if the class conflicts with times of your existing class schedule.
- You can view your wait list position in your online student center (under class schedule).
- You can remove yourself from a wait list the same way you would drop a class in your online student center.

## **Withdrawal from Classes/College**

A student may withdraw from the college at any time through the 14th week of the semester. It is the responsibility of the student to make their withdrawal official through the Admissions and Records Office. Students who do not officially withdraw may receive an "F" or "FW" grade.

## **Prerequisites, Corequisites and Recommended Preparation**

The Peralta Community College District has established certain prerequisites, corequisites, and recommended preparation (advisory) for courses and programs in a manner consistent with law and good practice. The District and college believe that these requirements are necessary for students' academic success. Students who do not meet these requirements are highly unlikely to receive a satisfactory grade in the course. Students may not officially enroll in a course without the appropriate prerequisite, corequisite, or equivalent preparation. Students may enroll in a course without the recommended preparation, but are advised they might not derive as much benefit from instruction as they would have if they had satisfied the recommended preparation.

**PREREQUISITE** means a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program. A prerequisite represents a set of skills or a body of knowledge that a student must possess prior to enrollment and without which the student is highly unlikely to succeed in the course or program. Students will not be permitted to enroll in such courses and programs without the appropriate prerequisite. A prerequisite course must be completed with a satisfactory grade (A, B, C, CR).

**COREQUISITE** means a condition of enrollment consisting of a course that a student is required to take simultaneously in order to enroll in another course. A corequisite represents a set of skills or a body of knowledge that a student must acquire through concurrent enrollment in another course and without which the student is highly unlikely to succeed. Students must concurrently enroll in the corequisite course.

### **RECOMMENDED PREPARATION**

**(ADVISORY)** means 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. Recommended preparation represents a set of

skills or a body of knowledge which enable a student to achieve a greater depth or breadth of knowledge of course material but without which the student is still likely to succeed in a course or program.

If a student has not shown evidence of the prerequisite or corequisite, the student will be temporarily enrolled in the course until the last day to add the class. The student will be given ample time to provide proof of prerequisite or corequisite or complete the waiver process for the prerequisite or corequisite at which time he/she will be officially enrolled.

### **There are three options:**

- Petition for Prerequisite/Corequisite Equivalency
- Petition for Prerequisite/Corequisite Substitution
- Petition for Prerequisite/Corequisite Challenge

### **Petition for Prerequisite/Corequisite Equivalency**

The District will maintain a list of courses offered at other colleges or universities that satisfy the District's prerequisites. A student who has taken one of these equivalent courses at another college or university may bring a transcript showing successful completion of the course to the Counseling Office, Admissions and Records Office or Dean's Office and complete a Prerequisite/ Corequisite Equivalency form. Upon verification, the student will be officially enrolled in the course.

### **Petition for Prerequisite/Corequisite Substitution**

If the course does not appear on the pre-approved list, the student will have to complete a Petition for Prerequisite/Corequisite Substitution with the appropriate written documentation attached (course outline and transcript). If, upon review by the Department Chair, Dean, and/or Vice President of Academic and Student Affairs, the course is determined to be an equivalent prerequisite, the student will be officially enrolled in the course.

## **Petition for Prerequisite/Corequisite Challenge**

If a student desires to challenge the prerequisite or corequisite, he/she must file a petition for Prerequisite/Corequisite Challenge with written documentation in the Office of the Vice President of Academic and Student Affairs.

Grounds for challenge shall include the following:

1. The student has acquired through work or life experiences the skills and knowledge that is presupposed in terms of the course or program for which it is established.
2. The student has not yet 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 and would be delayed by a semester or more in attaining the degree or certificate specified in his or her Student Educational Plan.
3. The student demonstrates that he or she does not pose a threat to himself or herself or others in a course which has a prerequisite established to protect health and safety.
4. The prerequisite is not necessary and appropriate for success in the course and has not been established in accordance with the District's process for establishing prerequisites and corequisites.
5. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
6. The student will be subject to undue delay in attaining the goal in his or her educational plan because the prerequisite or corequisite course has not been made reasonably available.

A challenge will be resolved by the appropriate staff within five (5) working days. If the challenge is upheld, the student will be officially enrolled in the course. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term; and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the student enrolls for the

subsequent term. If the challenge is not upheld, the student will be notified that he/she has been dropped from the course. The student shall bear the initial burden of showing that grounds exist for the challenge.

## **Program Preparation**

Students should consult college counselors in preparing their programs. Required courses are listed under each vocational and liberal arts major prior to the course descriptions. Certain state university and college requirements are listed in the section "Transfer Information" to aid students who wish to develop a tentative program before meeting with a counselor. Continuing students should consult a counselor as soon as possible for assistance in preparing a program of classes. Students may not enroll in classes which have conflicting or "overlapping" scheduled meeting times.

## **Study Load**

A full-time study load is 12 units. A student may not carry more than 18 units a semester without special permission. Such permission ordinarily is not given to any student who has not maintained a grade-point average of 3.0 the previous semester. (See section on Grades and Grade Points for explanation of grade-point average.)

An absolute maximum unit load is set for 25 units at an individual college or combination of Peralta colleges. Advance approval from a counselor for carrying in excess of 18 units, including variable units, must be filed in the Admissions and Records Office.

For summer session, a maximum unit load is set for 10 units.

It is recommended that students who are employed consider carefully their unit loads and study time in relationship to the number of hours they spend on their jobs.

## Procedures and Policies Regarding Student Access to Education Records

In compliance with requirements established by the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380, as amended) and regulations in Title 5 of the California Administrative Code Chapter 6, Article 6, Laney College hereby provides notice of procedures and policies regarding student access to education records maintained by and at the college. The college's procedures and policies must, of course, remain subject to any further modification made necessary or appropriate as a result of subsequent legislation or regulations. Questions regarding the legislation and Laney's guidelines should be addressed to the Vice President of Academic and Student Affairs. Copies of the act and the regulations are available for review in that office.

The purpose of the Act, as it applies to Laney College, is two-fold:

1. To give presently or formerly enrolled Laney students "access" to their individual education records maintained at the college;
2. To protect such students' rights to privacy by limiting the transfer of their records without their consent.

The legislation states that an institution is not required to grant "access" by students to certain materials which includes the following:

1. Information provided by a student's parents relating to applications for financial aid or scholarships;
2. Information related to a student compiled by a Laney College employee;
  - a. that is appropriate for such officer or employee's performance of his or her responsibility,
  - b. which remains in the sole possession of the maker thereof;
  - c. medical, psychiatric, or similar records which are used solely in connection with treatment purposes and only available to recognized professionals or paraprofessionals in connection with such treatment (provided, however, that a physician or other professional

of the student's choice may review such records),

- d. information that is maintained by a law enforcement unit;
  1. that is necessary and appropriate to enable such law enforcement unit to carry out its duties and responsibilities as required by law or which may be assigned by the district,
  2. and that unit personnel do not have access to other student records,
  3. and such information is kept apart from other student records,
  4. and maintained solely for law enforcement purposes,
  5. and is available only to other law enforcement officials of the same jurisdiction.

As provided by this legislation, students may voluntarily waive their rights of access to confidential recommendations in three areas: Admissions, job placement, and receipt of awards. Under no circumstances, however, can a student be required to waive this right.

This legislation also makes it clear that the parent or legal guardian of a dependent student under the age of 18, as defined for Federal Income Tax purposes, has a right to information about his or her child without the college's having to seek the student's consent. Thus, upon the written request of a parent or legal guardian of a dependent student, the college will honor this to the extent that it is required by law.

As required by the Act, the college reserves the right to publish at its discretion the following categories of information with respect to each student who is presently or has previously attended the college: The student's name, address, telephone listings, date and birth place, field of study, class schedule, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent/previous educational agency or institution attended by the student.

Students have a right to inform the college within a reasonable period of time that any or all of this so-called "directory information" should not be released without his/her prior consent. Laney College has not published an "Information Directory" and should one be compiled in the future, a public notice of intent will be provided.

The legislation further identifies exceptions to the written consent of release of records.

**"Access" shall be permitted to the following:**

1. Officials and employees of the college or the District, provided that any such person has a legitimate educational interest to inspect a record;
2. Federal or State education officials or county superintendent of education, or their respective designees, or the United States Office of Civil Rights, where such information is necessary to audit or evaluate a state or federally-funded program or pursuant to a federal or state law;
3. Other state and local officials to the extent that information is specifically required to be reported pursuant to state law;
4. Parents of a student under the age of 18 who is a dependent as defined in Section 152 of the U. S. Internal Revenue Code of 1954;
5. Information concerning a student shall be furnished in compliance with a court order.

**"Access" may be permitted to the following:**

1. Appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons;
2. Officials and employees of other public or private schools or school systems, including local, county or state correctional facilities where educational programs are provided, where the student has been enrolled, intends to enroll, or is directed to enroll, subject to the rights of students as provided in Section 25-430.7 of the Education Code, and set forth in Article 5 of this chapter;
3. Agencies or organizations in connection with a student's application for, or receipt of, financial aid;
4. Accrediting associations carrying out accrediting functions;
5. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs and improving instruction, provided;
  - a. Such studies are conducted in such a manner as will not permit personal identification of students or their parents by persons other than representatives of such organizations; and
  - b. Such information will be destroyed when no longer needed for the purpose for which it is conducted.

Finally, it should be noted that the scope of records maintained for students may vary greatly depending on individual circumstances.

# Student Financial Aid

NOTE: Chinese and Spanish translations may be found online at <http://eperalta.org/wp/translations>

A Financial Aid student must be a “regular” student, enrolled in a Degree/Certificate or Degree/Transfer program within the Peralta College District. Financial aid information and services are available at the college Financial Aid Office. Students must apply each year beginning in January for the next academic year. Early applications receive first priority for available funds. Every effort will be made to offer assistance in the students’ native languages.

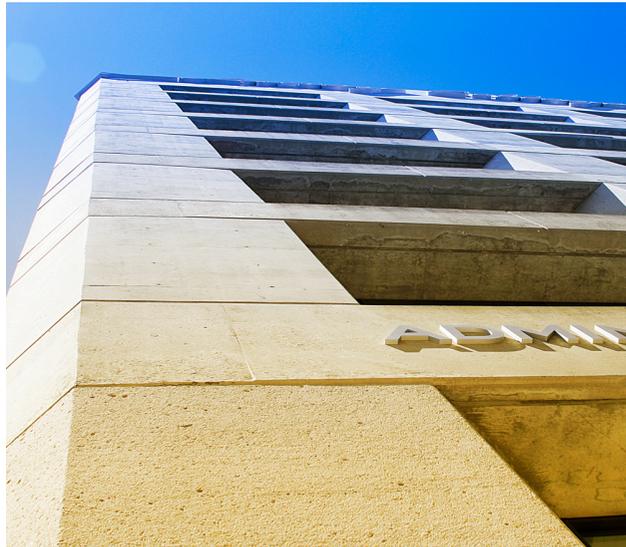
All students applying for financial aid must complete the Federal Financial Aid Application which covers all programs including Federal Pell Grant, Federal Work Study Program (FWS), Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Direct Loan, and State Cal Grant Program. The student will receive a Student Aid Report which will be assessed by the Financial Aid Office for eligibility. Students who wish to be considered for financial aid should submit their application as early as possible since processing the application may take eight weeks or more. Students must apply each year for financial aid, beginning in January for the following academic year. Early applications receive first priority for available funds.

## Facts Concerning Financial Aid

1. Students must complete the entire application and must be prepared to verify all information on the application.
2. When accepting a financial aid award, students must comply with federal, state and college regulations by defining their goals and must make satisfactory progress toward achieving those goals.
3. In determining aid eligibility, a total financial assessment of the applicant and/or his/her parents is taken into consideration. Financial aid is designed to be a supplement to existing available financial resources. In nearly every case, the applicant and/or his/her family is expected to meet some of the college and living costs.
4. Students must maintain regular attendance and good academic standing with at least a 2.00 GPA. Students who are paid as full-time students (12 units or more) must complete a minimum of 10 units. Students paid as a three-quarter student (9-11 units) must complete a minimum of 8 units. Students paid as a half-time student, (6-8 units) must complete a minimum of 6 units. Less than half-time of students must complete all units attempted. Failure to complete the required units will result in automatic Warning for the next semester.
5. An appointment should be made with your counselor to determine the classes and the date the educational objective will be reached. Each student’s progress will be monitored each semester of the academic year. Failure to maintain satisfactory progress for two semesters will result in cancellation of the financial aid award.
6. Students who are not high school graduates must prove ability to benefit from the instruction provided at the student’s Home College by passing a federally approved examination. Arrangements for taking the Ability to Benefit Test can be made through the Assessment Office. It is the student’s responsibility to check at the Financial Aid Office for current changes in regulations.
7. Checks for financial aid are disbursed by the Cashier’s Office and should be picked up immediately as checks are canceled 10 days from the issue date. Students must present at least two forms of identification to pick up a financial aid check; present the Student ID card and a photo ID, such as a California driver’s license or California ID card. *NOTE: All students who are determined to be PELL Grant Eligible will receive their initial Pell Grant Allocation in order to purchase books and supplies no later than the 7<sup>th</sup> day of the semester (payment period). In order to be determined Pell eligible, a student file must be completed for verification.*

8. It is the responsibility of the student to see that he/she is officially enrolled in the classes he/she is attending since the Financial Aid Office must assume the official school records of enrollment are correct. If any problems arise in connection with enrollment, it will be the responsibility of the student and the instructor to solve these problems. Students enrolled less than half-time must complete all units attempted. Failure to complete the required units will result in automatic Warning for the next semester.
9. Agencies of the Federal Government have a right to review information on the financial aid application.
10. When required, it will be the responsibility of the student to submit an Academic Transcript from each school previously attended regardless of whether financial aid was received at that institution.
11. Financial Aid is disbursed during the summer but funds may be limited, or subject to Federal regulations regarding summer aid. (inquire at the Financial Aid Office).
12. Students who have attempted more than 150% (maximum time frame) of their Academic program of study will be disqualified from receiving further financial aid. The student, upon College approval may be allowed to file a financial aid appeal form to re-establish aid eligibility. (NOTE: 90 units for a two year program; Programs consisting of less than two years must be calculated at 150% of the length of that shorter program). Attempted units will include classes for which a grade of "W", "I", "F", credit or no credit, pass or no pass, is received. No more than two appeals will be allowed within the Peralta College District. Students must carefully document justification for the appeal (such as a medical situation or change of major, and provide supporting documentation). Each appeal is considered on a case-by case basis; should a student appeal be denied, the decision is final, and may not be contested.
13. Students who withdraw from all classes before the 60% mark of a semester will be assessed for a refund of the unearned portion of financial aid received for that semester. Conversely, should the student have not been paid all aid earned as of the date of withdrawal, the Financial Aid Office will contact and issue a check for any post-withdrawal aid due the student. Failure to repay a student loan, refund or overpayment will result in National disqualification for any financial aid at all other colleges until the repayment is resolved. Notification of repayment will be sent to the U.S. Department of Education National Student Database.

For additional information regarding financial aid, consult the Peralta Colleges Financial Aid Handbook which is available on the Peralta Colleges website ([www.peralta.edu](http://www.peralta.edu)) Financial Aid link or ask for a copy at the Financial Aid Office.



## Key Elements for Satisfactory Academic Progress for Financial Aid

- Have an approved Educational Program of Study of choice (educational objective) on file with the Financial Aid Office and the Admissions and Records Office.
- Complete the minimum number of enrolled units for which they are paid each semester as follows:

### Paid For Attempted Units of Enrollment Must Complete

Full time 12 (or more units)	10 units
3 / 4 time 9-11.5	8 units
1 / 2 time 6-8.5	6 units
<1 / 2 time 1-5.5	all units

**Unit Completion Requirement\*** – The Financial Aid Office will review each student's record at the end of each academic semester. Students who do not meet Satisfactory Academic Progress (SAP) at the end of a semester will be notified by the Financial Aid Office of Financial Aid Warning (previously Financial Aid Probation status) or financial aid Probation/Appeal status (equivalent to prior status of Disqualification).

- Maintain a cumulative 2.00 grade point average.
- Students who do not attain or maintain Satisfactory Academic Progress (SAP) at the end of each semester/term will be placed on Financial Aid Warning for the immediate following semester and will have to meet all satisfactory progress requirements by the end of that semester of probation. Students may receive Financial Aid while on Warning.
- Failure to meet minimum SAP requirements in after the Warning semester/term will result in termination of financial aid.

- Students must be monitored to determine pace of completion. If, after completing 60 units within a program of study it is determined the student will be unable to complete the program within the maximum time frame. Financial Aid will be immediately terminated.
- Under no circumstances will a student be paid retroactively for any ineligible semesters.

*\*For Appeals and Reinstatement procedures, please see the Peralta Community College District Financial Aid Handbook.*

**Time Frame Allowed:** Students should complete their educational objective within a maximum time frame of 150% or 90 attempted semester units for a standard 2 year program. Programs shorter than two (2) years will be monitored for completion of the same 150% unit maximum time frame. *Note: All completed transfer units are also counted in the 90 units attempted when used toward degree/certificate at Laney College.*

- Grades of W, F, FW, CR, NC, NP, P, and I will be monitored and included toward the calculation of the 150% maximum unit time frame.
- A student may repeat a course once for which a grade of "D" is received. A student may repeat a course for which a grade of "F" was earned. A student may repeat but not exceed the number of repeats for courses allowed. These classes will be included in enrollment status and must receive a grade. Financial Aid will not issue payment for unofficial repeated coursework or pay for more than one repeat of a course for which a "W" was received.
- A student must submit a record of Transfer Credits for evaluation by an academic counselor or by the Admissions and Records Office toward a Degree or Certificate. Those units will be included in the calculation of the 150% program maximum time frame.

- Students with a Baccalaureate (Bachelor's) or a graduate degree are considered to have surpassed the maximum time frame and will be required to complete a Financial Aid petition/appeal to be considered for financial aid. Note that filing an appeal may not qualify a student for financial aid eligibility. The decision of the college on appeals is final and may not be contested.

Students who fail to meet term Grade Point Average (GPA), unit completion, minimum allowance of 50% or less of W, I, NP grade notation, or time frame requirements are placed on financial aid Warning and are removed from this Warning status if minimum requirements are met in the subsequent term.

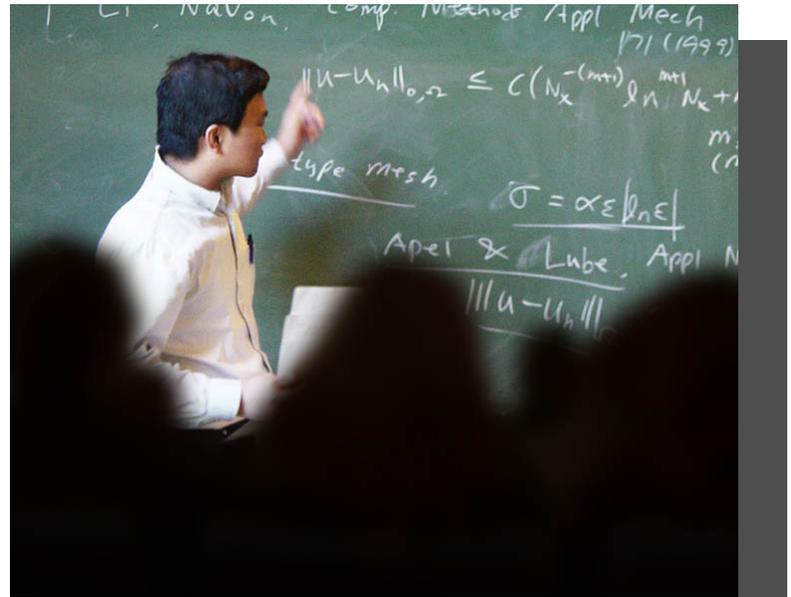
*Note: (Students may also remove deficiencies for prior academic years during the Summer session without receiving financial aid. Students must notify the Financial Aid Office when this option is used).*

### Remedial Coursework

- If you receive financial aid for remedial courses, and complete one (1) year or 30 units, no further aid will be paid for remedial study. You may continue to enroll in remedial classes, but financial aid payments will be calculated only for degree applicable coursework.

### ESL Coursework

- Students who enroll in excessive ESL coursework (over 45 units) without enrolling in classes leading toward the stated Educational major or goal will be notified by the FAO. Student shall meet with Academic Counselor to determine proficiency to enroll in at least one class leading toward the declared major. EsL Students will be strongly urged to enroll in coursework that will assist in completing the educational goal.



## Financial Aid

### Federal Pell Grant Program

All Federal and State aid applicants must complete a Free Application for Federal Student Aid (FAFSA).

<b>Eligibility</b>	All undergraduate students may apply.
<b>Type</b>	Grant program from the Federal Government to the student.
<b>Apply</b>	Beginning January 1.
<b>Amount</b>	Amounts vary depending on Congressional appropriation and student's cost of attendance, family size and income.

### Federal Supplemental Educational Opportunity Grant Program (FSEOG)

<b>Eligibility</b>	Eligibility for this program is based on highest financial need only.
<b>Type</b>	Limited Federal Grant program
<b>Apply</b>	Beginning January 1.
<b>Amount</b>	Amounts vary depending upon Federal Funding to the college.

### Federal Work Study (FWS)

<b>Eligibility</b>	Same as for the Federal Supplemental Educational Opportunity Program.
<b>Type</b>	Part-time jobs on campus, and in community service.
<b>Apply</b>	Beginning January 1.
<b>Amount</b>	Varies with the minimum wage rate and number of hours worked; and the amount of Federal funding allocated to the college. Normally students earn between \$1,000 and \$6,000 per year.

### Federal Direct (DL) Loan Eligibility\*

Eligibility for the maximum amount varies depending upon the student's class level. Students may apply when carrying six or more degree applicable units. Students must meet federal and college eligibility requirements.

#### Type

Long term, low interest loan from the Department of Education. Interest on DL subsidized loans is deferred while the student is attending college. Interest on DL Unsubsidized Loans accrues from the date the student loan is certified.

#### Apply

Students must attend loan counseling sessions. An educational plan must be completed with an Academic Counselor and submitted to the Financial Aid Office. Loan applications are available in the Financial Aid Office. Applications are completed by appointment only.

#### Amount

Maximum Subsidized Direct Loans amounts are currently \$3,500 for first-year students and \$4,500 for second-year students. Inquire at the Financial Aid Office regarding Federal Direct Unsubsidized Loans.

### Other California Grants\*

The State of California, through the Student Aid Commission, sponsors Cal Grants A, B, and C. To qualify a student must be a California resident attending or planning to attend an eligible college in California and must complete a GPA verification form which is available in November for the next academic year. The deadlines for submitting the GPA verifications are March 2nd and September 2nd. As a service to students, all Peralta Colleges electronically transmit eligible GPAs to the California Student Aid Commission.

**Cal Grant A, Entitlement and Competitive**

The Cal Grant A covers tuition for students attending a four-year institution. This grant may be held in reserve while a student attends community college.

**Cal Grant B, Entitlement and Competitive**

The Cal Grant B provides a living allowance for very low income students. This can be transferred to a four-year college.

**Cal Grant C**

The Cal Grant C is for students enrolled in a vocational program who demonstrate financial need.

**Board of Governors Waiver (BOGFW)\***

The California Community College Board of Governors, through the California State Chancellor's Office, sponsors this waiver to pay the Enrollment Fee for eligible students. To qualify, a student must be a California resident, receive public assistance; meet a designated income standard, or be eligible for federal and/or state need-based financial aid. Students are strongly urged to complete the FAFSA to qualify for the BOGFW as well as other types of Financial Aid.

**Bureau of Indian Affairs Grant (BIA)\***

The Bureau of Indian Affairs grants offer assistance to eligible Native American students to meet their college costs. These students must be at least one-fourth Native American, Eskimo or Aleut. The amount of grants varies depending on the student's need and the availability of funds of the particular BIA agency.

**Extended Opportunity Programs and Services (EOPS) \***

This program is created primarily for the recruitment and retention of students from under-represented groups who are both educationally and economically disadvantaged. Referrals for grants are made for eligible EOPS students only.

\* Students must complete the Federal Financial Aid Application (FAFSA).

# Student Services

The Laney College Student Services mission is to provide quality support services with an appreciation for diversity by empowering students to achieve their academic, career, and personal goals.

For the location of the various services/ programs, see page 12. Visit Student Services on the Laney College website at <http://www.laney.edu/wp/studentservices>

## Assessment Center

The Assessment Center is designed to provide a number of assessment services to students and members of the community:

1. Orientation to the college.
2. Basic skills assessment in language usage, reading, and mathematics to assist students in selecting courses appropriate to their current skill levels and/or for use in consultation with counselors.
3. ESL (English as a Second Language) assessment tests.

The Assessment Center is located in the "A" Building, Rm. 101, (510) 464-3259.

## Associated Students

The Associated Students of Laney College (ASLC) is the official organization of the student body. All students are encouraged to support the student body through active participation in student-body affairs. Visit us online at the Laney College website: <http://www.laney.edu/wp/studentgovernment/>

## Athletics

The college is a member of and participant in the Bay Valley Conference in several sports. All athletes must meet eligibility requirements of the Conference and the State Athletic Committee. Questions of eligibility should be directed to either the Athletic Director or one of the Athletic Counselors. The men's team sports include football and baseball. The women's team sports include Basketball, Softball, Swimming, Track, Volleyball and Water Polo. Visit us online at the Laney College website: <http://www.laney.edu/wp/athletics/>

## Bookstore

The College Bookstore, located on the lower floor of the Student Center, carries textbooks, scholastic supplies, and various other items, (510) 464-3514. Additional information and/or purchase of books visit us at the Laney College website: <http://www.bkstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay>

General information regarding textbooks:

**REFUND POLICY**    **The customer's satisfaction is our #1 priority!**  
**The Bookstore gladly accepts returns of merchandise.**

- Non-textbook items may be refunded or exchanged within 30 days of purchase, provided the merchandise is in re-salable condition. Original cash register receipt is required.
- Textbooks may be refunded with the original cash register receipt within **SEVEN** calendar days from the first scheduled day of classes or within **TWO** business days of purchase thereafter until the last **THREE** weeks of class. Books must be in the original condition with all packaging intact.
- If you have dropped the class (proof may be required), a full refund is available with your receipt through the end of the add/drop period. Books must be in the original condition with all packaging intact.
- Textbooks purchased for summer term, short term, late term or weekend classes are refundable within **TWO** business days from the first scheduled day of classes or within **TWO** business days of purchase thereafter. Books must be in the original condition with all packaging intact.
- Textbooks purchased during the last **THREE** weeks of classes or during exams are **NOT** refundable, but may be **SOLD** back under our book buy back policy.
- If you have purchased your textbooks through EOPS and CARE, returns made will be credited back to the program. Original purchase receipts is required for any returns or exchanges.
- Please be careful before opening shrink-wrapped sets. Many contain electronic media and if opened, are only returnable if they are defective.
- Course readers and syllabi are **NON REFUNDABLE**.

**TEXTBOOK BUY BACK**    The Bookstore will buy-back unwanted textbooks from students every day. If the book has been reordered for the upcoming semester, students will be paid up to 50% of the purchase price. The best time to sell books is toward the end of the semester after the instructors have placed their orders.

**AVAILABILITY OF TEXTBOOKS**    Textbooks will be stocked in the Laney College Bookstore during the first four weeks of each semester. Unsold textbooks are returned to the publishers beginning the fifth week of classes. It is recommended that students purchase their textbooks as early as possible.

## Child Care

Laney College provides free, limited child-care services for pre-school children of qualified full-time students. The Children's Center is administered by the Peralta Community College District. Students who wish to enroll their children in the campus Children's Center should apply directly at the Center located at East 10th Street and Second Avenue, (510) 464-3575. Visit the Laney College website: <http://laney.peralta.edu/childcare>.

## Concurrent Enrollment and Cross Registration with Four-Year Colleges and Universities

Laney College provides its students with the opportunity to enroll concurrently in one class per semester/quarter at the University of California, Berkeley; California State University, East Bay; Mills College; Holy Names University; or John F. Kennedy University.

For more information about program eligibility criteria and participation in the program, make an appointment to see a counselor at the Counseling Department Office, Call (510) 464-3152.

## Counseling

Laney College offers a wide range of professional counseling services for enrolled students and prospective students. These services include:

1. Educational planning for degrees, occupational certificates, and transfer to four-year institutions;
2. Evaluation of transcripts for graduation and transfer;
3. Career counseling;
4. Help in developing good study skills;
5. Advising on academic problems;
6. Personal counseling and referral to off-campus services;
7. Classes and special workshops; e.g., Life/Career Planning.

The College requires all new students to participate in the Student Success Matriculation Program. Students must develop their first year "Educational Plan" with a counselor.

Counselors are available by appointment through the Counseling Office located in Counseling Portable 1 [directly in front the "F" Building], (510) 464-3152. For brief questions or emergency problems, counseling services are available daily on a drop-in basis. Discussions of personal matters are confidential. Visit us online at the Laney College website <http://www.laney.edu/wp/counseling/>.

## Disabled Students Programs and Services (DSPS)

The Disabled Students Programs and Services (DSPS) provide assistance designed to facilitate equal educational opportunities for students with disabilities. In order to obtain support from this department, students must be enrolled at Laney College and provide documentation of their disability. The programs to assist students include:

1. **The Disability Resource Center:** offers services according to individual needs and availability of resources. Services include: advocacy, disability related counseling, vocational and educational planning, and individually prescribed support services, such as test accommodations, mobility orientation, readers and referrals for special instruction.
2. **Deaf Services** provides interpreting, registration, and other support services for students who are deaf or have hearing impairments.
3. **Alternative Media Center** provides books and other materials in other formats such as Braille, etext and large print.
4. **Workability III**, a joint program with California Department of Rehabilitation, helps students find work in their chosen field.
5. **DSPS sponsors specialized educational programs as follows:**
  - A. **The Learning Skills Program** - for students with learning disabilities, offering individualized instruction in English, mathematics, study skills. Also offers specialized tutoring and test accommodations for Laney classes.

**B. The High Tech Center** - Adapted computer technology training and computer aided instruction for students with disabilities as referred by a DSPS Counselor, using state-of-the art hardware and software. A laboratory time is available for trained students to use the computers for class assignments.

Courses offered through the Disabled Students Programs and Services may be repeated for an unlimited number of times based on:

1. Need for adequate preparation for other courses;
2. Enhanced learning and continuing success in academic areas; and,
3. Measurable progress.

For these programs or services, appointments must be made with a DSPS Counselor in the Disability Resource Center, "E" Building, Rm. 251, (510) 464-3428 voice or TDD. Visit us online at the Laney College website: <http://www.laney.edu/wp/dsps/>

### **Extended Opportunity Programs & Services (EOPS)**

The Extended Opportunity Programs and Services (EOPS) provide educational opportunity for non-traditional students who are educationally and economically disadvantaged. Support services include the following: registration assistance, orientation, counseling, peer advising, tutoring, transfer assistance, tuition fee waiver for CSU and UC transfers, book vouchers and financial assistance for eligible full-time students.

The **EOPS Summer Readiness Program** is designed to assist first-time college students who plan to attend Laney College in the Fall Semester. The program consists of six weeks of college readiness classes, counseling and educational and cultural excursions. Students will become acquainted with the faculty, campus and its resources. (Contingency based on available funds, program available.)

**Cooperative Agencies Resources for Education (CARE)** is an educational program which represents a cooperative effort between the community college, Department of Social

Services, and the Employment Development Department to help single parents achieve educational goals. CARE offers the following services: counseling, orientation, personal development classes, support groups, peer advising, workshops, financial and child care assistance.

Students interested in more information should contact the EOPS Office, "A" Building, Rm. 106, (510) 464-3423 or visit us online at the Laney College website: <http://www.laney.edu/wp/eops/>

### **Laney Health Services**

(510) 464-3516

Mon. & Wed.: 9:00 am - 5:30 pm

Tues. & Thurs.: 9:00am - 3:00 pm

TB Testing:

Mon. & Tues.: 9:00am - 12:00 noon  
or by appt.

Services to enhance the physical, emotional, and social well-being in order to increase ones potential for success. The following services are available:

1. Nursing assessment and direction for self-care of health problems and referral to community health providers for major problems.
2. First aid and emergency care.
3. Wellness counseling for emotional and physical concerns.
4. Health screening of blood pressure, weight management.
5. Condom distribution.

Health Services also coordinates with other departments on campus to maintain a healthy educational environment. Health Services is located temporarily in the Student Center Building, fourth floor, SC-410 (510) 464-3516. Visit us online at the Laney College website: [http://www.laney.edu/wp/health\\_center/](http://www.laney.edu/wp/health_center/)

### **International Affairs & Distance Education**

**The Office of International Affairs and Distance Education** provides quality support services to enhance student learning for international students in the follow areas: Admissions, immigration issues, academic/personal counseling and advising, orientation for new students, tuitions issues, housing, activities, trips, health, medical, and safety issues, tax workshops, assistances with Social Security and Department of Motor Vehicle matters, as well as online support services. Information regarding online classes can be found at: <http://international.eperalta.org/>.

**All international students must first apply through the Office of International Affairs and Distance Education** by completing and submitting the International Student Application Form, along with the \$50 application fee, before enrolling at the colleges. The application may be downloaded at <http://international.eperalta.org/>.

Additionally, **all new international students are required to attend a mandatory orientation** which is held at the start of each semester. Students will receive information regarding academic matters, immigration issues, health/safety issues, and much more.

Information regarding online classes can be found at:  
<http://peralta.edu/apps/pub.asp?Q=26&T=Enrollment%20Information&B=1>

In addition, Study Abroad information for domestic students can be found on Laney website:  
<http://international.eperalta.org/>

For more information regarding International Student Admissions and Support Services visit or contact the Office of International Affairs and Distance Education, 333 E.8<sup>th</sup> St. Oakland, CA 94606, Phone: (510) 587-7834 Website: <http://international.eperalta.org/>

### **Laney Tower Newspaper**

The campus newspaper, the Laney Tower, is produced by students of the Journalism Department. The Tower, first published in 1952, has won many awards over the years and has trained many professional journalists. To join the newspaper staff, students should contact the Journalism Department, (510) 464-3459. The Laney Tower is also on-line at: <http://www.laneytower.com/>

### **Phi Theta Kappa**

Phi Theta Kappa, an international community college honor society, promotes scholarship, service, and community leadership. Laney's chapter, Alpha Chi Theta was founded in May 1992. Chapter members participate in numerous campus and community projects.

Membership is open to all students who have accumulated 12 semester units with a GPA of 3.50 or higher. Visit us online at the Laney College website: [http://www.laney.edu/wp/phi\\_theta\\_kappa/](http://www.laney.edu/wp/phi_theta_kappa/)

### **Project Bridge**

Project Bridge is a nationally recognized basic skills program which was developed in 1979 by Laney instructors. The afternoon program offers Reading, Writing, Mathematics, Computer Science, Ethnic Studies, and Sociology in a supportive learning community for students who want to prepare themselves for success in vocational or academic college-level classes. The evening program offers Writing and Mathematics classes. For more information contact the Project Bridge Office, "E" Building, Rm. 203, (510) 464-3411.  
<http://www.laney.edu/wp/projectbridge/>

## **Puente Program**

Puente Program is a two-semester English/writing program that uses Mexican-American/Latino literature, personal development courses, and offers two unique support services, counseling and mentoring. Social activities are also an integral part of the program. For more information contact Newin Orante, "A" Building, Rm. 101b, (510) 464-3414. Visit us online at the Laney College website <http://www.laney.edu/wp/puente/>

## **Scholarships and Awards**

The College maintains a limited listing of scholarships and awards which are sponsored by various alumni, professional groups and other friends of the College. Most scholarships are special merit awards which are used to give recognition to individuals who have distinguished themselves in areas of academic performance and co-curricular activities and who demonstrate financial need. Scholarship announcements are posted around the campus. Scholarship information is available at the Transfer Center, in Counseling Portable 1 [directly in front the "F" Building], (510) 464-3135.

<http://www.laney.edu/wp/studentservices/scholarships/>

## **Student Activities**

Student activities are recognized as an integral part of the college curriculum. These activities are considered workshops in which many classroom concepts are put into practice. Students interested in forming new clubs, running for student body office, or other student activities should consult with the Student Activities Advisor whose office is located in the Student Center, Fourth Floor, Rm. 414, (510) 464-3536. Visit us online at the Laney College website [http://www.laney.edu/wp/student\\_activities/](http://www.laney.edu/wp/student_activities/)

## **Student Ambassadors**

Student Ambassadors are members of a team of diverse student leaders in good academic standing and who have demonstrated leadership abilities. Working closely with staff and faculty, student ambassadors represents the college both on and off campus, attending educational events, conducting tours and assisting new and returning students with the enrollment and orientation process. Through their work, Ambassadors develop important skills, including leadership, communication skills and event coordination. Ambassadors work as a team and are an important part of the Office of Student Services at Laney College. Visit us online at the Laney College website: [http://www.laney.edu/wp/student\\_ambassadors/](http://www.laney.edu/wp/student_ambassadors/)

## **Student Center**

The centrally located, four-story Student Center on the Laney campus provides extracurricular and lounge facilities for day and evening students. The following offices are located in the Student Center: Laney College Bookstore, cafeteria, student government offices, CalWORKs Office. Visit us online at the Laney College website: <http://www.laney.edu/wp/studentservices/>

## **Student Employment Services Center**

Laney College is committed to helping students bridge the distance between training and employment through the Student Employment Services Center which offers a variety of services such as Career Fairs and referrals to full-time/part-time, permanent/temporary positions, workshops for job seeking skills, résumé preparation/review, and interviewing techniques. The Employment Services Center also has a computer workstation with state-of-the-art software including a laser printer. The workstation is equipped with the Internet and Career Exploration software. Students may schedule times to use the workstation for development of cover letters, résumés, and job-related Internet surfing and other employment related needs.

Laney College provides students and graduates with free employment services for off-campus positions in business, community service organizations, industry, government agencies, and individual employers.

Students who wish to take advantage of these services must complete an Employment Application form in the Employment Services Center, Student Center, Rm. 300, (510) 464-3124. Visit us online at the Laney College website <http://laney.peralta.edu>, link to Student Services and go to Student Employment.

### **Student Government**

Officers elected by the students comprise the Student Council and Senators who serve as the governing body for student affairs. Council meetings are open to all interested students. The Council and its committees provide an opportunity for students to assume leadership roles and actively participate in student activities.

### **Student Organizations**

The Student Council charters all student organizations. These organizations must submit a constitution approved by the Associated Students of Laney College. The clubs are governed by the Interclub Council. Any group of students having a common interest may petition the Student Council for recognition as a chartered club. The club must have a faculty sponsor and adhere to the general rules and regulations established by the Student Council and the College administration. All activities and events sponsored by student groups must be supervised by members of the faculty or staff. A club or organization chartered by the Student Council must abide by policies set forth by the College. These policies require open membership and prohibit hazing or secret initiations. [http://www.laney.edu/wp/student\\_activities/](http://www.laney.edu/wp/student_activities/)

### **Transfer Center**

The Laney College Transfer Centers offers a variety of services to help students transfer to college in the California State University and University of California system, and Independent College and Universities including Historically Black Colleges. For comprehensive information on services and scheduled activities, visit the Transfer Center website at <http://www.laney.edu/wp/transfer/>

- **Supportive Services** Workshops and seminars on transfer issues and concerns; application filing assistance, appointments with four-year college representatives; general education information; field trips to four-year colleges; reference books on higher education; scholarship information on college videos, catalogs, and directories; monthly calendar of transfer activities.
- **On-the-spot admissions** for students interested in transferring to Cal State University, East Bay and San Francisco State University
- **Guaranteed Admission Agreements** offer students the opportunity of entering a formal, written agreement with UC Davis, UC Santa Cruz and UC Riverside, whereby the university outlines the courses that must be completed before transferring.
- **Study-Group Program** offers students the opportunity to improve their understanding of math, English and other business courses by taking part in a study group designed to cover the materials of those courses. Study Group facilitators work closely with the instructors of those classes.

- **Scholarship Program** offers information on scholarship using search tools such as Eureka (computerized database) and a web page with monthly listings. For more information, visit the Counseling Portable 1 [directly in front the “F” Building], or call (510) 464-3135 or visit our Laney College website at <http://www.laney.peralta.edu/apps/find.asp?scope=Find&%241=scholarship&x=6&y=11> or <http://www.laney.peralta.edu/apps/pubs.asp?Q=3&T=Scholarships&P=>

### **Tutorial Services**

The Tutorial Center aids students in achieving an enhanced understanding of their coursework. Assistance is provided through individual and small group sessions in basic, intermediate, and advanced subjects. The Tutorial Center is located in the Laney College Library, Fourth Floor. For appointments and information, (510) 464-3507. Visit us online at the Laney College Student Services website <http://www.laney.edu/wp/mathematics/student-info/tutoring-on-campus>

<http://www.laney.edu/wp/writingcenter/>

### **Veteran Affairs**

Laney College is approved by the Council for Private Postsecondary and Vocational Education, and Veterans Administration as a degree granting institution for veterans and eligible dependents seeking educational or vocational training under Title 38, United States Code.

Procedures for applying and certifying veteran’s benefits are provided by the Veterans’ Affairs Office Assistant located in the “E” Building, Rm. 260, (510) 986-6994.

To receive benefits all veterans are required to consult with a counselor for development of an Educational Plan as mandated by the Veterans Administration. Non-degree college credit is given for completed courses numbered 250 and higher.

Veterans requesting credit for military experience or courses taken during military service may

receive six elective units toward their associate degree. All veterans not enrolled in the veterans program and who have completed 12 semester units may obtain military credit by providing a copy of their discharge papers (DD-214) to the Admissions and Records Office on campus.

**Failure to take the proper classes can result in an overpayment and the reduction or termination of benefits.** Visit us online at the Laney College Student Services website [http://www.laney.edu/wp/veteran\\_affairs/](http://www.laney.edu/wp/veteran_affairs/)

### **Standards of Progress for Veterans Receiving Educational Benefits**

A veteran student who is on Academic Probation for two (2) consecutive semesters shall be subject to discontinuance of benefits if the student earned a grade-point average of less than 2.0 (“C” grade). This directive is separate and apart from Laney College’s Standards for Academic Dismissal.

### **Welcome Center**

Open for students to receive assistance with online admission, registration and financial aid application (FAFSA) processes. Class Schedule print outs available. Room A101, (510) 464-3540. <http://www.laney.edu/wp/welcomcenter/>

## Wellness Center

Laney Student Center, 4<sup>th</sup> Floor Room SC 410

Clinical Hours: Mondays & Wednesdays:

9:00 am - 5:00 pm

Screening and Enrollment Appointments: Tues.

& Thurs.: 9:00am - 5:00 pm, Fridays 9a-12pm

Please call (510) 464-3134 to schedule an appointment.

Services available:

- \*Behavioral and Mental Health Counseling
- \*Birth control
- \*Family planning
- \*Health education, and referral services
- \*HIV testing
- \*On-sight enrollment into public health insurance programs
- \*Physical exams
- \*Pregnancy testing
- \*Pap smears
- \*Sexually transmitted infection testing and treatment
- \*TB testing (Mondays only)
- \* Vaccinations, flu shots (seasonal), whooping cough (pertussis) immunizations
- \* Urgent care clinic referrals

(Medi-Cal, Family PACT)

\*Please note: Labwork, pharmacy, and x-ray services are NOT provided at the Peralta Wellness Center. If you have no insurance coverage, you will be charged for these services.

For more information about the Peralta Health Initiative go to: <http://eperalta.org/wp/studenths/>

## Workforce Development/ CalWORKs Program

The Laney Workforce Development/CalWORKs Program is designed to assist students making the transition from welfare to work and all those who are seeking short-term, vocational training. Services available include educational counseling, development of Student Education Plans that meet CalWORKs guidelines, work/study and internship positions, and assistance with job preparation and placement. CalWORKs recipients may be eligible for additional assistance with childcare, transportation, and educational supplies.

All other students who are interested in short-term vocational training, such as those referred by the Oakland Career Center, Dislocated Workers (Title III JTPA), or the California Training Board (EDD) can obtain information and counseling at the Workforce Development/CalWORKs office located in the Student Center, Rm. 327; (510) 986-6920. Visit us online at the Laney College Student Services website <http://laney.peralta.edu/calworks>.

# Transfer Information

## PLANNING TO TRANSFER

Students who wish to enter a four-year college or university after attending Laney College should take note of the following suggestions:

1. Read the four-year college or university catalog for admissions and other information, such as:
  - a. Transfer requirements
  - b. Major requirements and degrees offered
  - c. General education or breadth requirements
  - d. Application and financial aid deadlines

Many catalogs are available for review in the Transfer Center Catalog Room (Counseling Portable 1) or in the Laney College Library.

2. Note the difference between lower and upper division courses required by the particular college or school of the university in which the advanced work is to be taken.

**Important point:** *Degree credit in the major can be expected only for those community college courses which parallel lower-division major courses required at the four-year institution.*

3. Identify the courses (lower division prerequisites) which must be taken in preparation for the major as well as those required in the major.
4. Remember that community college courses transfer to four-year colleges for specific majors, general education/breadth requirements, or elective credit depending upon the school and major selected.
5. Check the policies regarding the maximum number of units which may be transferable. A maximum of seventy (70) transferable semester or one hundred five (105) transferable quarter units completed at a community college may be applied toward the total number of units required for a bachelor's degree at a campus of the University of California or California State University. Total units transferable to independent colleges vary. Subject credit for transferable courses in excess of seventy semester units may also be granted to satisfy university graduation requirements. Courses accepted as equivalent to those offered in lower division by a four-year institution, even if beyond the seventy semester/one hundred five

quarter-unit maximum, may be applied where needed to meet specific lower division major and/or general education/breadth requirements.

Therefore, students are strongly advised to complete all courses designated as required lower division preparation for the major prior to transfer, especially where admission to the major is contingent upon completion of specific courses (e.g., oversubscribed majors).

6. With proper planning, a Laney College student can complete the lower division requirements for most majors offered by four-year institutions. Laney College counselors will assist students in the development of an educational plan through group or individual appointments. Students should also confer with faculty in their selected major in planning their programs. Where particular planning problems are present, counselors will assist students through contacts with representatives of the various four-year institutions.
7. Catalogs to the University of California and the California State University are available in the Transfer Center. The Transfer Center can provide assistance in obtaining catalogs and applications from other institutions.
8. All students must assume complete responsibility for compliance with regulations and instructions for selecting the courses which will permit them to meet their educational objectives and for satisfying prerequisites for any programs or courses which they plan to take as set forth in the appropriate catalog.

## TRANSFER TO A FOUR-YEAR COLLEGE OR UNIVERSITY

Students completing requirements for the Associate Degree and also planning to transfer to a four-year college or university are reminded that the Associate Degree alone does not usually qualify students for admission. They should be sure that their Laney College program will meet the course, unit, and grade requirements of the college to which they seek admission.

## ARTICULATION AGREEMENTS

Articulation literally means “to express clearly” or “to join together.” It is used in this context to refer to written agreements between Laney College and a four-year college or university. The written course articulation agreements, approved by faculty from both institutions, authorize the acceptance of a specific course completed at one campus to be used “in lieu of” a specific course at another campus.

The Laney College Articulation Officer and counselors have copies of the updated articulation agreements between Laney College and the campuses of the California State University, the University of California campuses and some independent colleges, both in and out of state. Articulation agreements with CSU and UC campuses are available on the Internet, [www.assist.org](http://www.assist.org). A student working closely with a counselor will be able to complete the first two years of a four-year college degree at Laney College and then transfer as a junior. Any student experiencing difficulty with the transfer of courses from Laney College should contact the Counseling Department for assistance.

**Tech Prep Articulation** is the coordination of the last two years of a high school program with a two-year postsecondary certificate/Associate Degree program. This provides a mechanism for high school students to continue matriculation towards a planned vocational goal. For more information, visit website <http://eperalta.org/wp/tech-prep>.

## ASSIST

ASSIST (Articulation System Stimulating Interinstitutional Student Transfer) is California’s official statewide repository of transfer information, offering easy access to a single articulation database. Via the ASSIST website students planning to transfer from a community college to a University of California (UC) or a California State University (CSU) campus have access to the following agreements: transferable course lists; general education agreements – (IGETC, CSU/GE-Breadth and campus specific); major preparation; and department (course-to-course). ASSIST will help you determine if you will receive credit for courses you’ve already taken, or plan to take and how those courses apply to a specific academic major or general education requirement. ASSIST is accessible via the Internet at <http://www.assist.org>.

## GENERAL EDUCATION TRANSFER REQUIREMENTS

STUDENTS HAVE THE OPTION OF FULFILLING GENERAL EDUCATION/BREADTH REQUIREMENTS IN ONE OF THE FOLLOWING WAYS:

**IGETC** - primarily used when applying to multiple UC’s or UC’s and CSU’s – not advisable for high-unit majors;

**CSU GE/Breadth** - used when applying to CSU’s only;

**UC campus specific** - an option used depending on the choice of major and college.

A listing of approved courses in the three general education requirement options is available from a counselor, in the Transfer Center, or via [www.assist.org](http://www.assist.org). The approved courses are subject to change on an annual basis. (See the 2011-2012 IGETC and 2011-12 CSU GE/Breadth course lists.)

IGETC note: Students pursuing majors that require extensive lower-division major preparation may not find the IGETC option to be advantageous. Consult with a counselor to develop appropriate education plan.

## CERTIFICATION OF GENERAL EDUCATION

Laney College (Peralta Community College District) can officially certify the completion of the following general education patterns:

### IGETC

Laney College, Peralta Community College District can certify either full certification (completing of all requirements in each subject area) or partial certification (maximum of two courses missing and completed after transfer) of IGETC. (See IGETC course list.) Students should file the certification request at the Admissions and Records Office once course requirements are completed or are in progress.

## **CSU GE/BREADTH**

California State University General Education Breadth (CSU GE/Breadth) allows full certification (completion of all requirements) or partial certification (completion by area). (See CSU/GE Breadth course list.) Students should file the certification request once course requirements are completed or are in progress.

Official transcripts of any course work completed outside Peralta District must be on file prior or accompany the request. The "Request for Certification" form is available and can be filed in the Admissions and Records Office. Once certification is completed student records (transcript) will reflect type of certification. Students who transfer without certification will be subject to the general education requirements of the campus or college to which they transfer.

## **CONCURRENT ENROLLMENT AND CROSS REGISTRATION PROGRAM WITH FOUR-YEAR COLLEGES AND UNIVERSITIES**

Laney College provides its students with the opportunity to enroll concurrently in one class per semester/quarter at the University of California, Berkeley; California State University, East Bay; Mills College; Holy Names University; or John F. Kennedy University. To see the Concurrent Enrollment counselor make an appointment at the Counseling Department Office, Counseling Portable 1.

# **University of California – All Campuses**

The University of California includes nine general campuses throughout the state: Berkeley, Davis, Irvine, Los Angeles, Merced, Riverside, San Diego, Santa Barbara, and Santa Cruz. A tenth campus in San Francisco offers graduate and professional programs in the health sciences.

## **TRANSFER ADMISSIONS REQUIREMENTS**

The University of California admission requirements for transfer students vary according to the student's eligibility to enroll at UC when the student graduated from high school. Furthermore, a student wishing to enroll in an oversubscribed and/or upper-division major must meet additional admission requirements.

## **HIGH SCHOOL PROFICIENCY EXAMINATION**

If a student does not have a high school diploma, the University will accept the Certificate of Proficiency awarded by the State Board of Education upon successful completion of the California High School Proficiency Examination. The University also will accept proficiency examinations from other states, and the General Education Development (GED) Certificate, in place of a diploma. However, a student must still meet the Subject, Scholarship, and Examination Requirements.

## **GENERAL REQUIREMENTS**

Students who met the Scholarship Requirement but did not satisfy the Subject Requirement must take transferable college courses in the subjects they are missing, earn a grade of "C" or better in each of these required courses, and earn an overall "C" (2.0) average in all transferable college coursework to be eligible to transfer. Students who met the Scholarship Requirement but did not meet the Examination Requirement must complete a minimum of 12 semester units of transferable work and earn an overall "C" (2.0) average in all transferable college coursework completed.

Students who were not eligible for admission to the University when they graduated from high school because they did not meet the Scholarship Requirement must:

1. Complete 60 semester units of transferable college credit with a grade-point average of at least 2.4, and
2. Complete a course pattern requirement to include:
  - a. Two transferable college courses (3 semester units each) in English composition; and
  - b. One transferable college course (3 semester units) in Mathematical Concepts and Quantitative Reasoning; and
  - c. Four transferable college courses (3 semester units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, the physical and biological sciences.

## SPECIFIC UC REQUIREMENTS

### Requirements for Nonresidents

The minimum admission requirements for nonresident transfer applicants are the same as those for residents except that nonresidents must have a grade-point average of 2.8 or higher in all transferable college coursework.

### General Education/Breadth Requirements

The general education or breadth requirements are designed to give University undergraduates a broad background in all major academic areas: life sciences, physical sciences, social sciences, humanities, and fine arts. The general education/breadth requirements specify the courses that students must take or credit hours they must accumulate in each area.

Each school and college at every UC campus has its own set of requirements. They are described in the campus catalogs and articulation agreements. With careful planning the student can meet many of the requirements while attending Laney College. At some campuses and in some majors, transfer students must fulfill all the major preparation and a portion of the general education/breadth requirements before transferring.

Since 1991, transfer applicants can satisfy the general education requirements by completing the Intersegmental General Education Transfer

Curriculum (IGETC). Students should consult their counselor for information pertaining to restrictions.

## UNIVERSITY REQUIREMENTS FOR THE BACCALAUREATE DEGREE

There are two requirements which all undergraduate students at the University must satisfy in order to graduate.

### 1. Entry Level Writing Requirement (formerly Subject A)

- An English composition requirement that each student must satisfy to graduate may be met by one of the following methods:
- Score of at least 3 on the College Board Advanced Placement Examination in English;
- Score at least 680 on the SAT II Writing Subject Test;
- Score of at least 5 on the International Baccalaureate Higher Level Examination in English Language;
- Completing a UC transferable community college course of 3 semester units in English composition with "C" grade or better.

### 2. American History and Institutions

This requirement may be met by one of the following methods:

- Satisfactory completion in high school of a one-year course in U.S. history, or a half-year course in both American government and U.S. history with grade of "C" or better, (except UCLA requires a "B" average and Santa Barbara requires a college-level course).
- Completion of UC transferable college history/government course(s).

## UNIVERSITY OF CALIFORNIA- BERKELEY CAMPUS

### *College of Letters and Science and Haas School of Business: Breadth Requirements*

The Berkeley campus of the University of California is on the semester system.

Transfer students with 60 or more transferable semester units who are admitted to the College of Letters and Science must have satisfied the Essential Skills in: (1) reading and composition, (2) foreign language, and (3) quantitative reasoning, prior to admission. Also the seven-course breadth requirement for courses outside the field of the major is required of all junior transfers. Students should make every effort to complete as many of the seven requirements as possible. Transfer students with 60 or more transferable semester unit who are admitted to the Haas School of Business must have satisfied seven-course breath requirement and major prerequisites.

Information on the current breadth requirements and the listing of Laney College courses that are approved for meeting the breadth requirements are available from a counselor, in the Transfer Center, or via [www.assist.org](http://www.assist.org). This list is subject to revision and is updated annually.

## The California State University– All Campuses

The following information applies to the twenty-three campuses of the California State University System: Bakersfield, Chico, Channel Island, Dominguez Hills, East Bay, Fresno, Fullerton, Humboldt, Long Beach, Los Angeles, Maritime Academy, Monterey Bay, Northridge, Pomona, Sacramento, San Bernardino, San Diego, San Francisco, San Jose, San Luis Obispo, San Marcos, Sonoma, and Stanislaus.

## TRANSFER REQUIREMENTS

You will qualify for admission as a transfer student if you have a grade-point average of 2.0 (“C”) or better in all transferable units attempted; are in good standing at the last college or university attended; and meet any of the following standards:

1. Were eligible as a freshman at the time of application for admission or at the time of graduation from high school, provided you have been in continuous attendance at a college since graduation; or
2. Were eligible as a freshman except for the college preparatory subject requirements and have completed appropriate college courses in the missing subjects; or
3. Have completed at least 60 transferable semester units and have completed appropriate college courses to make up any missing college preparatory subjects (nonresidents must have a 2.4 grade point average or better).

A maximum of 70 transferable semester (105 quarter) units earned in a community college may be transferred to the California State University. No upper division credit is allowed for courses taken at a Community College.

Consult with the Counseling Office or any CSU Admissions Office for further information about alternative ways to satisfy the subject requirements. Laney College counselors will provide assistance to determine which Laney courses satisfy the CSU lower division General Education requirements.

*NOTE: Refer to the CSU application for the Freshman Eligibility and Subject Requirements.*

## **MAKING UP MISSING COLLEGE PREPARATORY SUBJECT REQUIREMENTS**

1. Undergraduate transfer applicants who did not complete the subject requirements while in secondary school may make up missing subjects in any of the following ways:
  - a. Complete appropriate courses in college with a “C” or better (one course of three semester (four quarter) units will be considered equivalent to one year of high school study); or
  - b. Earn acceptable scores on specified examinations.
2. Transfer applicants with 56 or more semester units (84 or more quarter units) can satisfy the preparatory subject requirements by completing, with a “C” or better, one of the following alternatives:
  - a. 1987 or earlier high school graduates: Meeting the eligibility requirements listed for lower division transfer, or successful completion of written communication and mathematics courses on the approved CSU list of transferable general education courses.
  - b. 1998 and later high school graduates: Meeting the eligibility requirements listed for lower division transfer or successful completion of 30 semester or 45 quarter units of general education courses to include all of Area A and the Mathematics requirement on the CSU General Education Certification List.

All transfer applicants with 60 or more transferable semester units must complete all CSU General Education requirements in the English Language Communication and Critical Thinking area (Area A1, 2 and 3) and in Mathematics/Quantitative Reasoning (Area B4).

## **UNITED STATES HISTORY, CONSTITUTION, AND AMERICAN IDEALS CERTIFICATION**

To complete this CSU graduation requirement before transfer, any of the following combinations are acceptable:

POSCI 1 and HIST 7A or HIST 7B, or  
POSCI 1 and AFRAM 30 or AFRAM 31, or  
POSCI 16 and HIST 7A  
POSCI 6 and POSCI 1 and HIST 7A, or  
HIST 7B or AFRAM 30 or AFRAM 31

## **GENERAL EDUCATION CERTIFICATION AND COURSE REQUIREMENTS FOR CALIFORNIA STATE UNIVERSITIES**

Laney College (Peralta Community College District) may certify to a California State University completion of 39 units of lower division general education requirements when the student completes the acceptable courses.

The listing of courses that can be used toward meeting CSU General Education Breadth requirements is available from a counselor, in the Transfer Center or via [www.assist.org](http://www.assist.org). The listing is subject to change on an annual basis.

A total of 48 units are required to meet the general education requirements for the California State University System. The additional nine (9) required units must be upper division courses and must be completed after the student transfers to a CSU campus.

For general education certification, see Transfer Information Section.

## **THE ASSOCIATE IN ARTS FOR TRANSFER (AA-T) OR ASSOCIATE IN SCIENCE FOR TRANSFER (AS-T) TO A CALIFORNIA STATE UNIVERSITY (CSU)**

The Student Transfer Achievement Reform Act (Senate Bill 1440), now codified in California Education sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an “associate degree for transfer”, a newly establish variation of the associate degrees traditionally offered at a California Community College. The Associate in Arts for Transfer (AA-T) or the Associates in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor’s degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete a minimum of 60 required semester units of CSU –transferable coursework with a minimum GPA of 2.0 Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor’s degree (unless the major is a designated “high-unit” major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

Students are encouraged to complete the CSU Graduation Requirement in U.S. History, Constitution, and American Ideals prior to transfer. For more information, please see a counselor.

## **AA-T AND AS-T REQUIREMENTS**

The following is required for all AA-T or AS-T degrees:

1. Minimum of 60 CSU-transferable semester units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU- transferable coursework . While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
3. Completion of a minimum of 18 semester units in an “AA-T” or “AS-T” major. All courses in the major must be completed with a grade of C or better or a “P” if the course is taken on a “pass-no pass” basis (title 5 § 55063).
4. Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth) (see page 53 for more information; OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern (see page 54 for more information).

**THE CALIFORNIA STATE UNIVERSITY  
GE (CSU-GE) BREADTH  
REQUIREMENTS 2011 – 2012  
(Updated Annually)**

Transfer to the CSU system requires completion of at least 60 transferable units. Of these a minimum of 30 units of General Education/Breadth must be completed including areas A1, A2, A3 and B4, all of which require a minimum grade of "C."

**AREA A: ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING** - Minimum 9 semester (or 12 quarter) units, 3 units from each sub-group with a grade of "C" or better.

**A1 - Oral Communication**

Communication 1A, 1B, 44, 45

**A2 - Written Communications**

English 1A

**A3 - Critical Thinking** \*

English 5

Philosophy 10

\* For some Engineering majors exceptions **may** apply. (See a counselor for details.)

**AREA B: SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING** - Minimum 9 semester (or 12 quarter) units, one from each sub-group (/L = with Lab).

**B1 - Physical Science**

Astronomy 1, 10

Chemistry 1A/L, 1B/L, 12A/L, 12B/L, 25, 30A/L, 30B/L, 50/L

Geography 1, 9

Geology 10

Physical Science 10, 15, 20, 22, 25

Physics 3A/L, 3B/L, 4A/L, 4B/L, 4C/L, 10

**B2 - Life Sciences**

Anthropology 1

Biology 1A/L, 1B/L, 2/L, 3/L, 4/L, 10/L, 11, 20A/L, 20B/L, 24/L

**B3 - Laboratory Activity** - one course from either B-1 or B-2 with laboratory; or one of the following:

Anthropology 1L

Geography 1L

Physical Science 20L

**B4 - Math, Quantitative Reasoning** (must be completed with a grade of "C" or better).

Mathematics 2, 3A, 3B, 3C, 3E, 3F, 11, 13, 15, 50, 52A-C\*

Physics 4A, 4B, 4C

\*3 units required.

**AREA C: ARTS AND HUMANITIES** - Minimum 9 semester (or 12 quarter) units divided between the two sub-groups.

**C1 - Arts**

Art 1, 2, 3, 4, 5, 6, 7, 129

Dance 1, 5

Music 2A, 2B, 3A, 3B, 4A, 4B, 9, 10, 12A, 12B, 14A, 14B, 15A, 15B

Theatre Arts 1, 10, 11

**C2 - Humanities**

African-American Studies 6A, 29, 45\*

Asian/Asian-American Studies 30

Chinese 1, 2, 3, 4

Communication 2A, 2B

English 1B, 10A, 10B, 12, 17A, 17B, 20, 26, 30A, 30B, 31, 32A, 32B, 33A, 33B, 39, 43, 44A, 44B, 138

French 1A, 2A, 2B

Humanities 6, 7, 16, 30A, 30B, 31A, 31B, 40, 45\*

Japanese 1B

Mexican/Latin American Studies 30A, 30B

Philosophy 1, 2, 20A, 20B, 30, 37

Sociology 30

Spanish 1A, 1B, 2A, 2B, 22A, 22B, 40

\*Students receive credit for and certification for one course only.

**AREA D: SOCIAL SCIENCES** - Minimum of 9 semester (or 12 quarter) units from at least 2 departments.

African-American Studies 1, 2, 5, 8, 9, 11, 12, 14A, 14B, 15, 16, 17\*, 23, 29, 30, 31, 32, 35\*\*, 38

Anthropology 3, 5, 7, 14, 16

Asian/Asian-American Studies 17\*, 21, 26, 29, 32, 35\*\*, 45A, 45B

Biology 27\*\*\*

Communication 19

Economics 1, 2

Ethnic Studies 1

Geography 1, 2, 3, 8

History 3, 5, 7A, 7B, 17, 19

Journalism 62

Labor Studies 10

Mexican-Latin American Studies 12, 17\*, 23, 31, 35\*\*

Native American Studies 1, 17\*, 35\*\*

Political Science 1, 2, 3, 6, 16, 18

Psychology 1A, 1B, 7A, 7B, 7L, 12\*\*\*, 24, 33  
Sociology 1, 2, 5, 13, 30, 45

\*Students receive credit for and certification for one course only.

\*\* Students receive credit and certification for one course only.

\*\*\*Students receive credit and certification for one course only.

**AREA E: Lifelong Learning and Self-Development**  
Minimum 3 semester (or 4 quarter) units.

African-American Studies 12

Asia/Asian-American Studies 32

Biology 27\*, 28

Counseling 24, 30, 57

Health Education 1

Psychology 6, 8, 12\*, 30, 33

\*Students receive credit and certification for one course only.

**CSU GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS** (Not part of CSU/GE-Breadth; may be completed prior to transfer). Any of the following combinations are acceptable:

POSCI 1 and HIST 7A or HIST 7B, or

POSCI 1 and AFRAM 30 or AFRAM 31, or

POSCI 16 and HIST 7A

POSCI 6 and POSCI 1 and HIST 7A, or

HIST 7B or AFRAM 30 or AFRAM 31

**Note: Course used to meet this requirement may also be used to satisfy requirements in CSU GE-Breadth Area D.**

**INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) 2011 – 2012**  
(Updated Annually)

Completion of all requirements in the Intersegmental General Transfer Curriculum (IGETC) will permit you to transfer from a community college to a campus in either the California State University (CSU) or the University of California (UC) system without the need, after transfer, to take additional lower division, general education courses to satisfy campus general education requirements.

The IGETC is not advisable for all transfer students. If you are pursuing a major that requires extensive lower-division preparation you may be better served by taking courses which fulfill the CSU General Education-Breadth requirements or those of the UC campus or college to which you plan to transfer. Examples of high unit majors include, but are NOT LIMITED to: Engineering, Business, Pre-professional programs, sciences.

**Restrictions:** A student who is initially enrolled at a UC and is returning to the same UC campus (after attending a community college) is considered a "readmit" and cannot use IGETC. However students who initially enroll at a UC, attend a community college and return to a different UC campus, may be able to use IGETC, but should check with the campus they wish to attend. This restriction does not apply to students who have taken UC summer session or Extension classes only.

**Certification:** Be sure to request certification when you request final transcripts be sent to your choice of university or college. All courses **MUST** be completed with grades of "C" or better. See a counselor for details.

**AREA 1 – ENGLISH COMPOSITION**

**CSU:** 3 courses required, one from each group below.

**UC:** 2 courses required, one each from Group A and B

**Group A:** English Composition, 1 course, 3 semester (or 4-5 quarter) units  
English 1A

**Group B:** Critical Thinking–English Composition, 1 course, 3 semester (or 4-5 quarter) units  
English 5

**Group C:** Oral Communication (CSU requirement only) 1 course, 3 semester (or 4-5 quarter) units  
Communication 1A, 1B, 44, 45

## AREA 2 – MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

1 course, 3 semester (4-5 quarter) units  
Math 2, 3A, 3B, 3C, 3E, 3F, 11, 13, 15

## AREA 3 – ARTS AND HUMANITIES

At least 3 courses, with at least one from the Arts and one from the Humanities: 9 semester (or 12-15 quarter) units

### ARTS:

Art 1, 2, 3, 4, 5, 6, 7  
Dance 1  
Music 2A, 2B, 3A, 3B, 4A, 4B, 9, 10, 12A, 12B, 15A, 15B

### HUMANITIES:

African-American Studies 6A, 29  
Asian/Asian-American Studies 30  
Chinese 2+, 3+, 4+  
English 1B, 12, 17A, 17B, 20, 26, 30A, 30B, 31, 33A, 33B, 43, 44A, 44B, 138  
French 2A+, 2B+  
Humanities 6, 7, 16, 30A, 30B, 31A, 31B, 40  
Japanese 1B+  
Mexican/Latin-American Studies 30A, 30B  
Philosophy 1, 2, 20A, 20B, 37  
Spanish 1B+, 2A+, 2B+, 22B, 40

## AREA 4 – SOCIAL AND BEHAVIORIAL SCIENCES

At least 3 courses from at least 2 disciplines or an interdisciplinary sequence: 9 semester (or 12-15 quarter) units

African-American Studies 1, 5, 8, 9, 11, 12, 14A#, 14B#, 15, 17\*, 23, 30, 31, 32, 35\*\*, 38, 45\*\*\*\*  
Anthropology 3, 5, 7, 14, 16  
Asian/Asian-American Studies 17\*, 21, 26, 29, 32, 35\*\*, 45A, 45B  
Biology 27\*\*\*  
Communication 19  
Economics 1, 2  
Ethnic Studies 1  
Geography 2, 3, 8  
History 3, 5, 7A, 7B, 17, 19

Humanities 45\*\*\*\*  
Journalism 62  
Labor Studies 10  
Mexican/Latin American Studies 12, 17\*, 23, 31, 35\*\*  
Native American Studies 1, 17\*, 35\*\*  
Political Science 1, 2, 3, 6, 18  
Psychology 1A, 1B, 6, 7A#, 7B, 7L#, 12\*\*\*, 24  
Sociology 1, 2, 5, 13, 30

## AREA 5 – PHYSICAL AND BIOLOGICAL SCIENCES

At least 2 courses, one Physical Science course and one Biological Science course; at least one must include a laboratory (indicated by "L" in parentheses): 7-9 semester (or 9-12 quarter) units

### PHYSICAL SCIENCES:

Astronomy 1, 10  
Chemistry 1A(L), 1B(L), 12A(L)#, 12B(L)#, 25, 30A(L)#, 30B(L)#  
Geography 1, 1L, 9  
Geology 10  
Physical Science 10#, 15#, 20, 20L, 22, 25  
Physics 3A(L)#, 3B(L)#, 4A(L)#, 4B(L)#, 4C(L)#, 10#

### BIOLOGICAL SCIENCES:

Anthropology 1, 1L  
Biology 1A(L), 1B(L), 2(L)#, 3(L), 4(L)#, 10(L)#, 11#, 20A(L)#, 20B(L)#, 24(L)#

## AREA 6A - LANGUAGE OTHER THAN ENGLISH

(UC Requirement Only) – Completion of two years of high school course work in one language other than English with a grade of "C-" or better (official transcript required); **OR** Completion 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 required); **OR** Satisfactory score on the College Board Subject Test (formerly SAT II) in a language other than English (see a counselor for required scores); **OR** Score of 3 or better on the College Board Advanced Placement Examination in a language other than English; **OR** Score of 5 or better on the International Baccalaureate Higher Level Examination in a language other than English; **OR** Satisfactory completion of a proficiency test administered by a community college or university in a language other than English; **OR** Completion of one course (4-5 semester units) at college level, that is considered equivalent to 2 years of high school language, with a grade of "C" or better. Laney

course(s) that meet the proficiency level are **Chinese 1, French 1A, JAPAN 1A, Spanish 1A, 22A** or more advanced level.

- + Courses designated with an “+” may be counted in Language Other Than English and one additional area (i.e., Area3: Humanities).
- \* Students receive credit for one course only.
- \*\* Students receive credit for one course only.
- \*\*\* Students receive credit for one course only.
- \*\*\*\* Students receive credit for one course only.
- # Indicates that transfer credit may be limited by either UC or CSU or both. Please consult with a counselor for complete information on course/unit limitations or check [www.assist.org](http://www.assist.org).
- (L) Designates courses with a laboratory.

**CSU GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS** (Not part of IGETC; may be completed prior to transfer). Any of the following combinations are acceptable:

POSCI 1 and HIST 7A or HIST 7B, **or**  
POSCI 1 and AFRAM 30 or AFRAM 31, **or**  
POSCI 16 and HIST 7A  
POSCI 6 and POSCI 1 and HIST 7A, **or**  
HIST 7B or AFRAM 30 or AFRAM 31

**NOTE: Courses used to meet this requirement may also be used to satisfy IGETC Area 4.**

# Academic Policies

## Academic Integrity Policy

### Ten Principles of Academic Integrity

**1. Affirm the importance of academic integrity.**

Institutions of higher education are dedicated to the pursuit of truth. Faculty members need to affirm that the pursuit of truth is grounded in certain core values, including honesty, civility, and diligence.

**2. Foster a love of learning.**

A commitment to academic integrity is reinforced by high academic standards. Most students will thrive in an atmosphere where academic work is seen as challenging, relevant, useful, and fair. Faculty have a special responsibility to maintain currency in their field and in teaching methods that fully engage the diversity of students.

**3. Treat students as unique individuals.**

Faculty and staff members are expected to provide individual attention and consideration. Students will generally reciprocate by respecting the values of their teachers, including a commitment to academic integrity.

**4. Promote an environment of trust in the classroom.**

Many students are mature adults who value an environment free of arbitrary rules and trivial assignments, where trust is earned and given. Faculty are expected to keep scheduled office hours, make accommodations for students who cannot attend regular office hours, reply promptly to student inquiries, emails and phone calls, administer final examinations according to scheduled timelines, and begin and end classes on time. Additionally, faculty should foster a classroom environment where diverse, and sometimes divergent, ideas are welcomed and respected.

**5. Encourage student responsibility for academic integrity.**

With proper guidance, students can be given significant responsibility to help protect and promote the highest standards of academic integrity. Students want to work in communities where competition is fair, integrity is respected, and cheating is punished. They understand that one of the greatest inducements to engaging in academic dishonesty is the perception that academic dishonesty is rampant and tolerated.

**6. Clarify expectations for students.**

Faculty members have primary responsibility for designing and cultivating the educational environment and experience. They must clarify their expectations in advance regarding honesty in academic work, including the nature and scope of student collaboration. Most students want such guidance, and welcome it in course syllabi, carefully reviewed by their teachers in class. Instructors should inform students of the academic requirements of each course. Such information may appropriately include, but is not limited to (a) notice of the scope of permitted collaboration, if any; (b) notice of the conventions of citation and attribution within the discipline of the course; and (c) notice of the materials that may be used during examinations and on other assignments.

**7. Develop fair and relevant forms of assessment.**

Students expect their academic work to be fairly and fully assessed. Faculty should comment on student work, praise that which is well done, and show students where their work does not meet academic standards. Also, faculty members are responsible for using – and continuously revising – forms of assessment, including rubrics, portfolios, examinations, and essays that require active and creative thought and promote learning opportunities for students.

**8. Reduce opportunities to engage in academic dishonesty.**

Prevention is a critical line of defense against academic dishonesty. Faculty will not tempt or induce students to engage in acts of academic dishonesty by having ambiguous policies, undefined or unrealistic standards for collaboration, inadequate classroom management, overly consistent assignments and exams, whose answers do not change from year to year, or poor examination security.

**9. Challenge academic dishonesty when it occurs.**

Faculty and staff are to teach and model academic integrity and to ensure student integrity in performance of their assignments. Students observe how faculty and staff members behave, with their colleagues and with other students, and what values they embrace. Faculty and staff members who ignore or trivialize academic dishonesty send the message that the core values of academic life, and community life in general, are not worth any significant effort to enforce.

**10. Help define and support campus-wide academic integrity standards.**

Responsibility for defining, promoting, and protecting academic integrity is a community-wide concern, and must be applied consistently with due process procedures, in affirmation of the shared values that help make Laney College a true learning community.

(Adapted from *Ten Principles of Academic Integrity* by Donald L. McCabe and Gary Pavela)

**Five Principles of Student Academic Integrity**

**1. Responsibility**

Each student is responsible for her/his own education. Each student is expected to strive for excellence, adhere to the principles of academic integrity and be proactive when her/his needs are not being met, through all channels (counselors, teaching faculty, staff, deans, and student government).

**2. Honesty**

Each student will present his/her own work at all times: quizzes, exams, assignments and research papers. Each student will present accurate information and data, and will not falsify or invent information.

**3. Recognition**

Students working in collaboration with others will make the appropriate attributions for the contributions from others to the work—whether the source of the contribution be student colleagues, teachers, or published resources.

**4. Support**

Each student will support the integrity of source materials – fellow students, faculty, library materials, primary sources and any other source material used. Students will preserve learning materials and resources, and ensure the availability of these resources for future use by the college community.

## 5. Privacy

Students will protect the security of confidential or private information. Students will not seek or take advantage of any knowledge of administrative records, computerized records, etc. that give access to confidential or private information.

## Disciplinary Action and Procedures

Violations of the Laney College Academic Integrity policy will be handled according to Title V regulations and the Laney College and Peralta Community College District policies and procedures.

## SCHOLASTIC STANDARDS

Each instructor assigns grades to students based on standards established as appropriate for each class. Written papers, participation in class discussions, midterm and final examinations, and class attendance may be used by an instructor to determine grades. **It is the student's responsibility to comply with the criteria used in grading by instructors. Students should consult with instructors during office hours for assistance.**

## CLASSROOM RECORDING (AUDIO/VIDEO TAPE)

Students must have permission from the instructor(s) to record (audio/video tape) in the classroom.

## COURSE REPETITION POLICY

Students may repeat a course for which the grading symbol of **D, F, FW, NP, IP, W, or MW** has been recorded. After the respective course(s) is (are) completed, the student may petition that the original grade, units and grade points not be computed in the cumulative GPA. Students should be advised that this is a procedure of the Peralta Community College District and may NOT reflect procedures of four-year institutions.

State regulations and Peralta Community College District Board Policy (AP 5.22) restrict the number of courses that can be repeated for credit, and the number of times they can be repeated.

1. Repetition of a course not marked as repeatable shall be permitted "in instances when such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. The grade received each time shall be included for purposes of calculating the student's grade point average." Students are required to provide the necessary documentation.
2. Repetition of activity courses shall not exceed the maximum of three repetitions. Activity courses are defined as physical education courses; visual or performing arts courses (music, fine arts, theater, or dance); and career technical courses where the content differs each time the course is offered, but the primary educational activity remains the same. Visual or performing arts courses in music, fine arts, theater, or dance which are part of a sequence of transfer courses are not subject to this limitation. Further, Basic Skills, ESL and foreign languages are not considered activity courses. Such repeatable courses are to be so designated in college catalogs.
3. Repetition of a course not marked as repeatable shall be permitted when "another institution of higher education to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating the course in question."
4. Repetition based on withdrawal from the same course and earning the designation of "W" shall not exceed four times.

If a student enrolls a fifth time in the course, the student will receive a grade.

5. Repetition of a course “when the student’s previous grade (whether substandard or passing) was, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accident, illness, or other circumstances beyond the control of the student.” The student will petition for course repetition.
6. Repetition of a course when there has been a “significant lapse of time” since the student originally completed the class; the Peralta Community College District defines significant lapse of time as three (3) years. Only one repetition is permitted. The student will petition for course repetition.
7. Repetition of Cooperative Work Experience Education, General Work Experience, shall not exceed 16 semester units. Repetition of Cooperative Work Experience, Occupational Work Experience (in a specific occupational area), shall not exceed 16 semester units.
8. Repetition of special classes designed for students with disabilities may be repeated any number of times based on an individualized determination that such repetition is required as disability-related accommodation for that particular student for one of the reasons specified in section 56029 of Title 5.

## PROCEDURE FOR AWARDING I, IP, MW, RD, AND W

### SYMBOL DEFINITION

#### **I INCOMPLETE**

Academic work which is incomplete for unforeseeable emergency and justifiable reasons at the end of the term may result in an “I” symbol being entered in the student’s record. Conditions for removal of the “I” shall be filed with the Office of Admissions and Records and a copy given to the student. A final grade shall be assigned when the stipulation has been completed, or when the time limit for completing the work has passed. The “I” symbol must be made up no later than one year following the end of the term in which it was assigned. The “I” symbol shall not be used in calculating units attempted nor for grade points. A time extension beyond one year but not to exceed one semester or quarter may be granted by petition.

#### **IP IN PROGRESS**

The IP symbol shall be used to indicate that the course extends beyond the normal end of an academic term. It indicates that work is “in progress”, but that assignment of a grade must await its completion. The “IP” symbol shall remain on the student’s permanent record in order to satisfy enrollment documentation. The appropriate grade and unit credit shall be assigned and appear on the student’s record for the term in which the course is completed. The “IP” symbol shall not be used in calculating grade point averages.

#### **MW MILITARY WITHDRAWAL**

The “MW” shall be assigned only for students who are members of an active or reserve military unit and who receive orders compelling a withdrawal from courses. Upon verification of orders, the “MW” symbol may be given in lieu of a grade at any time after the last day to withdraw without receiving a letter grade (14 weeks for semester colleges). The “MW” shall not be counted in determining “progress probation” or in calculating grade points for dismissal.

For students who are members of an active or reserve military unit and who receive orders compelling a withdrawal from courses, the Peralta Community College District shall, upon petition of the affected student, refund the entire enrollment fee unless academic credit is awarded.

#### **RD REPORT DELAYED**

The “RD” symbol may be assigned by the Office of Admissions and Records only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is temporary. This temporary symbol shall not be used in calculating grade-point averages and shall be replaced by a permanent symbol as soon as possible.

## W

### WITHDRAWAL

A withdrawal reported to the Office of Admissions and Records during the first four weeks of instruction (or thirty percent [30%] of instruction under the semester system, summer session and short-term courses) shall not be noted on the student's academic record.

A "W" symbol will be awarded any student between the end of the fourth week of instruction and the end of the fourteenth week of instruction (or between 30-75% of instruction under the semester system, summer session, intersession and short-term courses).

The academic record of a student who has not withdrawn from class nor been dropped by an instructor within the time allowed by this policy must reflect a grade other than "W" as awarded by the instructor. The "W" symbol shall not be used for academic probation but only for progress probation.

A "W" shall not be assigned "if a determination is made pursuant to (Title 5) sections 5900 et seq. that the student withdrew from the course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment or that the student withdrew because he or she reasonably believed that remaining in the course would subject him or her to discriminatory treatment or retaliation for alleging discriminatory treatment." In such instances, no symbol will be assigned.

**Students are responsible for obtaining drop cards and for submitting them to the Admissions & Records Office.** Drop cards may be obtained in the Admissions & Records Office or from counselors. Students may also use the telephone enrollment system or the Internet to drop classes: [www.peralta.edu](http://www.peralta.edu)

## GRADING POLICY

Grade	Points	Definition	Policy for Repeating Course With This Grade
A	4	Excellent	Not Permitted.
B	3	Good	Not Permitted.
C	2	Satisfactory	Not Permitted.
D	1	Passing, less than satisfactory	Permitted. Upon petition original <b>D</b> will remain but will not be computed.
F	0	Failing	Permitted. Upon petition original <b>F</b> will remain but will not be computed.
FW	0	Failing	Permitted. Upon petition original <b>F</b> will remain but will not be computed
NP	0	No Pass. <b>NP</b> means student did not fulfill the academic requirements of the course.	Permitted. Original <b>NP</b> will remain but will not be computed.
P	0	Pass. At least satisfactory. Units awarded not counted in GPS. Only assigned for courses with P/NP option.	Not permitted.
W	0	Withdrawal. <b>W</b> is assigned for students who withdraw officially from a class between the 5 <sup>th</sup> and 14 <sup>th</sup> weeks.	Permitted. Original <b>W</b> will remain but will not be computed.
MW	0	Military Withdrawal. <b>MW</b> shall be assigned members of an active or reserve military unit and who receive orders compelling a withdrawal from courses. Upon verification of orders, the <b>MW</b> symbol may be given in lieu of a grade at any time. The <b>MW</b> shall not be counted in determining progress probation or in calculating grade points for dismissal.	Permitted. Original <b>MW</b> will remain but will not be computed.
I	0	Incomplete. Incomplete academic work for unforeseeable and justifiable reasons at the end of the term.	Not Permitted.
IP	0	In Progress	Permitted. Original <b>IP</b> will remain but will not be computed.
RD	0	Report Delay	Not Permitted.

## GRADE POINT AVERAGE

The cumulative grade point average (GPA) is computed by dividing the total number of units a student has attempted into the total number of grade points the student has earned.

## EXAMPLE

A student who earns 5 units of **A**, 4 units of **B**, 3 units of **C**, 2 units of **D** and 2 units of **CR** would compute the GPA as follows:

UNITS ATTEMPTED	UNITS COMPLETED	GRADE/POINTS	UNITS	GRADE POINTS
5 Units	5 Units	A = 4 x	5 =	20 grade points
4 Units	4 Units	B = 3 x	4 =	12 grade points
3 Units	3 Units	C = 2 x	3 =	6 grade points
2 Units	2 Units	D = 1 x	2 =	2 grade points
0 Units	2 Units	CR = 0 x	2 =	0 grade points
14 Units	16 Unit			40 grade points earned

Units for which the **W**, **CR**, **MW**, **NP**, or **I** were assigned are not counted in units attempted.

## DEFINITION OF A UNIT OF CREDIT

One unit of credit is defined as one hour of recitation or lecture which requires two hours of outside preparation for each hour of recitation or lecture, or three hours of laboratory work each week for a semester of 18 weeks.

## PASS/NO PASS POLICY

In designated courses students may elect to take the courses for credit/no credit rather than receive a letter grade. This decision must be made prior to the 4th week of instruction (30% of instruction for summer session and short term classes). Upon successful completion of a credit/no credit course, the student earns the specified number of units and the record will show **P** (which indicates a **C** grade or better). If the student's work is unsatisfactory the record will show **NP** (which indicates a **D** grade or below). All units of **P** will be counted in satisfaction of community college curriculum requirements but will not be used in computation of GPA.

All courses listed in the Announcement of Courses section of the catalog fall into one of three categories:

1. Courses that may be taken either for a letter grade or pass/no pass. (GR or P/NP);

2. Courses that may be taken for pass/no pass only (P/NP);
3. Courses that may be taken for a letter grade only (GR).

A student may NOT repeat a course in which a grade of **P** was earned. A student may repeat a course in which a grade of **NP** was earned. Once designated, a pass/no pass (P/NP) may not be changed to a letter grade. Students planning to transfer to a four-year institution are cautioned that in most cases courses in which a grade of **P** was earned will not be counted toward their major. Furthermore, limitations are imposed on the number of units of **P** that will be counted toward a Bachelor's Degree. The student should consult the catalog of the transfer institution for more specific information on this subject.

## CREDIT BY EXAMINATION

A registered student who is attending classes, is in good-standing (not on probation), and has completed at least 6 units at Laney College may request by petition to take an equivalency examination in certain designated courses. (Confer with a counselor regarding these specific courses.) The petition, which may be obtained in the Admissions and Records Office, should be accompanied by evidence of knowledge or experience in the content of the course. Final determination of eligibility to challenge a course by examination is made by the Department Chairperson for the course involved.

Credit by examination may be accrued by a student up to a maximum of 15 units. Units earned will be recorded on a student's record as a letter grade or **P** as determined by each department and grading policy. Students are not permitted to challenge by examination any course of lower level than a course previously completed.

Credit by examination is not part of a student's current work load and cannot be counted toward the 12 unit residency, veteran's benefits, financial aid, athletic eligibility, or similar purposes.

The approved course list is updated annually, confer with a counselor regarding any changes. The following courses may be challenged as Credit By Examination:

- Business 219
- Computer Information Systems 205
- All Cosmetology theory courses
- Chinese 1
- French 1A , 1B and 2A
- Japanese 1A
- Mathematics 201, 203 (effective Fall 2009 unless student has prior catalog rights, see a counselor for more information) , and 208
- Media Communications 104
- Physical Education 54 and 85
- Spanish 1A, 1B
- Welding Technology 242

## COLLEGE CREDIT FOR ADVANCED PLACEMENT (AP) TESTS, INTERNATIONAL BACCALAUREATE (IB), AND THE COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

### *General Guidelines*

In order to receive credit for either AP, IB, or CLEP

1. Students must be enrolled in the Peralta Community College District to apply for such credit
2. Students are not required to have completed any specific number of units in the Peralta Community College District prior to applying for such credit
3. Students may use units earned through any of these exams to meet Certificate and Associate Degree requirements (to see the unit values awarded by the Peralta District for any of these exams, please see the charts that follow each section)
4. Students may not use units from these exams to satisfy financial aid, veterans, or EOPS eligibility criteria
5. Students may not use units from these exams to satisfy the 12-unit residency requirement at any of the Peralta Community College District's four colleges
6. If students have earned credit from an AP, IB, or CLEP exam, they should not enroll in a comparable college course because credit will not be granted for both the exam and the course.

## ADVANCED PLACEMENT TESTS

Students will be granted credit for College Entrance Examination Board (CEEB) Advanced Placement (AP) tests with **scores of 3, 4, 5** (see the AP chart which follows) in specific subject areas for certificates, Associate Degrees, CSU General Education Breadth certification and IGETC certification.

The unit/credit value granted for a college certificate or Associate Degree may vary from the unit/credit value given by a UC or a CSU.

Students may use units earned by AP examinations toward CSU, General Education Breadth Certification, (partial or full), according to the CSU approved list below and you may use units earned by AP examinations to meet Intersegmental General Education Transfer Curriculum (IGETC) as per the approved list below. Each AP exam may be applied to one IGETC area as satisfying one course requirement, with the exception of Language Other Than English (LOTE).

There is no equivalent AP exam for IGETC Area 1B or CSU GE Breadth Area A3, Critical Thinking/Composition. There is no equivalent AP exam for IGETC Area 1C or CSU GE Breadth Area A1, Oral Communication.

If students have passed more than one AP exam in Calculus, only one exam may be used for credit/unit purposes for a certificate, Associate Degree, CSU GE certification, and IGETC certification.

Some four-year institutions (e.g., out-of-state, independent) may not accept AP credit. Actual transfer credit awarded for admission is determined by the CSU and UC. Individual CSU and UC campuses continue to determine the applicability and quantity of AP credits granted toward major or baccalaureate degree requirements.

In some areas, CSU grants additional units for elective credit toward eligibility for admission. The CSU campus to which you transfer determines the total number of units to be awarded for successful completion of

Advanced Placement examination(s) and how the exam scores may apply to other graduation requirements.

For IGETC certification, AP exams in Biology, Chemistry, or Physics B allow a community college to apply 4 semester or 5 quarter units to IGETC certification (as noted in the chart below). For Environmental Science, Physics C: Mechanics and Physics C: Electricity. Magnetism, 3 semester or 4 quarter units are applied for IGETC certification (as noted below); therefore, students who have completed these exams will be required to complete at least 4 semester or 5 quarter units to satisfy the minimum required units for Area 5. For CSU GE certification, if students pass more than one AP exam in Physics, only four units of credit may be applied to the certification. The University of California Advanced Placement Policy can be found at their website: <http://www.universityofcalifornia.edu/educators/counselors/adminfo/freshman/advising/credit/aptest.html>

The California State University Advanced Placement Policy can be found at their website: [http://www.calstate.edu/app/general\\_education.shtml](http://www.calstate.edu/app/general_education.shtml)

## ADVANCED PLACEMENT PROCEDURES

If students wish to apply for AP credit having received a **score of 3, 4, 5** on any of the exams listed below, they should:

1. Obtain a "Petition for Advanced Placement Examination Credit" from the Admissions and Records Office;
2. Attach official copies of AP score reports from the College Board or an official copy of their high school transcript (if it reports Advanced Placement Examinations); and
3. Take the completed petition and supporting documentation to a counselor for review.
4. If they wish to receive credit for an AP examination not on this list, they should obtain a petition from the Admissions and Records Office and submit it to the Vice President of Academic and Student Affairs, who will evaluate requests on a case-by-case basis.

AP Exam	PCCD Course <sup>1</sup>	PCCD GE Area	PCCD Units	CSU GE Area and/or A.I.	CSU Units	IGETC Area	IGETC Units
Art History	ART 1 or 4	3	3	C1 or C2	3	3A or 3B	3
Biology	BIOL 10	1	4	B2 and B3	4	5B w/lab	4
Chemistry	CHEM 30A	1	4	B1 and B3	4	5A w/lab	4
Chinese Language/ Culture	CHIN 1 or 30A	3	5	C2	3	3B and 6A	3
Computer Science A	N/A	4c	1	N/A	N/A	N/A	N/A
Economics: Macro	ECON 1	2	3	D2	3	4B	3
Economics: Micro	ECON 2	2	3	D2	3	4B	3
English Language	ENGL 1A	4a or 4d	4	A2	3	1A	3
English Literature	ENGL 1A & 1B	3 and 4d	8	A2 and C2	6	1A or 3B	3
Environmental Science	N/A	1	3	B1 and B3	4	5A w/Lab	3
French Language	FREN 1A	3	5	C2	3	3B and 6A	3
German Language	GERM 1A	3	5	C2	3	3B and 6A	3
Government/Politics: Comparative	POSCI 2	2	3	D8	3	4H	3
Government/Politics: U.S.	POSCI 1	2	3	D8 + US 2	3	4H + (US 2)	3
History: European	HIST 2A OR 2B	2	3	C2 or D6	3	3B or 4F	3
History: U.S.	HIST 7A OR 7B	2	3	C2 or D6 + US 1	3	3B or 4F + (US 1)	3
History: World	HIST 3	2	3	C2 or D6	3	3B or 4F	3
Human Geography	GEOG 2	2	3	D5	3	4E	3
Japanese Language/ Culture	JAPAN 1A	3	5	C2	3	3B and 6A	3
Latin: Vergil	N/A	3	3	C2	3	3B and 6A	3
Mathematics: Calculus AB	MATH 3A	4b	5	B4	3	2A	3
Mathematics: Calculus BC	MATH 3A OR 3B	4b	5	B4	3	2A	3
Mathematics: Calculus BC/AB Subscore	MATH 3A	4b	5	B4	3	2A	3
Mathematics: Statistics	MATH 13	4b	4	B4	3	2A	3
Physics B	PHYS 2A	1	5	B1 and B3	4	5A w/Lab	4
Physics C: Electricity/ Magnetism	PHYS 4B	1	5	B1 and B3	4	5A w/Lab	3
Physics C: Mechanics	PHYS 4A	1	5	B1 and B3	4	5A w/Lab	3
Psychology	PSYCH 1A	2	3	D9	3	4I	3
Spanish Language	SPAN 1A	3	5	C2	3	3B and 6A	3
Spanish Literature	N/A	3	3	C2	3	3B and 6A	3

<sup>1</sup>The Peralta Community College District (PCCD) course associated with the Advanced Placement examination. These courses will only be used to establish PCCD pre-requisites and/or course equivalencies. Please see a Counselor for specific information.

## INTERNATIONAL BACCALAUREATE EXAMINATION PROGRAM

The Peralta Community College District may award International Baccalaureate Examination (IB) credit toward a Certificate or Associate Degree, or for CSU GE or IGETC transfer certification to those who attain an appropriate score on Higher Level (HL) Exams. If they are intending to transfer to a four-year institution, they should consult with a counselor or the individual institution regarding its IB credit policy for major course work.

**A score of 5, 6, or 7 on Higher Level exams is required to grant credit for IGETC and CSU GE Breadth certification (exception: a score of 4 on the following IB subjects is considered a passing score for CSU GE Breadth certification: Language A1 HL, Language A2 HL, Language B HL, Mathematics HL, and Theatre HL).** An acceptable IB score for IGETC or CSU GE Breadth equates to either 3-semester or 4-quarter units for certification purposes.

If they have earned credit from an IB exam, they should not enroll in a comparable college course because credit will not be granted for both. (CSU may grant additional units for eligibility for admission.)

If students wish to apply for IB credit, they should:

1. Obtain a "Petition for International Baccalaureate Examination Credit" from the Admissions and Records Office;
2. Attach an official IB transcript;
3. Take the completed petition and supporting documentation to a counselor for review.

IB Exam	PCCD GE Area	PCCD GE Units	CSU GE Area	CSU GE Units	IGETC Area	IGETC Units
Biology HL	1	3	B2	3	5B w/o lab	3
Chemistry HL	1	3	B1	3	5A w/o lab	3
Economics HL	2	3	D2	3	4B	3
Geography HL	2	3	D5	3	4E	3
History HL (any region)	2	3	C2 or D6	3	3B or 4F	3
Language A1 HL (any language, except English)	3	3	C2	3	3B and 6A	3
Language A2 HL (any language, except English)	3	3	C2	3	3B and 6A	3
Language A1 HL (any language)	3	3	C2	3	3B	3
Language A2 HL (any language)	3	3	C2	3	3B	3
Language B HL (any language)	3	3	n/a	0	6A	3
Mathematics HL	4b	3	B4	3	2A	3
Physics HL	1	3	B1	3	5A w/o lab	3
Psychology HL	2	3	D9	3	4I	3
Theatre HL	3	3	C1	3	3A	3

## COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

The following CLEP examinations can be used for credit toward a Certificate, Associate Degree, or CSU GE Breadth certification. CLEP exams cannot be used for IGETC certification. They must have achieved **at least a score of 50** on any of the following exams with the exception of a score of **59 on French Level II, 60 on German level II, and 63 on Spanish level II.**

If they have earned credit from a CLEP exam, they should not enroll in a comparable college course because credit will not be granted for both.

CSU may grant additional units for elective credit toward eligibility for admission. Also, there are some CLEP exams not listed below for which CSU may grant elective credit. Please check with the CSU to which they plan to transfer.

If they wish to apply for CLEP credit, they should:

1. Obtain a "Petition for CLEP Credit" from the Admissions and Records Office;
2. Attach official copies of CLEP score reports from the College Board;
3. Take the completed petition and supporting documentation to a counselor for review.

CLEP Exam	PCCD GE Area	PCCD GE Units	Units for CSU GE	CSU GE Area and/or American Institutions
American Government	2	3	3	D8
American Literature	3	3	3	C2
Analyzing and Interpreting Literature	3	3	3	C2
Biology	1	3	3	B2
Calculus	4b	5	3	B4
Chemistry	1	3	3	B1
College Algebra	4b	3	3	B4
College Algebra- Trigonometry	4b	3	3	B4
English Literature	3	3	3	C2
French Level II	3	3	3	C2
German Level II	3	3	3	C2
History, United States I	2	3	3	D6+US-1
History, United States II	2	3	3	D6+US-1
Human Growth and Development	2	3	3	E
Humanities	3	3	3	C2
Information Systems and Computer Applications	4c	1	0	n/a
Introductory Psychology	2	3	3	D9
Introductory Sociology	2	3	3	D0
Natural Sciences	1	3	3	B1 or B2
Pre-Calculus	4b	4	3	B4
Principles of Macroeconomics	2	3	3	D2
Principles of Microeconomics	2	3	3	D2
Spanish Level II	3	3	3	C2
Trigonometry	4b	3	3	B4
Western Civilization I	2	3	3	C2 or D6
Western Civilization II	2	3	3	D6

## **ACADEMIC RECOGNITION – HONOR ROLL**

Students with a grade point average of 3.25 or better for a semester are honored by being placed on the Vice-President of Academic and Student Affairs' list. In addition to the G.P.A., students must have completed 12 or more units.

The honor status GPA is completed on the basis of units attempted and completed District-wide. The student's honor status is assigned to the college where the majority of units were completed.

## **ACADEMIC RECOGNITION - ASSOCIATE DEGREE HONORS**

Students who receive the Associate Degree are graduated with **Honors** if they have an overall cumulative grade-point average of 3.25 to 3.49. Those with an overall cumulative grade-point average of 3.50 to 3.74 are graduated with **High Honors** and those with 3.75 to 4.0 are graduated with **Highest Honors**. (All degree applicable lower division units from regionally accredited degree granting institutions outside of Peralta District Colleges are included in the GPA calculation.)

The honor status GPA is computed on the basis of units attempted and completed District-wide, excluding non-Associate degree courses numbered 250-299, 348, and non-credit courses numbered 400-699. The student's honor status is assigned to the college awarding the Associate Degree.

## **ACADEMIC GOOD STANDING**

To remain in good academic standing, a student must maintain a cumulative grade-point average of 2.0 or higher. Students who have a cumulative grade-point average of less than 2.0 will be considered scholastically deficient. There are two conditions of scholastic deficiency:

1. **Academic Probation:** A student who has attempted at least 12 semester units and has a cumulative GPA of less than 2.0 district-wide shall be placed on Academic Probation.

A student on Academic Probation due to a cumulative grade-point average of less than 2.0 shall receive special counseling, including consideration of possible reduction of his / her study load. A student who has a cumulative grade-point average of less than 2.0 at the end of any term, either semester or summer session, shall be placed on probation during the following term of attendance and shall remain on probation until his / her cumulative grade-point average is 2.0 or higher.

2. **Progress Probation:** A student who has enrolled in a total of at least 12 semester units as indicated on the total academic record district-wide shall be placed on Progress Probation when the percentage of **W**, **I**, and **NP**'s recorded reaches at least fifty percent (50%) of all grades recorded.

The probation status GPA is computed on the basis of units attempted and completed District-wide. The student's probation status is assigned to the college where the majority of units were attempted.

The Office of Vice President of Academic and Student Affairs will notify the student by mail when he/she has been placed on Academic and/or Progress Probation.

## STANDARDS FOR ACADEMIC DISMISSAL

A student who is on Academic Probation shall be subject to dismissal if the student earned a cumulative grade-point average of less than 1.75 in all units attempted in each of three (3) consecutive semesters. Summer session shall be considered a semester. A student who has received an academic dismissal will be required to remain out of the college one semester.

A student who has been placed on Progress Probation shall be subject to dismissal if the percentage of units which the student has been enrolled reaches or exceeds fifty percent (50%) in at least three (3) consecutive semesters, for which entries of **W**, **I**, and **NP** are recorded.

Appeals of dismissal and requests for reinstatement are handled by the Vice President of Academic and Student Affairs. Circumstances that warrant exceptions to the standards for dismissal are evaluated by the petition committee and submitted to the Vice President of Academic and Student Affairs for final action.

The Office of Vice President of Academic and Student Affairs will notify the student by mail when he/she is subject to dismissal.

## ACADEMIC RENEWAL POLICY

A maximum of two semesters or a maximum of 24 semester units of coursework at all Peralta Colleges which has been legally petitioned may be alleviated and disregarded in the computation of cumulative grade-point averages under the following conditions:

- a. A period of one year must have elapsed since the work to be alleviated was completed;
- b. The student has requested the action formally and has presented evidence that work completed in the term (s) under consideration is (are) substandard and not representative of present scholastic ability and level of performance;
- c. The student has completed at all Peralta Colleges, 15 semester units with a 2.5 GPA or better since the most work to be disregarded was completed. Work completed at an institution outside the Peralta District cannot be used to satisfy this requirement.

**PLEASE NOTE:** When coursework is forgiven, the permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history. Forms for filing under this policy may be obtained from the Laney College Admissions and Records Office.

## GRADE CORRECTIONS

No grade can be changed without the consent, in writing, by the instructor who assigned the grade except under the conditions of clerical errors, bad faith, fraud and in-competency. No grade will be changed later than four years after the calendar date ending the semester in which the grade was assigned. Grades are not subject to change by reason of a revision of judgment on the instructor's part. No grade except **Incomplete** may be revised by the instructor on the basis of a new examination or additional work undertaken or completed after submission of final grades.

## TRANSCRIPT OF RECORD

Transcripts may be requested online, by mail, or in person at the Peralta District Office or any of the four college admissions offices. Official transcripts are mailed directly to other educational institutions upon written request by the student. The first two transcripts requested are free; there is a charge of \$4 for each copy of an official transcript which is processed in 7-10 business days. Transcripts made for student use are classified "unofficial" and there is no charge. Students must clear all financial obligations due the College before transcripts are mailed. Applications for a transcript should be made well in advance of the time when the record will be needed. Rush requests cost \$12 each and will be mailed in 3-5 business days, or may be picked up at the central District Admissions Office at 333 E. 8th Street the following day after 12:30 p.m. Unofficial transcripts are also available through the Passport Student Administration System. Transcripts include all coursework completed at Berkeley City College, College of Alameda, and Laney and Merritt Colleges. For additional information, call (510) 466-7368.

# Other District and College Policies and Procedures

## I. Discrimination Complaint Procedures

The Peralta Community College District, as a public institution, prohibits discrimination in any and all of its activities, including: employment; procuring of goods and services; availability of its educational offerings; and other programs and activities such as financial aid and special services. In order to accomplish these tasks, the Office of Equal Opportunity is assigned the responsibilities of overseeing and investigating any charges of discrimination or other complaints. A discrimination complaint log will be maintained as well as complete records of complaints and resolutions. The Office of Equal Opportunity will handle both student and employee complaints by working with the Vice Presidents of Student Services for student complaints and with the Vice President of Instruction for employee complaints.

To insure that students and employees of the District are aware of the provisions of this policy, a general statement will be published in each class schedule and a bulletin will be circulated to each District employee.

The following procedures are in compliance with the guidelines of state law:

1. Student discrimination complaints may be filed with the Office of Student Services at each campus.
2. Employee complaints may be filed with the Office of Instruction at each campus.
3. All complaints should be forwarded to the District Equal Opportunity Officer on the approved district form.
  - a. Upon receipt of a complaint, a copy will be forwarded to the State Chancellor's Office on the appropriate form.
  - b. Defective complaints will be returned to the complainant with an explanation of the deficiencies and how they may be corrected if the complaint is to be considered.
4. Within fourteen (14) days of the complaint,

an investigation will commence with notification to the complainant of the initiation of the investigation.

5. If the complaint proves to be accurate, a resolution of the problem will be proposed and corrective actions taken to ensure that the act is not repeated.
6. After a proposed resolution is developed and approved, the complainant will be notified of the resolution. Should the complainant not be satisfied, he/she may object to the proposed resolution through the State Chancellor's Office within thirty (30) days. The Office of Equal Opportunity will furnish the complainant with necessary information regarding where and how to file the objection with the State.
7. After the resolution proposal is sent to the complainant, the District will forward the complete file of the complaint; findings of the investigation; the District's proposed resolution; the letter to the complainant informing him/her of the proposal; and any relevant material to the State Chancellor's Office.

## Policy Prohibiting Discrimination (Including Sexual and Racial Harassment and Discrimination) toward Students

NOTE: Chinese and Spanish translations may be found online at: <http://eperalta.org/wp/translations>

The Peralta Community College District, in accordance with applicable Federal and State laws and Board Policy, prohibits unlawful discrimination towards students on the basis of race, creed, color, ancestry, religion, sex, national origin, age (40 and over), marital status, medical condition (cancer related), disability, political views and affiliations, sexual orientation/preference, and transgender status at any stage in any and all of its programs and activities, including availability of its educational offerings; and other programs and activities such as financial aid and special services. To that end,

the District will take immediate, appropriate steps to investigate complaints of discrimination to eliminate current discrimination and prevent further discrimination. The District prohibits retaliation against any individual who files a complaint or who participates in a discrimination or discriminatory harassment inquiry.

The Peralta District is subject to Title IX of the Educational Amendments of 1972, Titles VI and VII of the Civil Rights Act of 1964 and 1972, Age Discrimination in Employment Act of 1967, Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 (ADA).

The Title IX, Section 504 and ADA Coordinator for the Peralta District is the District Equal Opportunity Officer whose office is located at 333 E. 8th Street, Oakland, California 94606; telephone (510) 466-7252.

Each college has an ADA Coordinator who can be reached by calling the main number of the college.

Students, faculty, employees, and applicants for employment who believe they have been discriminated against may file a discrimination complaint with the President of the college, Vice President of Student Services (for students), Vice President of Instruction (for faculty or employees) or the District Equal Opportunity Officer. Complaint forms and procedures are available in the offices of the President, Vice Presidents, and Equal Opportunity Officer.

The Peralta Colleges encourage “mainstreaming” students with disabilities into regular classes. The colleges offer support services to make education accessible. Each main campus has an Enabler/Coordinator who coordinates the Disabled Students Program. Students who find that a class is not accessible should contact the Disabled Students Programs and Services Office for assistance. Services provided include classroom interpreters, notetakers, readers, special counseling on disability management, peer counseling groups, and special adaptive equipment.

The lack of English language skills will not be a barrier to admission and participation in the

colleges’ vocational education programs.

## **Implementing Procedures Prohibiting Sexual, Racial, and Disability Harassment and Discrimination toward Students**

### **A. Dissemination**

The policy and procedures shall be published in all student, faculty and staff handbooks, each college’s catalog and schedule of classes, and other printed material deemed appropriate by each college’s Vice President of Student Services.

The policy and procedures will also be disseminated to students at each college’s new student orientation and at periodic workshops to be scheduled by each college’s Vice President of Student Services.

The policy and procedures will also be disseminated to each faculty member, all members of the administrative staff, and all members of the support staff both at time of hire and at the beginning of each school year.

The policy and procedures shall also be displayed in a prominent location at each college along with the other notices regarding the college’s procedures and standards of conduct. A copy of the Policy and Procedures shall be made available to any person expressing a verbal complaint about such matters.

### **B. Sexual, Racial, and Disability Harassment and Discrimination Defined**

The Peralta Community College District expressly forbids sexual, racial, and disability harassment of its students by faculty, administrators, supervisors, District employees, other students, vendors or members of the general public. The District also prohibits discrimination of its students by subjecting any student to adverse or differential treatment, or depriving that student of any benefits of the District because of that student’s sex, race, or disability. Furthermore, the District prohibits retaliation against any individual who files a complaint or participates in a discrimination inquiry.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or a condition of a student's academic status, or progress.
2. Submission to, or rejection of, the conduct by a student is used as the basis of academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact upon a student's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to, or rejection of, the conduct by a student is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.
5. Any other such conduct that may have an effect on a student's learning environment or his or her ability to enjoy any privileges or benefits provided by the District.

The prohibition of racial harassment similarly enjoins conduct or incidents based on race that may interfere with or limit the ability of an individual to participate in or benefit from the services, activities, or privileges provided by the District.

The prohibition of disability harassment similarly enjoins conduct or incidents based on disability that may exclude an individual from participation in or be denied the benefit of the services, programs, or activities provided by the District to other non-disabled students.

A harassing environment is created if conduct of a sexual or racial nature or conduct based on student's disability is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from the education program by the District or to create a hostile or abusive educational environment.

### **C. Examples of Prohibited Harassment**

Sexual, racial, disability harassment includes, but is not limited to, the following examples of conduct that is undertaken because of the sex, race, or disability of the student victim:

1. Unwanted physical touching (beyond normal greetings).
2. Displays of offensive materials, objects, photos, etc., with a sexual, racial, or disabled theme.
3. Situations affecting a student's studying and learning conditions and making the learning environment unpleasant and uncomfortable, whether the actions are purposeful or not.
4. Verbal insults (in reference to gender, race, sexual orientation, or disability).
5. Rumors designed to cause the individual emotional distress or place him or her in a bad light.
6. Physical assault.
7. Unwelcome direct propositions of a sexual nature.
8. Subtle pressures for unwelcome sexual activity, an element of which may be conduct such as repeated and unwanted staring.
9. A pattern of conduct not legitimately related to the subject matter of a course, which is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from the education program or to create a hostile or abusive educational environment, that includes one or more of the following:
  - (a) Comments of a sexual/racial nature or which are demeaning or derogatory based on a disability, or
  - (b) Sexually explicit statements, questions, jokes, or anecdotes.

10. Unwanted attempts to establish a personal relationship.
11. A pattern of conduct that would cause discomfort or humiliate, or both, a reasonable person at whom the conduct was directed that may include one or more of the following:
  - (a) Unnecessary touching, patting, hugging, or brushing against a person's body,
  - (b) Remarks of a sexual nature about a person's anatomy or clothing, or
  - (c) Remarks about sexual activity or speculations about a previous sexual experience.

All persons should be aware that conduct towards a student that is not specifically identified in this policy may nonetheless constitute impermissible sexual, racial or disability harassment.

#### **D. Academic Freedom and Freedom of Speech**

As participants in a public institution, the faculty and staff of the Peralta Community College District enjoy significant free speech protections found in the First Amendment of the United States Constitution and Article I Section I of the California Constitution. The right of academic freedom includes a special area of protected speech. Consistent with the principles of academic freedom, course content and teaching methods remain the province of individual faculty members. Academic freedom, however, is not limitless. Academic freedom does not protect classroom speech that is unrelated to the subject matter of the course or in violation of federal or state anti-discrimination laws. Some speech may constitute environmental sexual harassment, harassment based on another impermissible characteristic or discrimination. If a faculty member engages in unwelcome sexual behavior or other improper behavior based on a characteristic protected by this policy that has the purpose or effect of unreasonably interfering with an employee's work environment or a student's academic performance or creates a hostile and intimidating work or academic environment, then it may constitute environmental harassment or discrimination, as outlined in Board Policy and these implementing procedures.

The District must balance these two significant interests: the right of academic freedom and the right to be free from discrimination and harassment. The First Amendment protections, including those of academic freedom, are not absolute. When a faculty member raises academic freedom as a defense against charges of discrimination or discriminatory harassment, the District must examine the nature and context of the faculty member's behavior. A key to this examination is determining whether the behavior of the faculty member is related to his or her legitimate academic judgments within the context of furthering the institution's legitimate mission.

Nothing in the District's Discrimination and Discriminatory Harassment Policy should be construed to prevent faculty members from rigorously challenging fundamental beliefs held by students and society. These challenges should be done in a manner that, in the professional judgment of the faculty member, is most pedagogically advisable. Indeed, this is at the core of academic freedom; however, faculty members may not interject into the academic setting an element of discrimination or discriminatory harassment that is unrelated to any legitimate educational objective. Nor, may a faculty member create, or allow, the educational setting to be so charged with discrimination or discriminatory harassment, that our students are prevented from effectively participating in the academic environment. As such, faculty members must be aware that the District will investigate and respond to employee or student complaints that involve course content in accordance with its general discrimination and discriminatory harassment policy and faculty members may be subject to discipline for egregious conduct, in the same manner as provided in Board Policy and any implementing procedures for all other District employees.

The Peralta Community College District is committed to insuring that the academic freedom rights of our faculty are secure, and to insuring our students an academic environment free of discrimination and harassment. Nothing in this section is intended to abrogate rights of Academic Freedom stated in the collective bargaining agreement with the Peralta Federation of Teachers.

### **E. Consensual Relationships**

1. Definitions:
  - (a) The terms “instructors” and “faculty member” are defined as any person who teaches in the District, is in an academic position, or by virtue of their position has control or influence on student performance, behavior, or academic career.
  - (b) A “District employee” is defined as any person who is employed by the Peralta Community College District, or acts as its agent and operates within the District’s control.
2. Rationale:

The District’s educational mission is promoted by professionalism in faculty/student, as well as supervisor/subordinate, relationships. Professionalism is fostered by an atmosphere of mutual trust and respect. Actions of faculty members and supervisors that harm this atmosphere undermine professionalism and hinder fulfillment of the educational mission. Trust and respect are diminished when those in positions of authority abuse their power in such a context as to violate their duty to the educational community and undermine the trust placed in the District as a public employer and an educational institution.
3. Ethical Violation:

Recognizing that the unequal power of adult consenting parties is inherent in consensual relationships between supervisor and employee or student and teacher, the District will view it as unethical behavior if faculty members or supervisors engage in romantic relations with students enrolled in their classes or employees under their supervision even though both parties

- appear to have consented to the relationship.
4. Presumption of a Policy Violation:

The faculty member or supervisor who contemplates a romantic relationship with a student or employee must realize the complexity of the situation and its potential negative consequences. Regardless of consent or mutual attraction, the faculty member or supervisor generally will be judged guilty of sexual harassment if any complaint eventually emerges, either from the partner in the relationship or from his or her fellow students or coworkers. A romantic relationship between any minor employee or student and an adult employee is presumptively deemed not to be a consensual relationship and constitutes sexual harassment.
5. Voluntary Consent Not a Defense:

Faculty members and supervisors exercise power over students and their subordinates, whether in giving or failing to give praise, criticism, performance evaluations, promotions or other similar actions. Romantic relationships between faculty members and students, or between supervisors and subordinates, can destroy necessary professional relationships. Voluntary consent by the student or subordinate is always suspect, given the asymmetric nature of the relationship. Moreover, such unprofessional behavior, or even the appearance of such may affect other students, faculty, and staff, because it gives one student or subordinate the appearance, correctly or incorrectly, of power or favor at the expense of others.

### **F. Harassment and Discrimination Complaint Procedures**

In order to accomplish the task of prohibiting discrimination and harassment, the District’s Equal Opportunity Officer is assigned the responsibilities of overseeing and investigating any charges or complaints of discrimination or harassment. The District’s Equal Opportunity Officer will maintain a discrimination and harassment complaint log and complete records of complaints, investigations and resolutions.

The District's Equal Opportunity Officer will work with the Vice President of Student Services of each college for processing all discrimination and harassment complaints.

In compliance with the guidelines established by state and federal law, the following procedures will be implemented to investigate and resolve complaints of unlawful discrimination and harassment:

1. Complaints of unlawful discrimination may be filed by a student who has personally suffered discrimination or by a person who has knowledge of such discrimination, within one year of the date of the alleged unlawful discrimination or within one year of the date on which the complainant knew or should have known of the facts underlying the allegation of unlawful discrimination or harassment.
2. Student discrimination or harassment complaints may be filed with the District's Equal Opportunity Officer (at 333 East Eighth Street, Oakland, CA 94606; (510) 466-7252.
3. Student discrimination and harassment complaints may also be filed with the Vice President of Student Services as follows:  
Berkeley City College, 2050 Center St., Berkeley, 2<sup>nd</sup> Floor, (510) 981-2820  
College of Alameda, Building A, Room 111, (510) 748-2204  
Laney College, Eagle Village 1, (510) 986-6908  
Merritt College, Building P, Room 311, (510) 436-2478
4. All complaints not filed directly with the District's Equal Opportunity Officer should be immediately forwarded to that Officer on the approved District form.
5. Whenever any person brings charges of unlawful discrimination to the District Equal Opportunity Officer's attention, that Officer shall:
  - (a) Inform the complainant that he or she may, but is not required to, informally resolve the charges and that s/he has the right to end the informal resolution effort and begin the formal stage at any time;

- (b) Notify the complainant of the procedures for filing a complaint;
  - (c) Discuss with the complainant what actions he or she is seeking in response to the alleged discrimination; and
  - (d) Advise the complainant that he or she may file a complaint with the Office for Civil Rights of the United States Department of Education.
  - (e) Immediately upon receipt of a complaint, the District's Equal Opportunity Officer will forward a copy to the State Chancellor's Office on the appropriate form.
  - (f) The District's Equal Opportunity Officer will return defective complaints to the complainant with an explanation of the deficiencies and how they may be corrected if the complaint is to be considered.
  - (g) Upon receipt of the complaint, the District Equal Opportunity Officer will review the complaint and determine the need for any interim measures of relief pending completion of the investigation.
6. Within fourteen (14) days of receiving the complaint, a thorough and impartial investigation will commence with notification to the complainant and the Chancellor of the initiation of the investigation. Complaints will be investigated and resolved in accordance with the District's unlawful discrimination complaint procedures. To ensure a prompt and equitable investigation of complaints, the investigation shall include an opportunity for the complainant and the accused to present witnesses and other evidence on their behalf. Thus, the investigation shall include private interviews with the complainant, the accused individual and each of the witnesses identified by both parties. Sufficient information about the allegations of the complaint shall be disclosed to the accused to provide him/her with an opportunity to respond to the allegations of the complaint and provide additional information. To the extent appropriate, the District will keep the complainant apprised of the progress of the investigation.

7. Complaints will be handled promptly in an appropriately confidential manner — that is, the District’s Equal Opportunity Officer will disclose the identities of the parties only to the extent necessary to carry out an investigation.
8. The results of the investigation shall be set forth in a written report which shall include at least all of the following:
  - (a) Description of the circumstances giving rise to the complaint;
  - (b) A summary of the testimony provided by each witness, including the complainant and any witnesses identified by the complainant;
  - (c) An analysis of any relevant data or other evidence collected during the course of the investigation; and
  - (d) A specific finding as to whether discrimination did or did not occur with respect to each allegation in the complaint.
9. Within ninety (90) days of receiving a complaint, the District shall complete its investigation and provide the complainant with the following information:
  - (a) A written notice setting forth:
    - (1) A copy or summary of the District’s investigative report;
    - (2) The District’s determination on the merits of the complaint; the proposed resolution of the complaints, to the extent that disclosure does not invade any person’s privacy rights; and
    - (3) The complainant’s right to appeal to the District governing board and the Chancellor.

Likewise, the accused individual shall be notified of the outcome of the investigation.

10. If the allegation of sexual, racial or disability harassment is substantiated, the District will take reasonable, timely and effective steps to end the harassment. Depending upon the severity of a given case and/or prior incidents of harassment, a violation of this rule shall lead to disciplinary action including the possibility of expulsion or termination from the District. Remedial measures will be offered if appropriate to correct the discriminatory effects on any individual who has experienced harassment.

The District’s policy against discriminatory harassment will be interpreted consistently with any federally guaranteed rights involved in a complaint proceeding, including student’s First Amendment rights to free speech and the accused individual’s right to due process.

11. Should the Complainant not be satisfied, he or she may appeal the proposed resolution within ten (10) days of the date of the proposed resolution to the Chancellor. The Chancellor may request an additional investigation, sustain the administrative determination, reverse the administrative determination or take any other appropriate action. If the Chancellor makes the administrative determination, the Complainant may appeal directly to the Board of Trustees within the same time periods set forth above. If the Chancellor sustains the administrative determination or the Complainant is not otherwise satisfied with the Chancellor’s decision, the Complainant may appeal to the Board of Trustees within fifteen (15) days of the Chancellor’s decision. All appeals shall be filed with the Chancellor’s Office at 333 East 8th Street, Oakland, CA 94606. Should the complainant not be satisfied, he or she may appeal the proposed resolution to the District governing board within fifteen (15) days. The District board shall review the original complaint, the investigative report, the determination and the appeal and may issue a final District decision within forty-five (45) days of receiving the appeal. The decision of the Administration will become final if the Board does not act within forty-five (45) days. The student may then appeal the final District decision to the State Chancellor’s Office within thirty (30) days. The Office of Equal Opportunity will furnish the complainant with necessary information regarding where and how to file the objection with the State Chancellor’s Office.
12. Within 150 days of receiving the complaint, and after the resolution proposal is sent to the complainant, the District will forward the complete file of the complaint, findings of the investigation, the District’s proposed resolution, the letter to the complainant

informing him or her of the proposal, and any relevant material to the State Chancellor's Office.

## **Sexual Assault Policy and Procedures**

### **1.0 POLICY**

- 1.1. Unlawful sexual assault is a criminal activity prohibited in all employee and student areas, buildings, properties, facilities, service areas, satellite centers of the PCCD and all non-District areas where Peralta classes/instruction are conducted. It is the policy of the PCCD to ensure, to the extent possible, that students, faculty and staff who are victims of a sexual assault committed at or upon the grounds of or upon off-campus grounds or facilities maintained by the District or its colleges, shall receive information, follow-up services, and referrals to local community treatment centers.
- 1.2. Each college, through the Office of the Vice President of Student Services, shall make available sexual assault awareness information to students and employees.

### **2.0 DEFINITION OF SEXUAL ASSAULT (EDUCATION CODE 67365)**

- 2.1. "Sexual Assault" includes, but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.

### **3.0 PROCEDURE**

The Office of the Vice President of Student Services shall have full responsibility, except for public information, for the administration and follow-up of the sexual assault program required. This includes:

- Making available to students and staff the District policy on sexual assault.
- Meeting legal reporting requirements.
- Identifying available services for the victim.
- Developing and updating a description of campus resources available to victims as well as appropriate off-campus services.
- Implementing procedures for keeping the

victim informed of the status of any student disciplinary proceedings in connection with the sexual assault.

- Providing confidentiality.
- 3.1. It shall be the responsibility of the Vice President of Student Services to see to it that victims of sexual assault committed at or upon the grounds of, or upon off-campus grounds or facilities maintained by the District, shall receive information and referral for treatment. Services available include immediate short-term crisis counseling, and long-term counseling referral to agencies in the community. This information shall be provided with sensitivity and in consideration of the personal needs of the victim.
    - 3.1.1. Any student, faculty, or staff member who is a victim of sexual assault at a District facility referred to in Section 1.1 of this policy is encouraged to notify the Vice President of Student Services. The Vice President of Student Services, with the consent of the victim, shall notify the Campus/District Police Services.
    - 3.1.2. Pursuant to legal requirements, the Campus/District Police will notify the appropriate local law enforcement agency of the reported sexual assault, and obtain an ambulance to transport the victim to the hospital, as necessary.
    - 3.1.3. In accordance with the Campus Crime Awareness and Security Act of 1990, the District, on an annual basis, shall notify students and employees of statistics concerning specific types of crime, including sexual assault. This notice shall be made through appropriate publication/mailings. The names of the victims will not be reported in the statistics.
    - 3.1.4. In cases of violent crimes considered to be a threat to other students and employees, each college's President or the Chancellor of the District shall make timely reports, respecting the confidentiality of the victim, to the college community in a manner that will aid in the prevention of similar occurrences.
    - 3.1.5. Upon notification of a sexual assault, the Campus/District Police Services will distribute to the victim a description of

campus resources and services available to the victim, as well as appropriate off-campus services. Each student or employee should have a copy of this policy.

3.1.6. The listing of resources and services shall be available through the Campus/District Police Services, each college's Counseling Department, and Health Services Unit.

3.1.7. A victim of sexual assault shall be provided with information about pursuing the following remedies or actions against the perpetrator:

Employees: Criminal Prosecution/Civil Prosecution:

*District disciplinary process:*

Violation of this policy will cause disciplinary action which may include termination of employment or may require an employee to participate in a rehabilitation program.

Students: Criminal Prosecution/Civil Prosecution:

*District disciplinary process:*

Students are required to comply with this policy to remain in good standing and as a condition of continued attendance at any of the District's colleges. Violation of this policy will be cause for disciplinary action against the student, up to and including expulsion, and/or may require the student to participate in a rehabilitation program. Student discipline shall be accomplished in accordance with provisions of Article 3 of the Title 3, Division 7, Part 47, of the *California Education Code*.

Non-Student/Employer: Criminal Prosecution/Civil Prosecution.

3.1.8. A victim of sexual assault shall be kept informed by the college President/designee or the Chancellor of the status of and disposition of any District/College disciplinary proceedings in connection with the sexual assault.

3.1.9. The Counseling Department and Health Services shall assist, upon request, the victim of sexual assault in dealing with academic difficulties that may arise because of the victimization and its impact.

3.1.10. The identity of a victim of sexual assault shall remain confidential unless otherwise prescribed by law. Requests for information regarding the sexual assault from the press, concerned students, parents, and Peralta employees not involved in the assault or its investigation, will be handled by the college's Public Information Office or the District's Office of Marketing in accordance with these regulations: the Family Educational Right and Privacy Act, applicable *California Education* and *Administrative Code* sections, and Peralta Community College District Policy.

#### 4.0 DISSEMINATION

4.1. These procedures shall be published in all student, faculty and staff handbooks, each college's catalog and schedule of classes and other printed material deemed appropriate by each college's Vice President of Student Services.

4.2. These procedures will also be disseminated at each college's orientation and at periodic workshops to be scheduled by each college's Vice President of Student Services.

#### II. Student Grievance Procedures

The purpose of this procedure (Board Policy 4:43: revised March 15, 2011) is to provide a prompt and equitable means of resolving student grievances. This procedure shall be available to any student who reasonably believes an experience or decision has adversely affected his or her status, rights or privileges as a student. A grievance may be initiated by a student against an instructor, an administrator, or a member of the classified staff. A grievance may also be initiated against another student.

## A. Grounds for Filing Student Grievances

The Student Grievance Procedure shall apply **only** to grievances involving:

1. Academic (Grade) Grievance. A complaint alleging mistake, fraud, bad faith or incompetence in the academic (grade) evaluation of student performance. (Board Policy 4.43A)
2. Violation of Law, Policy, and Procedures.
  - a. Violation of rights which a student is entitled to by law or District policy, including financial aid, exercise of free expression, rules for student conduct, admission, probation, or suspension or dismissal policies.
  - b. Act or threat of physical aggression.
  - c. Act or threat of intimidation or harassment.

This Student Grievance Procedure does **not** apply to:

1. Police citations (i.e. "tickets"). Complaints about citations must be directed to the Campus Police in the same way as any traffic violation.
2. Discrimination, Sexual Assault or Sexual Harassment. Any student who feels he/she has been or is presently an alleged victim of sexual harassment, may first contact the Vice President of Student Services to file a complaint verbally or in writing, or may directly contact the District's Equal Opportunity Officer at 333 East Eighth Street, Oakland, CA 94606, (510) 466-7220. At the time a complaint is made known, a copy of the complaint procedures and a complaint form shall be made available to the complainant. For additional information regarding reporting of discrimination, sexual assault or sexual harassment, please refer to Discrimination Complaint Procedures in this catalog.

## B. Definitions

Party. The student or any persons claimed to have been responsible for the student's alleged grievance, together with their representatives. "Party" shall not include the Grievance Hearing Committee.

Student. A currently enrolled student, a person who has filed an application for admission to the college, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a).

Respondent. Any person claimed by a grievant to be responsible for the alleged grievance.

Observer. An individual who is present at a hearing to observe the proceeding, but shall not be allowed to speak and address the committee.

Written Notice/Written Decision. Notice sent by personal service or by registered or certified mail with return receipt requested via the U.S. Postal Service.

Day: Unless otherwise provided, day shall mean a day during which the college is in session and regular classes are held, excluding Saturdays, Sundays, and District holidays.

## C. Grievance Process

### 1. Step One: Informal Resolution

Within 30 days of the allegation, each student who has a grievance shall make a reasonable effort to resolve the matter on an informal basis prior to requesting a grievance hearing:

- a. For an academic (grade) grievance, the student shall make an appointment with the faculty against whom he/she has a grievance during the faculty member's posted office hours or at a mutually-agreed-upon time, in order to discuss the student's complaint. Should the faculty against whom the student has an academic complaint fail to meet with the student in a timely manner, the student may meet with the Division Dean of Instruction of the faculty member.

- b. For a grievance based on an alleged violation of law, policy, and procedures, the student shall attempt to solve the problem with the person with whom the student has the grievance, that person's immediate supervisor, or the Vice President of Student Services (or designee).

## 2. Step Two: Formal Complaint Procedures

Any student who believes he/she has a grievance must file an approved grievance complaint form with the Vice President of Student Services (or designee). The student may obtain the form from the Office of the Vice President of Student Services.

The student must file within 90 days of the incident on which the grievance is based; or after the student knew or should have known of the basis for the grievance, whichever is later. The grievance complaint must be filed whether or not the student has already initiated efforts at informal resolution, if the student wishes the grievance to become official. Failure to file a formal complaint within such ninety (90) day period constitutes waiver of the student's right to appeal.

### a. Filing Complaint

The complaint must include the following:

- The exact nature of the complaint (grounds).
- The specific details of the complaint (e.g., chronology of the event and an explicit description of the alleged violation).
- A description of the informal meeting and attempted resolution, if any.
- The specific resolution/remedy sought.

Complaint should be filed with Vice President of Student Services.

### b. Meeting with Vice President of Student Services (or designee)

The Vice President of Student Services (or designee) shall provide to the person against whom the grievance has been filed a copy of the grievance and a copy of the procedure.

The Vice President of Student Services (or designee) will provide the grievant with a written copy of the policy and procedures and answer all questions regarding the policy including the student's rights and responsibilities in the process of filing a grievance. For academic (grade) grievance, the Vice President of Student Services (or designee) will inform the student that a grade change may only be made where there is a finding of fraud, mistake, bad faith or incompetence.

The student and Vice President of Student Services (or designee) shall attempt to reach an informal resolution.

### c. Request for Grievance Hearing

If an informal resolution cannot be reached, the Vice President of Student Services (or designee) shall make a request for records and documents from the student filing the complaint and forward copies of all documents pertinent to the alleged violation to the Chair of the Grievance Committee and the parties. Documents or accusations not specifically related to the alleged violations shall not be forwarded to the committee or the parties.

1. For academic (grade) grievance, the Chair shall request records and documents from the faculty member against whom the complaint has been filed.
2. For grievance based on an alleged violation of law, policy, and procedures, the Chair shall request records and documents from the party against whom the complaint has been filed.

The Grievance Hearing timeline may be tolled (postponed) pending a formal investigation of any discrimination claims by or against the student. Such investigation must be concluded no later than 90 calendar days as required by law.

### d. Grievance Hearing Committee

Within 90 calendar days following receipt of the grievance complaint form, the Grievance Hearing Committee shall conduct a hearing. The following College Grievance Committee members shall be appointed for a term of one academic year as follows:

- The Vice President of Instruction, who shall Chair the committee;
- One faculty member (and one alternate) jointly appointed by the PFT and the Faculty Senate;
- One administrator (and one alternate) appointed by the College President;
- One student (and one alternate) appointed by the President of the Associated Students.
- Additional committee member:
- For academic (grade) grievances, one faculty member (and one alternate) jointly appointed by the PFT and the Faculty Senate; or
- For other grievances, one classified employee (and one alternate) jointly appointed by Local 1021 and the Classified Senate.

A committee member shall withdraw from participation in the hearing if a conflict of interest is anticipated, in which case the alternate member shall serve. The members of the Committee shall be provided with a copy of the grievance and any written response provided by the respondent before the hearing begins. Four-fifths of the members of the committee shall be present in order for the committee to act.

e. Hearing Procedure

1. The Vice President of Instruction, as Chair, shall provide written notice, including the date, time and place of the hearing to both parties at least ten days prior to the hearing. The notice shall be hand-delivered or sent by certified mail and shall include a copy of the complaint.
2. The Chair shall provide the involved complainant with a written summary of rights he/she may be entitled to by law or contract at least 10 days before the hearing. For academic (grade) grievance, the Chair of the committee shall provide the involved faculty member with a written summary of rights he/she may be entitled to by law or contract at least 10 days before the hearing. Both parties shall be given adequate time (at least 10 days) to read and review all documents, consistent with privacy laws. This right may be waived by either party.

Both parties shall be informed that all relevant evidence presented to the hearing committee, whether written or oral, may be used against them in this or any other proceeding unless otherwise prohibited by law. The written notice shall inform the parties of this fact. The Chair of the committee shall inform both parties orally of this fact at the commencement of the hearing.

3. The decision of the Chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by a majority of the other members of the panel to the contrary. The Chair may do whatever is necessary, so long as it is legally permissible, to ensure that the hearing is conducted in a fair, dignified and orderly manner.
4. The Chair of the committee may exclude a witness from the hearing when the witness is not giving testimony.
5. Anyone who disrupts the proceeding or interferes shall be excluded from the proceeding.
6. All information derived from the complaint is confidential. Information may not be made public nor discussed with anyone except those with a legitimate need to know.
7. The hearing shall be open only to persons directly involved in the matters to be heard. The bargaining agent representing the respondent may send an observer to any hearing.
8. The committee may call in "expert witnesses" if the subject of the grievance is beyond their expertise.
9. The committee shall inform the witnesses (other than the accused) in writing that they are sought for interview purposes and their participation in the process is requested by the committee. Witnesses shall also be informed as to the purpose of the interview, the general subject of the interview, and their right to request representation by anyone of their choosing prior to and during said interview.

10. Any member of the committee may ask questions of any witness.
  11. The hearing shall be conducted so as to bring all of the relevant information and evidence to the members of the committee in an orderly and intelligible form. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted, if it is the sort of evidence on which responsible persons are accustomed to rely upon in the conduct of serious affairs. Accusations not specifically related to the alleged violation shall not be considered relevant. The rules of privilege shall apply to the same extent that they are recognized in civil actions.
  12. At all steps of the process, both the student filing and the other party have the right to be accompanied, advised and represented by a person or counsel of their choosing. If either party wishes to be represented by an attorney, a request must be presented not less than 10 days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the college representative may request legal assistance. The hearing committee may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.
  13. If the respondent or his/her representative, or both, are absent from all or a part of the hearing, the committee shall make its recommendations on the basis of whatever evidence is submitted before the hearing and on whatever evidence and testimony is presented to the committee during the hearing.
  14. The committee shall make all evidence, written or oral, part of the record.
  15. The committee shall judge the relevancy and weight of testimony and evidence and make its findings of fact, limiting its investigation to the formal charge. The decision shall be based only on the record of the hearing, and not on matters outside of that record.
  16. The burden shall be on the grievant to prove by a preponderance of the evidence that the facts alleged are true and a grievance has been sufficiently established.
  17. The hearing date may be postponed or continued at the discretion of the Chair of the committee. Both parties shall be given notice of the new or continued hearing date.
  18. The votes of the majority of the members present (at least 3 votes) are necessary in order for the committee to make a recommendation to the Vice President of Student Services.
  19. The Chair of the committee shall notify the Vice President of Student Services of the committee's recommendation within 10 days.
  20. A summary record of the proceedings held in a closed session shall be kept in a confidential file by the Vice President of Student Services and shall be available at all times to the accused person. The Vice President of Student Services has the responsibility to ensure that a proper record is maintained and available at all times.
- f. Final Decision by Vice President of Student Services

Based on the grievance hearing committee's recommendations, the Vice President of Student Services (or designee) may accept the recommendation, return it to the committee for further review, or reject it. Within 10 days of receipt of the committee's recommendation, the Vice President of Student Services (or designee) shall send written notification to the parties and committee informing them of:

- The committee's recommendation;
- The final decision by Vice President of Student Services; and
- Appeals procedure.

Any decision to reject findings of the committee must be supported by a summary finding of fact. The decision to recommend a grade change must be supported by a summary finding of fact, establishing mistake, fraud, bad faith or incompetence.

### 3. Appeals

#### a. President's Decision

The Vice President of Student Services' (or designee's) decision may be appealed by either party in writing within 10 days of the Vice President of Student Services' (or designee's) decision.

The College President shall issue a written decision to the parties and their representatives within ten (10) school days of receipt of the appeal. A decision to change a grade must be supported by a summary finding of fact, establishing mistake, fraud, bad faith or incompetence.

#### b. Chancellor's Decision

The College President's decision may be appealed to the Chancellor in writing within 10 days of written notice of the decision.

The Chancellor, or designee, shall issue a written decision to the parties and the representatives by certified mail within 10 days of the receipt of the decision. A decision to change a grade must be supported by a summary finding of fact, establishing mistake, fraud, bad faith or incompetence.

#### c. Board of Trustees' Decision

The Chancellor's (or designee's), decision may be appealed to the Board of Trustees in writing within 10 days of written notice of the decision.

The Board will review the documentation of the prior steps of the case and determine whether to confirm the Chancellor's decision or hear the appeal. If the Board confirms the Chancellor's decision, the appellant has exhausted his or her remedies. If the Board decides to consider the appeal, it will do so in closed session subject to Education Code 72122, and will issue a final decision within forty-five (45) school days after receipt of the decision.

A decision to change a grade must be supported by a summary finding of fact, establishing mistake, fraud, bad faith or incompetence. Implementation of any grade change shall

be held in abeyance until the internal appeal process has been exhausted.

All recommendations, resolutions, and actions taken by the Board of Trustees shall be consistent with the State and Federal law, the Peralta Community College District Policies and Procedures, and the PFT and Local 1020 Collective Bargaining Agreements. (In the event of a conflict between the Collective Bargaining Agreement and the PCCD Policies and Procedures, the Collective Bargaining Agreement shall govern.)

### 4. Time Limits

Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

## III. Student Conduct, Discipline, and Due Process Rights

The purpose of this procedure (Board Policy 4:40: revised March 15, 2011) is to provide a prompt and equitable means to address violations of the Code of Student Conduct, which ensures to the student or students involved the due process rights guaranteed them by state and federal constitutional protections. This procedure will be used in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

These procedures are specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Section 76120, and will not be used to punish expression that is protected.

A student excluded for disciplinary reasons from one college in the Peralta Community College District may be denied enrollment into other colleges in the District, depending on the specific form of discipline. The President of a college may also deny admission to a student suspended or excluded for disciplinary reasons from other colleges or universities.

## A. Student Code of Conduct

Students are responsible for complying with all college regulations and for maintaining appropriate course requirements as established by the instructors.

**Disciplinary action** may be imposed on a student for violation of college rules and regulations, the *California Education Code*, *California Penal Code*, and the *California Administrative Code*. Student misconduct may result in disciplinary action by the college and prosecution by civil authorities. Misconduct that may result in disciplinary action includes, but is not limited to, the following violations:

1. Violation of District policies or regulations including parking and traffic regulations (subject to Education Code Section 76036), policies regulating student organizations, and time, place and manner regulations in regard to public expression.
2. Willful misconduct which results in injury or death of any person on college-owned or –controlled property, or college-sponsored or supervised functions; or causing, attempting to cause, or threatening to cause physical injury to another person.
3. Conduct which results in cutting, defacing, damaging, or other injury to any real or personal property owned by the college or to private property on campus.
4. Stealing or attempting to steal college property or private property on campus; or knowingly receiving stolen college property or private property on campus.
5. Unauthorized entry to or use of college facilities.
6. Committing or attempting to commit robbery or extortion.
7. Dishonesty such as cheating, plagiarism (including plagiarism in a student publication), forgery, alteration or misuse of college documents, records, or identification documents, or furnishing false information to the college.
8. The use, sale, or possession on campus of, or presence on campus under the influence of, any controlled substance, or any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code or

any controlled substance listed in California Health and Safety Code Section 11053 *et seq.*, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.

9. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from an authorized college employee.
10. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the governing board.
11. Lewd, indecent, or obscene conduct or expression on college-owned or –controlled property, or at college-sponsored or supervised functions; or engaging in libelous or slanderous expression; or expression or conduct which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or substantial disruption of the orderly operation of the college.
12. Disruptive or insulting behavior, willful disobedience, habitual profanity or vulgarity; or the open and persistent defiance of the authority of, refusal to comply with directions of, or persistent abuse of, college employees in the performance of their duty on or near the school premises or public sidewalks adjacent to school premises.
13. Obstruction or disruption of teaching, research, administrative procedures or other college activities.
14. Committing sexual harassment as defined by law or by college policies and procedures; or engaging in harassing or discriminatory behavior based on race, sex, religion, age, national origin, disability, or any other status protected by law.
15. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

*In accordance with Education Code Section 76234, the results of any disciplinary action or appeal in*

*connection with any alleged sexual assault, physical abuse or threat of the same shall be made available within 3 school days of the results, to the alleged victim, who shall keep such information confidential.*

## **B. Forms of Discipline**

Students facing disciplinary action are subject to any of the following actions:

Written or verbal reprimand. An admonition to the student to cease and desist from conduct determined to violate the Code of Student Conduct. Written reprimands may become part of a student's permanent record at the college. A record of the fact that a verbal reprimand has been given may become part of a student's record at the college for a period of up to one year.

Probation. A period of time specified for observing and evaluating a student's conduct, with or without special conditions. Probation will be imposed for a specific period of time; the student is considered removed from probation when the period expires. Violation of any conditions during the period of probation may be cause for further disciplinary action.

Loss of Privileges and Exclusion from Activities. Exclusion from participation in designated privileges and extracurricular activities for a specified period of time. Violation of any conditions or Code of Student Conduct during the period of sanction may be cause for further disciplinary action.

Educational Sanction. Work, research projects, counseling, or community service projects may be assigned. Violation of any requirements of assignment or Code of Student Conduct during the period of sanction may be cause for further disciplinary action.

Treatment Requirement. Require enrollment in anger management, drug and alcohol rehabilitation treatment. Such requirement must receive prior approval from the Vice President of Student Services (or designee).

Group Sanction. Sanctions for the misconduct of groups or organizations may include temporary or permanent revocation or denial of group registration as well as other appropriate sanctions.

Removal from Class. Exclusion of the student by an instructor for the day of the removal and the next class meeting. Instructor must immediately report the removal to the Vice President of Student Services (or designee).

Exclusion from Areas of the College. Exclusion of a student from specified areas of the campus. Violation of the conditions of exclusion or Code of Student Conduct during the period of exclusion may be cause for further disciplinary action.

Withdrawal of Consent to Remain on Campus. Withdrawal of consent by the Campus Police for any person to remain on campus in accordance with California Penal Code Section 626.4/626.6 where the Campus Police has reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus. Any person as to whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest.

Short-term Suspension. Exclusion of the student by the President (or designee) for good cause from one or more classes for a period of up to ten consecutive days of instruction.

Long-term Suspension. Exclusion of the student by the President (or designee) for good cause from one or more classes for the remainder of the school term or school year, or from all classes and activities of the college and District for one or more terms.

Expulsion. Exclusion of the student by the Board of Trustees from all colleges in the District.

Disciplinary action may be imposed on a student by:

1. A college faculty member who may place a student on probation or remove the student from class and/or a college activity for the remainder of that class/activity period.

2. The President (or designee) who may impose any form of discipline, including summarily suspending a student when deemed necessary for the welfare and safety of the college community.
3. The President who may recommend “expulsion” to the Board of Trustees.
4. The Board of Trustees who may terminate a student’s privilege to attend any college of the District.

- A short statement of the facts (such as the date, time, and location) supporting the accusation.
- The right of the student to meet with the Vice President of Student Services (or designee) to discuss the accusation, or to respond in writing.
- The nature of the discipline that is being considered.

**Definitions**

**C. Due Process Rights for Suspensions and Expulsions**

Student. Any person currently enrolled as a student at any college or in any program offered by Peralta Community College District.

Faculty Member. Any instructor (an academic employee of the District in whose class a student subject to discipline is enrolled), counselor, librarian, or any academic employee who is providing services to the student.

Day. A day during which the District is in session and regular classes are held, excluding Saturdays, Sundays, and District holidays.

Written Notice/Written Decision. Notice sent by personal service or by registered or certified mail with return receipt requested via the United States Postal Service.

**Short-term Suspensions, Long-term Suspensions, and Expulsions**

Before any disciplinary action to suspend or expel is taken against a student, the following procedures will apply:

Notice. The Vice President of Student Services (or designee) will provide the student with written notice of the conduct warranting the discipline. The written notice will include the following:

- The specific section of the Code of Student Conduct that the student is accused of violating.

Time limits. The notice must be provided to the student within 5 days of the date on which the conduct took place or became known to the Vice President of Student Services (or designee); in the case of continuous, repeated or ongoing conduct, the notice must be provided within 5 days of the date on which conduct occurred or became known to the Vice President of Student Services (or designee) which led to the decision to take disciplinary action.

Conference Meeting. A student charged with misconduct must meet with the Vice President of Student Services (or designee) for a conference regarding the basis of the charge and the possible disciplinary action that may arise as a consequence. If the student fails to respond within 5 days of the written notice, the Vice President may proceed on the assumption that the charge(s) is (are) valid.

The conference with the Vice President of Student Services (or designee) will be for the purpose of:

- a. Reviewing the written statement of the charge(s) as presented to the student;
- b. Providing a reasonable opportunity at the meeting for the student to answer the charge(s) verbally or in writing to the accusation;
- c. Informing the student in writing of possible disciplinary action that might be taken;
- d. Presenting to the student the College Due Process Procedures.

One of the following scenarios will occur:

- a. The matter is dismissed, in which case no public record of this incident shall be retained; however, an annual confidential report is required to be submitted to the Peralta Board of Trustees.
- b. A disciplinary action is imposed, and the student accepts the disciplinary action.

- c. A disciplinary action is imposed, and the decision of the Vice President of Student Services (or designee) is final due to the form of the discipline.
- d. A disciplinary action of a long-term suspension is imposed and the student does not accept the long-term suspension. The student must file at the Office of the President a written notice of intent to appeal to the Student Disciplinary Hearing Panel within 5 days of the written decision from the Vice President of Student Services (or designee).
- e. A recommendation for expulsion is made by the Vice President of Student Services (or designee) to the College President.

### Short-term Suspension

Within 5 days after the meeting described above, the Vice President of Student Services (or designee) shall decide whether to impose a short-term suspension, whether to impose some lesser disciplinary action, or whether to end the matter. Written notice of the Vice President of Student Services' (or designee's) decision shall be provided to the student. The written notice will include the length of time of the suspension, or the nature of the lesser disciplinary action. The Vice President of Student Services' (or designee) decision on a short-term suspension shall be final.

### Long-term Suspension

Within 5 days after the meeting described above, the Vice President of Student Services (or designee) may decide to impose a long-term suspension. Written notice of the Vice President of Student Services' (or designee) decision shall be provided to the student. The written notice will include the right of the student to request a formal hearing and a copy of the College Student Discipline (Due Process) Procedures describing the procedures for a hearing.

### Expulsion

Within 5 days after the meeting described above, the Vice President of Student Services (or designee) may decide to recommend expulsion to the President. The Student Disciplinary Hearing Panel shall be convened to provide a recommendation to the President. The

President shall then decide whether to make a recommendation of expulsion to the Chancellor and Board of Trustees. Written notice of the President's (or designee) decision to recommend expulsion shall be provided to the student. The written notice will include the right of the student to a formal hearing with the Board of Trustees before expulsion is imposed, and a copy of the College Student Discipline (Due Process) Procedures describing the procedures for a hearing.

### Hearing Procedures

Request for Hearing. Within 5 days of written notice of the Vice President of Student Services' (or designee's) decision regarding a long-term suspension, the student may request a formal hearing. The request must be made in writing to the President (or designee). Any charge(s) to which the student does not respond shall be deemed valid.

Any recommendation for expulsion by the Vice President of Student Services (or designee) shall be automatically reviewed by the Student Disciplinary Hearing Panel.

Schedule of Hearing. The formal hearing shall be held within 10 calendar days after a written request for hearing is received. Student's failure to confirm attendance at hearing or failure to appear at the hearing without reasonable cause constitutes waiver of the student's right to appeal. The formal hearing timeline may be tolled (postponed) pending a formal investigation of any discrimination claims by or against the student. Such investigation must be concluded no later than 90 calendar days as required by law.

Student Disciplinary Hearing Panel. The hearing panel for any disciplinary action shall be composed of one faculty (selected by the President of the Faculty Senate), one classified (selected by the President of the Classified Senate), one administrator (selected by the President of the College) and one student (selected by the Associated Students).

The President (or designee), at the beginning of the academic year, will establish the panel, along with alternates. The chair of the committee will be appointed by the President.

Hearing Panel Chair. The President (or designee) shall appoint one member of the panel to serve as the chair. The decision of the hearing panel chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by two other members of the panel to the contrary.

Conduct of the Hearing.

The members of the hearing panel shall be provided with a copy of the accusation against the student and any written response provided by the student before the hearing begins.

The facts supporting the accusation shall be presented by a college representative who shall be the Vice President of Student Services.

The college representative and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.

Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.

Unless the hearing panel determines to proceed otherwise, the college representative and the student shall each be permitted to make an opening statement. Thereafter, the college representative shall make the first presentation, followed by the student. The college representative may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the college representative to prove by substantial evidence that the facts alleged are true.

The student may represent himself or herself, and may also have the right to be represented by a person of his or her choice, except that the student shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved. If the student wishes to be represented by an attorney, a request must be presented not less than 5 days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the college representative may request legal assistance. The hearing panel may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.

Hearings shall be closed and confidential unless the student requests that it be open to the public. Any such request must be made no less than 5 days prior to the date of the hearing.

In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the panel agree to the contrary.

The hearing shall be recorded by the District either by tape recording or stenographic recording, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the hearing panel chair shall, at the beginning of the hearing, ask each person present to identify himself or herself by name, and thereafter shall ask witnesses to identify themselves by name. Tape recording shall remain in the custody of the District at all times, unless released to a professional transcribing service. The student may request a copy of the tape recording.

All testimony shall be taken under oath; the oath shall be administered by the hearing panel chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape-recorded is not unavailable.

Within 10 days following the close of the hearing, the hearing panel shall prepare and send to the President (or designee) a written recommendation regarding the disciplinary action to be imposed, if any. The recommendation shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Standards of Student Conduct were violated. The decision shall be based only on the record of the hearing, and not on matters outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing.

President's (or designee's) Decision:

Long-term suspension. Within 5 days following receipt of the hearing panel's recommendation, the President (or designee) shall render a final

written decision based on the recommendations of the hearing panel and the Vice President of Student Services (or designee). If the President (or designee) modifies or rejects the hearing panel's recommendation, the President shall review the record of the hearing, and shall prepare a written decision that contains specific factual findings and conclusions. The decision of the President (or designee) shall be final.

Expulsion. Within 5 days following receipt of the hearing panel's recommendation, the President (or designee) shall render a written decision either to recommend expulsion or to impose a lesser form of discipline. If the President (or designee) modifies or rejects the hearing panel's decision, he or she shall review the record of the hearing, and shall prepare a written decision that contains specific factual findings and conclusions. If the President (or designee) decides to recommend expulsion, such recommendation shall be forwarded to the Chancellor and Board of Trustees.

Chancellor's Decision:

A student may, within 10 days of the President's decision to impose long-term suspension or to recommend expulsion, appeal the decision in writing to the Chancellor. For long-term suspensions, the Chancellor (or designee) shall issue a written decision to the parties and the representatives within ten days of the receipt of the President's decision. For expulsions, the Chancellor shall forward the President's recommendation to the Board of Trustees within 10 days and provide an independent opinion as to whether he or she also recommends expulsion.

Board of Trustees' Decision:

Long-Term Suspension Appeal. The Chancellor's (or designee's) decision regarding long-term suspension may be appealed to the Board of Trustees within 10 days of receipt of the Chancellor's decision. The Board will consider the appeal request, along with the Chancellor's decision, at the next regular scheduled meeting. The Board may reject the appeal request and uphold the Chancellor's decision, or accept the appeal and conduct a hearing. The Board's procedures for hearing of long-term suspension will be similar to the procedures required for expulsion hearings.

Expulsion. The Board of Trustees shall consider any recommendation from the President for expulsion at the next regularly scheduled meeting of the Board after receipt of the recommended decision.

The Board shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures. (Education Code Section 72122)

The student shall receive written notice at least three days prior to the meeting of the date, time, and place of the Board's meeting.

The student may, within 72 hours of written notice, request that the hearing be held as a public meeting.

Even if a student has requested that the Board consider an expulsion recommendation in a public meeting, the Board will hold any discussion that might be in conflict with the right to privacy of any student other than the student requesting the public meeting in closed session.

The Board may accept, modify or reject the findings, decisions and recommendations of the President (or designee) and Chancellor (or designee). If the Board modifies or rejects the decision, the Board shall review the record of the hearing, and shall prepare a written decision that contains specific factual findings and conclusions. The decision of the Board shall be final.

The final action of the Board on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the District.

Time Limits.

Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

### Student Grievance.

Students who believe that they have been improperly subjected to any of the disciplinary measures stated in this policy may file a Student Grievance with the Vice President of Student Services in accordance with Board Policy 4.43.

### Students in Allied Health Programs.

Board Policy 4.43B may apply in lieu of this Board Policy to students who are enrolled in the Allied Health program for clinical performances, (Source of Law: California Education Code Sections 66300, 66301)

## **IV. Academic Accommodations Policy and Procedures**

### **A. Academic Accommodations Policy for Students with Disabilities**

The Peralta Community College District, as a group of public institutions of higher education and vocational training, commits itself to a policy of equal opportunity and nondiscrimination for students with disabilities. It is the policy of the District to accommodate requests involving academic adjustments consistent with local, state, and federal laws and regulations.

In the case of a dispute involving the student's request for academic accommodations or a student's inquiry regarding the District's compliance with applicable laws and regulations, the Vice President of Student Services reviews the case and makes an interim decision pending resolution through the grievance procedure, Board Policy 4.43. The finding of the grievance committee may be appealed directly to the District Equal Opportunity Officer. (BP 5.24)

### **B. Academic Accommodation Procedures for Students with Disabilities – Implementing Procedures for Board Policy 5.24**

Pursuant to Section 504 of the Rehabilitation Act of 1973, Title 5, Section 56027, and Board Policy 5.24, the Peralta Community College District has developed the following procedures to respond in a timely manner to requests by students with disabilities for academic accommodations. Pursuant to Title 5, Sections

56000-56088, the District has developed Disabled Student Programs and Services (DSP&S) at each college to assist students with disabilities in securing appropriate instruction, academic accommodations and auxiliary aids.

The goal of all academic accommodations and auxiliary aids is to minimize the effects of the disability on the educational process. The student with a disability shall be given the opportunity both to acquire information and to be evaluated in a way that allows the student to fully demonstrate his/her knowledge of the subject. The goal is to maintain academic standards by giving the student assignments that are comparable in content, complexity, and quantity.

### **1. Process to Request Services**

When a student requests disability-related services, the student's disability is verified by the DSP&S professional<sup>1</sup> according to state-mandated criteria. If the student is deemed ineligible for services and wishes to appeal this decision, he/she will follow the District Student Grievance Procedure. Concurrently, the college ADA Coordinator will review the case and make an interim decision pending resolution through the student grievance procedure. The finding of the grievance committee may be appealed directly to the District Equal Opportunity Officer.

The DSP&S professional, in consultation with the student, determines educational limitations based on the disability and authorizes the use of any appropriate auxiliary aids and/or academic accommodations. These may include but are not limited to:

- a. Auxiliary aids such as a tape recorder, assistive listening device, calculator, computer, taped text or spelling checker used in the classroom and/or in completing class assignments.
- b. The use in the classroom of a reader, American Sign Language interpreter, note taker, or scribe, or real-time captioner for students who are deaf or hard of hearing or the presence of guide dogs, mobility assistants, or attendants in the classroom.

- c. Testing accommodations such as extended time for test taking and distraction-free test setting.
- d. Extending the length of time permitted for course or degree requirements and flexibility in the manner in which specific course content is obtained.
- e. Substitution for specific courses required for the completion of general education degree requirements, or substitutions or waivers of major or certificate requirements.
- f. Access to Alternate Media such as Braille, large print, video captioning.

With the consent of the student, instructors are informed of authorized auxiliary aids and academic accommodations. It is the responsibility of the instructor to allow auxiliary aids to be used in the classroom or to coordinate with the DSP&S professional for the delivery of academic accommodations. It is the responsibility of the DSP&S professional to make arrangements for and facilitate the delivery of academic accommodations with the disabled student in coordination with faculty, as appropriate. The DSP&S professional will assist with providing the appropriate accommodations and appropriate follow-up for DSP&S students. An example of appropriate follow-up might be a DSP&S Counselor contacting an instructor and DSP&S student to inquire about the effectiveness of an accommodation.

## 2. Grievance Procedures

If a student is denied academic accommodations or the use of auxiliary aids by an instructor and wishes to appeal, she/he should contact the DSP&S professional to schedule a meeting with the instructor to discuss and resolve the issue. The student may invite the DSP&S professional (i.e., a DSP&S Coordinator, Counselor, Instructor, Acquired Brain Injury (ABI) Specialist, Learning Disability (LD) Specialist etc.) to attend this meeting. In the case where an unresolved issue becomes a dispute (i.e., an issue that is not resolved informally between the student and the instructor with the assistance of the DSP&S professional), the student may file a complaint through the District Student

Grievance Procedure. Concurrently, the college ADA Coordinator or designee will review the case and make an interim decision pending resolution through the student grievance procedure. If the issue is still not resolved, the student may appeal directly to the District Equal Opportunity Officer.

## 3. Meeting General Education Degree Requirements

When the severity of the disability of an otherwise qualified student precludes successful completion of a course required for graduation from a college within the Peralta Community College District, despite an earnest effort on the part of the student to complete the course or its prerequisite—if appropriate for the disability as determined by a qualified DSP&S Specialist—and despite the provision of academic adjustments and/or auxiliary aids, the student may request a substitution of the course as an alternative method of meeting general education degree requirements. The Evaluation Team will consist of the DSPS Coordinator, the Department chair or instructor from the discipline of the course or major for which a substitution is being requested, and the appropriate Dean of Instruction. The team may consult, as appropriate, with DSPS professionals, Associate Vice Chancellor for Admissions and Records and Student Services, and the college Vice President of Instruction in order to make a decision. In assessing requests, the Evaluation Team should consider the anticipated exit skills from the course that can be substituted for comparable exit skills in another course. These comparable skills may be found in a discipline different from the discipline of the original course.

#### 4. Meeting Major or Certificate Requirements

The process for evaluating requests for major or certificate requirements is the same as stated in the section above except that the student may request a substitution or a waiver of the course as an alternative method of meeting major or certificate requirements.

A course substitution maintains the standards of academic rigor of degree programs because the student is required to demonstrate comparable skills.<sup>2</sup> Therefore, requesting a course substitution is the preferred option to meet general education degree requirements. For major or certificate course requirements, course substitutions and/or waivers may be considered.

Course substitutions are applicable for Peralta Community College District and may not be recognized by a transfer college.

#### 5. Evaluation of Substitution/Waiver Request

##### a. Documentation

The student will complete the *Request for Change of Graduation Requirements* Form (available in the DSPS office) and submit it to the DSP&S professional with the following attachments:

1. PETITION for Substitution/Waiver (obtained from the Admissions Office).
2. LETTER (written by the student) addressing the criteria listed in Part B.
3. EVIDENCE FROM THE DSP&S PROFESSIONAL (DSP&S Coordinator, Counselor, Instructor, Acquired Brain Injury (ABI) Specialist, Learning Disability (LD) Specialist, etc.) verifying the disability and how it relates to the student's request.
4. DOCUMENTATION of the student's academic record, the degree requirements for graduation and information about the course in question regarding whether or not it is essential to the student's course of study, major, transfer goals and/or employment goals as appropriate.

5. ADDITIONAL SUPPORTING DOCUMENTATION can be provided by students.

##### b. Evaluation of Request

The DSP&S professional will review all documents, outline evidence of the use of all appropriate and available services and academic adjustments and indicate that, according to CRITERIA listed below, that the request is appropriate. The DSP&S professional then signs the *Request for Change of Graduation Requirements* Form and forwards the packet to the DSP&S Coordinator, who will convene an Evaluation Team.

The Evaluation Team consists of the DSP&S Coordinator, the Department Chair (or an Instructor) from the discipline of the course or major for which a substitution is being requested and the Dean of Instruction with responsibility for the Division, which includes the discipline of the course substitution. The Evaluation Team meeting is to be chaired by the Dean of Instruction and should consult with the Associate Vice Chancellor for Admissions and Records and Student Services, DSP&S professionals, and the College Vice President of Instruction as appropriate.

The Evaluation Team will assess student requests based on the following criteria:

- Documentation of the student's disability with specific test scores, when appropriate, and a description of educationally-related functional limitations in the academic area under discussion.
- Evidence of the student's earnest efforts to meet the graduation requirement, which may include:
  1. Consistent and persistent efforts in attempting to meet all graduation requirements.
  2. Evidence that the student has attempted to take the course in question or its prerequisite with accommodations and has been unable to successfully complete course requirements.
  3. Regular attendance (i.e., meeting the attendance requirements of

- the course); completion of all course assignments.
4. Use of all appropriate and available services such as tutorial assistance or instructional support classes.
  5. Use of all appropriate and available academic accommodations such as test accommodations.
  6. Agreement among the student, DSPS Counselor and the appropriate Disabilities Specialist that, due to the severity of the disability, the student would not be able to successfully complete the course requirements, even with accommodations.
- Evidence that the student is otherwise qualified such as:
    1. The student's success in completing other course work requirements for the degree/certificate as indicated by a grade point average of 2.0 or greater in degree applicable classes.
    2. Information about the course in question regarding whether or not it is essential to the student's Course of Study, Major, Transfer Goals or Employment Goals.
    3. Information about alternatives to the course in question based on the learning/academic goals of that course.

## 6. Meeting General Education Degree Requirements

The Evaluation Team's decision will be made by majority vote. If the Team recommends a course substitution, the Team will request the department<sup>3</sup> to provide a list of previously identified appropriate course substitutions. If the department cannot identify an appropriate course substitution or if the Team concludes that a substitute course is inappropriate due to the severity of the disability, as documented by the *Verification of Disability and Educational Limitations* Form, then the College Vice President of Instruction and the Associate Vice Chancellor for Admissions and Records and Student Services

shall be included in the evaluation process to assist with the identification of an appropriate course substitution. To approve recommendations for course substitutions, the Evaluation Team will forward its recommendation to the Vice President of Instruction and then to the Associate Vice Chancellor for Admissions and Records and Student Services. The District Office of Admissions and Records will verify, implement and notify the student.

## 7. Meeting Major/Certificate Requirements

The process for evaluating requests for major/certificate requirements is the same as those stated above *except* that the student may request a substitution or a waiver of a course as an alternative method of meeting major or certificate requirements.

## 8. Grievance Procedure

If the student is dissatisfied with the decision of the Evaluation Team, she/he may follow the Student Grievance Procedure. The finding of the grievance committee may be appealed directly to the District Equal Opportunity Officer. Students can obtain the assistance of the District Equal Opportunity Office at any point during this process.

<sup>1</sup>DSP&S professional, as defined pursuant to Title 5 Sections 56006, 56048, 56060, 56064 and 56066, is the professional authorized to make these determinations.

<sup>2</sup>When a student completes a comparable course as established by an Evaluation Team.

<sup>3</sup>That is, the department in which the student is asking for the course substitution. The departments of the Colleges must go through the normal curriculum process in determining these appropriate course substitutions.

## **Other District/College Policies**

### **Animals on Campus**

Students are urged not to bring animals on campus. Animals running loose or left tied on campus will be impounded in accordance with sections 3-9.16 and 3-9.17 of the Oakland Municipal Code. Seeing-eye dogs are an exception.

### **Preserving a Drug-Free Campus**

It is the policy of the Peralta Community College District to maintain a campus where students are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of controlled substances as listed in Schedules I through IV of Section 202 of the *Controlled Substances Act* (21 U.S.C. Section 812) and from abuse of alcohol.

For purposes of this policy, campus shall mean those places where a student is engaged in an authorized college activity. The campus includes property owned or leased by the District; property used by the District for student participation in field trips, field study, athletic competition or study travel programs; District or private vehicles while being used for official District business.

All students are required to comply with this policy to remain in good standing and as a condition of continued attendance in any of the District's colleges. Any violation of this policy will be cause for disciplinary action against the student, up to and including expulsion, and/or may require the student to participate satisfactorily in a substance abuse assistance or rehabilitation program. Student discipline shall be accomplished in accordance with the provisions of Article 3 of Title 3, Division 7, Part 47, of the *California Education Code*.

Any student who needs information about substance abuse treatment may consult a counselor, who can provide the student with information about available treatment resources. The District does not provide substance abuse treatment.

The District shall provide annual notice to its students of the prohibitions stated in this policy, including a description of the health risks associated with drug or alcohol abuse and of the District and community resources available for counseling and rehabilitation of those with alcohol or drug-related problems. The District shall also provide notice of the consequences of campus illicit drug and alcohol abuse violations, including possible criminal sanctions and student disciplinary action up to and including expulsion pursuant to applicable state law and District policy.

### **Smoke-Free Campus**

Laney College is a smoke-free campus. Smoking is not permitted in any of the college's facilities.

### **Title 5 Regulations**

It is the policy of the Peralta Community College District (unless specifically exempt by statute) that every course, wherever offered and maintained by the district, for which the average daily attendance is to be reported for state aid, shall be fully open to enrollment and participation by any person who has been admitted to the college(s) and who meets such prerequisites as may be established pursuant to Chapter 11, Division 2, Part VI, Title 5 of the *California Administrative Code*, commencing with Section 51820.

### **Weapons Policy**

The unauthorized use, possession or storage of weapons, fireworks, or explosives is prohibited on any Peralta College premise (including vehicles) or at any Peralta Community College-sponsored activity. Weapons may include, but are not limited to, firearms, pellet guns, bows and arrows, martial arts equipment, switchblade knives, swords, large knives, and clubs.

# Associate Degree Requirements

Requirements for graduation with an Associate Degree are prescribed by the State Chancellor's Office and the Board of Trustees of the Peralta Colleges. Degrees are conferred when students have met the prescribed requirements. It is the student's responsibility to file a "Petition for an Associate Degree" by the deadline specified in the College Calendar, (see pages 10-11 for all deadlines). Students should file the petition once all course requirements are completed or are in progress. Official transcripts of any course work completed outside Peralta District must be on file prior to requesting the evaluation or accompany the petition. Petitions are available in the Admissions and Records Office and must be filed by appointment with a counselor.

## OVERALL REQUIREMENTS

Candidates for the Associate Degree must complete at least 60 degree applicable units, which include courses in a major, General Education, and electives, as necessary.

1. At least 19 units must be completed in General Education. (See below for details.)
2. A minimum number of 18 units required for the major. The specific number of units varies with the major. Students should refer to the individual curriculum patterns for this information.  
**NOTE:** When the units from the General Education and major do not total 60 units, students must complete any degree – applicable course(s), referred to as electives, until the total of at least 60 units is obtained.
3. At least 12 units must be taken at Laney College.
4. A minimum grade-point average of 2.0 (C) is required in EACH of the following:
  - Overall grade-point average
  - General Education requirements
5. A (C) grade or better is required in:
  - Area 4a – English Composition
  - Area 4b – Mathematics
  - **Each** course in the major

## CATALOG RIGHTS

Students completing the requirements for the Associate degree, Certificate of Achievement, or Certificate of Proficiency have catalog rights. A student's catalog rights are defined as maintaining enrollment in at least one semester per academic year, excluding summer session and intersessions (continuing enrollment), in any of the four Peralta Colleges. A student's catalog rights include:

1. The regulations in effect at the time the student entered the college, provided the student has been in continuing enrollment until the requirements for the Degree/Certificate are completed;

OR

2. The regulations current at the time the student re-enters the major program and remains in continuing enrollment until the requirements of the Degree/Certificate are completed;

OR

3. The regulations current at the time the students files and receives the Degree/Certificate.

Note: The withdrawal's symbol (W) constitutes enrollment.

# Associate Degree Program General Education

General Education Requirements for the Associate in Arts and Associates in Science degrees (Not for the AA-T or AS-T, see page 52) are listed below.

- Students must complete a minimum of 19 units distributed among Areas 1, 2, 3, 4a, 4b, 4c, 4d and 5.
- Minimum grade point average of 2.0("C") must be achieved.

The following list of courses will be revised each semester as courses are added from the curriculum.

## AREA 1 – NATURAL SCIENCE:

Courses in the natural sciences are those which examine the physical universe, its life forms, and its natural phenomena. To satisfy the general education requirement in natural sciences, a course should help the student develop an appreciation and understanding of the scientific method, and encourage an understanding of the relationships between science and other human activities. This category would include introductory or integrative courses in astronomy, biology, chemistry, general physical science, geology, meteorology, oceanography, physics, and other scientific disciplines (BP 5.20).

One course with a minimum value of 3 semester units from the following:

Anthropology: 1  
Astronomy: 1, 10  
Biology: 1A, 1B, 2, 3, 4, 10, 11, 20A, 20B, 24, 76  
Chemistry: 1A, 1B, 12A, 12B, 25, 30A, 30B, 50  
Engineering: 100  
Environmental Control Technology: 1\*  
Geography: 1, 9  
Geology: 10  
Physical Science: 10, 15, 20, 22, 25  
Physics: 3A, 3B, 4A, 4B, 4C, 10, 99\*

\* Students receive credit for one course only.

## AREA 2 – SOCIAL AND BEHAVIORAL SCIENCES

Courses in the social and behavioral sciences are those which focus on people as members of society. To satisfy the general education requirement in social and behavioral sciences, a course should help the student develop an awareness of the method of inquiry used by the social and behavioral sciences. It should stimulate critical thinking about the ways people act and have acted in response to their societies and should promote appreciation of how societies and social subgroups operate. This category would include introductory or integrative survey courses in anthropology, economics, history, political, science, psychology, sociology, and related disciplines (BP 5.20). One course with a minimum value of 3 semester units.

African-American Studies: 1, 2, 5, 8, 9, 11, 12, 14A, 14B, 15, 16, 17\*, 23, 30, 31, 32, 35\*\*\*, 38, 45\*\*\*\*

Anthropology: 3, 5, 7, 14, 16

Asian/Asian-American Studies: 17\*, 21, 26, 29, 30, 32, 35\*\*\*, 45A, 45B

Biology: 27\*\*

Business: 5

Communication: 19

Counseling: 30, 230

Economics: 1, 2

Education: 1

Engineering: 100

Ethnic Studies: 1

Geography: 2, 3, 8

Health Education: 1

History: 3, 5, 7A, 7B, 17, 19

Humanities: 45\*\*\*\*

Journalism: 62

Labor Studies: 10, 13, 20, 21, 22

Mexican and Latin-American Studies: 12, 17\*, 23, 31, 35\*\*\*

Native American Studies: 1, 17\*, 35\*\*\*

Political Science: 1, 2, 3, 6, 16, 18, 21

Psychology: 1A, 1B, 6, 7A, 7B, 7L, 8, 12\*\*, 24, 30, 33

Sociology: 1, 2, 5, 13, 30, 45

\* Students receive credit for one course only.

\*\* Students receive credit for one course only.

\*\*\* Students receive credit for one course only.

\*\*\*\* Students receive credit for on course only.

### AREA 3 – HUMANITIES

Courses in the humanities are those which study the cultural activities and artistic expressions of human beings. To satisfy the general education requirement in the humanities, a course should help the student develop an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation and help the student develop aesthetic understanding and an ability to make value judgments. Such courses could include introductory or integrative courses in the arts, foreign languages, literature, philosophy, and religion (BP 5.20).

One course with a minimum value of 3 semester units.

African-American Studies: 6A, 29, 45\*

Anthropology: 7

Art: 1, 2, 3, 4, 5, 6, 7, 40, 129, 141

Asian/Asian-American Studies: 30

Chinese: 1, 2, 3, 4

Communication: 2A, 2B

Dance: 1

English: 1B, 2, 10A, 10B, 12, 17A, 17B, 20, 26, 30A, 30B, 31, 32A, 32B, 33A, 33B,

39, 43, 44A, 44B, 138, 210A, 210B, 217A, 217B, 220, 226, 230A, 230B, 231, 232A, 232B, 233A, 233B, 238, 239, 243, 244A, 244B

French: 1A, 1B, 2A, 2B

Humanities: 6, 7, 16, 30A, 30B, 31A, 31B, 40, 45\*

Japanese: 1A, 1B

Mexican and Latin-American Studies: 30A, 30B

Music: 2A, 2B, 9, 10, 12A, 12B, 15A, 15B

Philosophy: 1, 2, 10, 20A, 20B, 30, 37

Sociology: 30

Spanish: 1A, 1B, 2A, 2B, 22A, 22B, 40, 60A, 60B

Theatre Arts: 10, 11, 30

\* Students will receive credit for one course only.

### AREA 4 – LANGUAGE AND RATIONALITY

Minimum level of English 1A, Freshman Composition, or an equivalent course (BP 5.20).

One course from each sub-area must be completed.

#### 4a. English Composition:

Courses fulfilling the written composition requirement shall include both expository and argumentative writing (BP 5.20).

One course with a minimum value of 3 semester units.

English: 1A, 1B, 2, 5, 110\*

English as a Second Language: 110\*

\* Students will receive credit for one course only.

#### 4b. Mathematics:

Minimum level of intermediate algebra or an equivalent course (BP 5.20).

May be met by one of the two plans listed below:

Plan I: Completion of one course, 3 semester units minimum:

Mathematics: 2, 3A, 3B, 3C, 3E, 3F, 11, 13, 15, 50, 52ABC\*\*, 202, 203, 211ABCD\*

Plan II: Credit by Examination of Mathematics 203 (effective Fall 2009 unless student has prior catalog rights, see a counselor for more information).

1. Examination will be offered twice each semester – dates to be announced by Mathematics Department.
2. Examination may be repeated one time only when grade is less than "C".

\* four units required

\*\* three units required

#### 4c. Computer Literacy:

A broad understanding of computer concepts (BP 5.20).

One course with minimum value of 1 semester unit.

Architectural/Engineering Technology: 104A, 104B, 204

Business: 24, 38, 40A, 40AA, 40AB, 43A, 43B, 43BA, 43BB, 219, 222, 237, 245B, 245E, 245EA, 245EB, 246

Computer Information System: All courses numbered 1 – 248, except CIS 211.

Construction Management: 31A, 31B  
 Engineering: 77  
 Electricity/Electronics Technology: 37\*  
 Environmental Control Technology: 37\*:  
 Graphic Arts: 131, 132, 134, 135, 136, 141, 230  
 Journalism: 65  
 Learning Resources: 211  
 Library Information Studies: 85, 200  
 Machine Technology: 20, 30, 31  
 Media Communications: 115, 151  
 \* Students will receive credit for one course only.

4d. Oral or Written Communication, or Literature:  
 Requirement shall include written  
 communication, oral communication, literature, or  
 selected English As A Second Language courses (BP  
 5.20).

One course with minimum value of 3 semester units.  
 Business: 201  
 Communication: 1A, 1B, 2A, 2B, 15B, 19, 44, 45  
 English: All courses numbered 1(English 110\*)  
 through 247, except 48, 49, 205, 206AB, 209  
 English as a Second Language: 21A, 21B, 110\*  
 Journalism: 21  
 Media Communications: 100A, 100B, 100C,  
 100D, 102A, 102B  
 \* Students will receive credit for one course only.

## AREA 5 – ETHNIC STUDIES

Ethnic Studies is an intensive and scholarly study  
 of African-American, Hispanic, Asian, and Native  
 American experiences in the United States involving  
 an examination of these cultures and the history,  
 social, economic, and political influences on them (BP  
 5.20).

One course with a minimum value 3 semester units

African-American Studies: 1, 2, 5, 6A, 8, 9, 11,  
 12, 14A, 14B, 15, 16, 17\*, 23, 29, 30, 31, 32, 35\*\*\*,  
 38, 45\*\*

Anthropology: 5, 14

Art: 7

Asian/Asian-American Studies: 17\*, 21, 30, 32,  
 35\*\*\*, 45A, 45B

English: 31,138, 231, 238

Ethnic Studies: 1

History: 17, 19

Humanities: 45\*\*

Mexican/Latin-American Studies: 12, 17\*, 23,  
 30A, 31, 35\*\*\*

Music: 15A, 15B

Native American Studies: 1, 17\*, 35\*\*\*

Sociology: 5

\* Students receive credit for one course only.

\*\* Students receive credit for one course only.

\*\*\* Students will receive credit for one course only.

Ethnic Studies courses can be double-counted to  
 fulfill a subject-requirement in one other General  
 Education Area, (although the units are counted  
 only once).

## ASSOCIATE DEGREE AND CERTIFICATES REQUIREMENTS

The State Chancellor's Office, California Education Code, and the Board of Trustees of the Peralta Community College District prescribe the requirements for awarding associate degrees and certificates. There are four types of associate degrees. In addition to the Associate in Arts (AA) and the Associate in Science (AS), Laney will offer Associate in Arts for transfer (AA-T) and Associate in Science for transfer (AS-T). Additional information regarding the AA-T and AS-T can be found on page 52. Please consult with a counselor for more information.

The Associate in Arts for transfer (AA-T) and the Associate in Science for transfer (AS-T) are intended for students who plan to complete a Bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not guaranteed to a particular campus or major. These degrees may not be the best option for students intending to transfer to a particular CSU campus or major or to a university or college that is not part of the CSU system.

The Associate transfer degrees (AA-T or AS-T) require the completion and certification of the California State University General Education (CSU GE: see page 53) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern (see page 54), as well as the specific Associate for transfer (AA-T or AS-T) major degree requirements. Students should consult with a counselor when planning to complete the AA-T or AS-T degree for more information on university admission and transfer requirements.

For specific courses required for each major or area of emphasis, see the listings under the individual department headings in this catalog. The degrees and certificates awarded by Laney College are listed below. An **Associate in Arts** degree is indicated by "AA," an **Associate in Science** degree is indicated by "AS," a **Certificate of Achievement** is indicated by "CA," and a **Certificate of Proficiency** is indicated by "CP" in the following list.

African-American Studies	AA
Architectural and Engineering Technology	
Architectural Technology	CA/AS
Engineering Technology	CA/AS
Art:	
Ceramics	AA
Communication Graphics (Advertising Design)	AA
Fine Arts	AA
Asian and Asian-American Studies	AA
Biological Sciences:	
Biomanufacturing	CA
*Biomanufacturing Production	AS
Biomanufacturing Skills	CP
Business:	
Accounting	CA, AA
Banking and Finance	CA, AA
Business Administration	CA, AA
Business Information Systems	CA, AA
Entrepreneurship	CP
Management and Supervision	CA, AA
Marketing and Sales	CA, AA
Retail Management	CA
Carpentry	CA, AS
Computer Information Systems:	
Computer Programming	CA, AA
Construction Management	CA, AS
Building Codes and Inspections	CP
Cosmetology	CA, AA
Culinary Arts:	
Baking and Pastry	CA, AS
Cooking	CP
Restaurant Management	CA, AS
Dance	AA
Electricity/Electronics Technology	
*Electrical Technology	CA/AA
Environmental Control Technology (Heating, Ventilation, Air Conditioning and Refrigeration)	
Building Automation Systems	CA/AS
Building Performance and Energy Efficiency	CA
Commercial HVAC Systems	CP/AS
* Energy Efficiency Sales and Auditing	CA
Refrigeration Technology	CP
Residential and Light Commercial HVAC & R	CA/AS
Refrigeration Technology	CP

Ethnic Studies	AA
Graphic Arts:	
Applied Graphic Design / Digital Imaging	CA, AA
Heating, Ventilation, Air Conditioning and Refrigeration (see Environmental Control Technology)	
Humanities	AA
Interdisciplinary Programs	
Interactive Journalism	CP
Journalism	AA
Labor Studies	CA, AA
Laney Educational/ After School Pathways (LEAP)	CP
Language Arts	AA
Legal and Community Interpretation:	
*Legal Court Interpreter (Spanish Language)	CA
Liberal Arts: IGETC	CA
Liberal Arts: CSU GE Breadth	CA
Machine Technology	CA, AS
Mathematics	AA
Media Communication:	
Performance and Production for Video, Broadcast and Digital Cinematography	CA, AA
Video Production for Video, Broadcast and Digital Cinematography	CA, AA
Audio Production for Video, Broadcast And Digital Cinematography	CA
*AV Installation Technician	CA
Mexican and Latin-American Studies	AA
Music	AA
Photography	CA, AS
Science	AS
Social Sciences	AA
Theatre Arts	AA
Welding Technology	CA, AS
Wood Technology	CA, AS
*State Approval Pending	

## CERTIFICATE OF ACHIEVEMENT (CA)

The college grants certificates of achievement to students who complete the required courses in accordance with state approved prescribed standards. The requirements for the certificate vary with each occupational curriculum; some may require more than one or two years to complete depending on course scheduling.

Certificates of Achievement come in two forms, depending on the curriculum. Certificates of Achievement are approved by the State Chancellor's Office of the California Community Colleges.

- (1) The first type of Certificate of Achievement requires a minimum of 18 semester units in the major, a grade of "C" or better in each course, and at least 12 units of associate degree level work completed at Laney College.
- (2) The second type of Certificate of Achievement requires completion of 12 – 17.5 units in a specified program of courses with a grade of "C" or better in each course.

## CERTIFICATE OF PROFICIENCY (CP)

The college grants a certificate of proficiency to you if you complete the required courses in accordance with the college's prescribed standards. The requirements for the certificate vary with each curriculum. Requirements include up to 17.5 units and a grade of "C" or better in each course. A Certificate of Proficiency will not appear on your transcripts.

It is the student's responsibility to file a "Petition for a Certificate of Achievement/Proficiency" by the deadline specified in the College Calendar, (see the Class Schedule for all deadlines). Official transcripts of any course work completed outside Peralta District must be on file prior to requesting the evaluation or accompany the petition. Petitions are available in the Admissions and Records Office and must be filed by appointment with a counselor. (Certificates do not meet the criteria for graduation with honors.)

**One-year Certificates of Completion are offered in the following occupational fields:**

- Banking and Finance
- Environmental Control Technology (Heating,

Ventilation, Air Conditioning and Refrigeration)  
**Two-year Certificates of Completion are offered in the following occupational fields:**

Architectural and Engineering Technology  
(with options in Architectural Technology and Engineering Technology)  
Business (with options in Accounting, Business Administration, Business Information Systems, Marketing and Sales and Retail Management)  
Carpentry  
Construction Management  
Cosmetology  
Culinary Arts (with options in Baking and Pastry, and Cooking)  
Graphic Arts (Applied Graphic Design/Digital Imaging)  
Labor Studies  
Machine Technology  
Management and Supervision  
Media Communications (with options in Performance and Production for Video, Broadcast and Digital Cinematography, and Video Production for Video, Broadcast and Digital Cinematography)  
Photography  
Welding Technology  
Wood Technology

## COOPERATIVE WORK EXPERIENCE

Students in some majors may receive credit toward the Associate Degree for on-the-job work experience in areas related to their college course of study. Students should enroll in work experience courses during course enrollment periods.

## LICENSURE

The College program in Cosmetology is designed to prepare students to take the State examination for a license to practice in this field.

## OCCUPATIONAL FIELDS OFFERED AT OTHER PERALTA COLLEGES

For the following programs which are not offered at Laney College, the students are referred to the College of Berkeley City College, College of Alameda or Merritt College.

## BERKELEY CITY COLLEGE

American Sign Language:

Biotechnology

Business:

Accounting  
Business Administration  
General Business  
Office Technology  
Office Technology-Administrative Assistant  
Office Technology-Administrative Assistant/Medical  
Office Technology-Administrative/Accounting Assistant

Computer Information Systems:

Applied Microcomputer Information Systems  
Computer Programming\*  
Network Support Technician \*  
Web Programming

Multimedia Arts:

Animation  
Digital Imaging  
Digital Video Arts  
Web Design/Production  
Writing for Multimedia

Public and Human Services:

Community and Public Services  
Community Health Worker  
Social Services Paraprofessional

Note: These programs are undergoing revision and are not currently being offered.

## COLLEGE OF ALAMEDA

Apparel Design and Merchandising

Auto Body and Paint:

Auto Body

Auto Paint

Automotive Technology:

Engine Performance

Chassis and Drivetrain

Chassis Specialist

Engine Repair Specialist

Automotive Electronics Specialist

Drivetrain Specialist

Light-Duty Auto Repair

Toyota Specialist

Aviation Maintenance Technology:

Airframe

Powerplant

Business:

Accounting

Business Administration

General Office Clerk

Legal Secretarial Studies

Logistics (Clerical)

Office Administration

Office Administration for the Logistics Industry

Small Business Administration

Computer Information Systems:

Computer Applications–Weekend Computer  
College

Desktop Support Technician

Web Publishing

Dental Assisting

Diesel Mechanics

## MERRITT COLLEGE

Administration of Justice:

Corrections

Police Science

Art:

Botanical Illustration

Bioscience:

Fluorescence Bioscience Microscopy

Illumina HiSeq DNA Sequencing

Optical Microscopy

Business:

Accounting

Administrative Assistant

Administrative Office Systems and Applications

Business Administration

Business Information Processing

Business Management

General Business

Human Resource Management

Legal Office Assistant

Retail Management

Small Business Management

Child Development:

Assistant Teacher

Associate Teacher

Teacher

Chronic Care Assistant (no formal award)

Community Social Services:

Community Social Services

Substance Abuse

Computer Information Systems:

Internet Programming

PC Applications Help Desk Specialist

Web Page Authoring

Educational Technology:

Online Teaching

Emergency Medical Technician I

Environmental Management and Technology:

Environmental Management Fundamentals

Greening the Urban Environment

Urban Agroecology

Fire Science (no formal award)

Health Occupations:

Healthcare Interpreter

Human Services

Landscape Horticulture:

Basic Landscape Horticulture

Intermediate Landscape Design and Construction

Intermediate Landscape and Parks Maintenance

Intermediate Nursery Management

Landscape Architecture

Landscape Design and Construction Specialist

Landscape and Parks Maintenance Specialist

Nursery Management Specialist

Permaculture Design

Medical Assisting (no formal award)

Nursing (Associate Degree)  
Nutrition and Dietetics:  
    Dietary Manager (Dietetic Service Supervisor)  
    Dietetic Technology  
    Pathway II Certificate  
Paralegal Studies  
Physical Education:  
    Personal Trainer  
Radiologic Science  
Real Estate  
Recreation and Leisure Services (no formal award)  
Vocational Nursing (program in abeyance)

# Course Announcements

## General Education Outcomes

Students who complete the general education program for an AA or AS degree at Laney College will be able to:

### Communication

- A. Develop individual perspectives in essays that demonstrate critical thinking skills, command of standard grammar, and logical organization. (Area 4a: English Composition)
- B. Construct and deliver a clear, well-organized verbal presentation. (Area 4d: Oral Communication)
- OR:
- B. Organize information coherently in writing, and choose language and format appropriate for the intended audience and purpose. (Area 4d: Written Communication)
- OR:
- B. Read critically and analyze various literary genres. (Area 4d: Literature)

### Critical Thinking and Information Literacy

- A. Solve quantitative problems using numerical, graphical, and algebraic methods. (Area 4b: Mathematics)
- B. Demonstrate proficiency in using a computer and computer applications, including the Internet, to accomplish personal, academic, and/or professional tasks. (Area 4c: Computer Literacy)
- C. Locate and cite appropriately information from a variety of sources (books, databases, internet, primary sources) in various formats (print, online, multimedia); evaluate information for relevance and reliability, and incorporate it effectively into written work. (Information Competency)

### Breadth/Global Awareness

- A. Apply the principles, concepts, and/or methods of the natural sciences to everyday life. (Area 1: Natural Sciences)
- B. Critically analyze personal experiences within the context of historical, cultural, and environmental phenomena. (Area 2: Social and Behavioral Sciences)
- C. Investigate and appreciate the fine arts and humanities, including the cultural and artistic perspectives of people of various cultures and times. (Area 3: Humanities)
- D. Critically evaluate the historical and contemporary experiences of African Americans, Mexican/Latino Americans, Asian Pacific Americans,

or Native Americans using interdisciplinary approaches. (Area 5: Ethnic Studies)

## Ethics and Civic Responsibility

- A. Demonstrate an increased awareness of ethical behavior, civic and social responsibilities locally, nationally, and globally. (Ethics/Citizenship)

Students who complete the general education program for an AA or AS degree at Laney College will be able to:

### Area 1: Natural Sciences

Apply the principles, concepts, and/or methods of the natural sciences to everyday life.

### Area 2: Social and Behavioral Sciences

Critically analyze personal experiences within the context of historical, cultural, and environmental phenomena.

### Area 3: Humanities

Investigate and appreciate the fine arts and humanities, including the cultural and artistic perspectives of various cultures and times.

### Area 4a: English Composition

Develop individual perspectives in essays that demonstrate critical thinking skills, command of standard grammar, and logical organization.

### Information Competency (assessed with English Composition)

Locate and cite appropriately information from a variety of sources (books, databases, internet, primary sources) in various formats (print, online, multimedia); evaluate information for relevance and reliability, and incorporate it effectively into written work.

### Area 4b: Mathematics

Solve quantitative problems using numerical, graphical, and algebraic methods.

### Area 4c: Computer Literacy

Demonstrate proficiency in using a computer and computer applications, including the Internet, to accomplish personal, academic, and/or professional tasks.

### Area 4d: Oral Communication

Construct and deliver a clear, well-organized verbal presentation.

OR:

Area 4d: Written Communication

Organize information coherently in writing, and choose language and format appropriate for the intended audience and purpose.

OR:

Area 4d: Literature

Read critically and analyze various literary genres.

Area 5: Ethnic Studies

Critically evaluate the historical and contemporary experiences of African Americans, Mexican/Latino Americans, Asian Pacific Americans, or Native Americans using interdisciplinary approaches.

Ethics/Citizenship

Demonstrate an increased awareness of ethical behavior, civic and social responsibilities locally, nationally, and globally.

### Curriculum Patterns/Announcement of Courses

All departments are listed alphabetically in the catalog. Curriculum patterns that are required for the Certificate of Completion and/or the major in the Associate Degree are shown at the beginning of each department listing. Unless specifically stated (e.g. prerequisites), courses may be taken out of the stated sequence in the curriculum pattern. Not all courses listed in the Announcement of Courses are offered every semester.

- **Unit Credit:** Semester credit for the course. One unit of credit is defined as one hour of lecture, which requires two hours of outside preparation for each hour of lecture or three hours of laboratory work each week.
- **Lecture/Lab Hours:** Designates the number of contact hours of lecture or laboratory a course meets during a term.
- **Prerequisites:** Designed to ensure your academic background is sufficient for success in the course (see page 27).
- **Corequisite:** Means a condition of enrollment consisting of a course that you must take concurrently (see page 27).
- **Recommended Preparation (Advisory):** Means a condition of enrollment that the colleges advises, but does not require you to meet before or in conjunction in a course or educational program.

- **Transferability:** "UC" means transferability to the University of California system; "CSU" means transferability to the California State University System.
- **Course Description:** A brief statement about the subject matter covered in the course.
- **Course Numbering:** Transfer and Associate Degree courses are numbered 1-199; Associate Degree applicable but not transferable courses are numbered 200-249; non-Associate Degree courses are numbered 250-299, 348; Credit Apprenticeship and Cooperative Education Work Experience Education courses are numbered 400-699. (\*Note: Apprenticeship courses are nondegree applicable and nontransferable, while Cooperative Education courses are degree applicable and transferable.)
- **Intersegmental General Education Transfer Curriculum (IGETC):** Identifies community college courses that can be used to fulfill general education requirements at any UC or CSU campus.
- **California State University General Education Breadth Requirements (CSU GE):** Identifies community college courses that can be used to fulfill general education requirements at any CSU campus.
- **Area(s):** Identifies the Laney's general education requirement area(s) that the course meets.
- **Cooperative Work Experience:** Program in which students are awarded credit for knowledge gained through on-the-job experience.
- **Independent Study:** Designed to permit study not covered by regular catalog offerings; allows you to pursue projects under faculty advisement and supervision (see next page 110).
- **Selected Topics:** New courses being offered on an experimental basis prior to being institutionalized. Selected topics courses are publicized in the college's class schedule and are numbered 48, 248 or 348 in the individual subject areas.
- **Course Student Learning Outcomes:** Student learning outcomes for the following courses are maintained in the CurricUNET curriculum management system and the TaskStream SLO/Assessment management system.

- **Grading Policy:** GR indicates that a course can be taken for a letter grade only; P/NP indicates that a course can be taken for Pass or No Pass only; and GR or P/NP indicates that a course can be taken for either a letter grade or for pass/no pass.

## Taxonomy of Programs (T.O.P.)

The numbers at the end of the course descriptions are Taxonomy of Programs code numbers. This classification provides standard course definitions for all California Community College Districts.

## Independent Study

Regulations governing Independent Study 49 courses:

- I. Laney College
  - a. Maximum units earned in one department: May be repeated for up to a maximum of 5 units per department (individual departments may choose a lower maximum).
  - b. Maximum units earned during one semester: During any one semester, the total number of units earned in all 49 courses attempted may not exceed 5 units.
- II. California State University system-wide: Accepted as elective credit for a maximum of six (6) units.
- III. University of California system-wide: Various unit limitations apply; see a counselor for details.

## Independent Study (49s)

### 0.5-5 UNITS

#### Hours to be arranged

*Prerequisite:* (1) Consent of the instructor and department chairperson. Student must submit written request, including outline of the project to instructor and obtain written approval prior to the end of the second week of the semester. (2) Meet prerequisites as outlined by individual departments.

**Note: the granting of transfer credit for courses of this kind is contingent upon an evaluation of the course by the receiving UC institution after admission.**

## Selected Topics

### Liberal Arts Courses

#### 0.5-5 UNITS

#### Course Description:

48GA-MZ: 248GA-MZ: 348GA-MZ Selected Topics in (Subject)

0-5 hours lecture, 0-15 hours laboratory

*Prerequisite:* Prerequisites are determined by the department according to the nature of the course offered.

Designed for in-depth investigation of topics not covered by regular catalog offerings. Course content, hours, and unit credit to be determined by the appropriate department in relation to community-student interest and/or available staff. May be offered as a seminar, lecture, or laboratory class.

Additional courses may be offered under the 300 series; consult the Schedule of Classes for complete information.

**Note: the granting of transfer UC credit for courses of this kind is contingent upon an evaluation of the course by the receiving UC institution after admission.**

### Occupational Courses

#### 0.5-9 UNITS

#### Course Description:

48GA-MZ: 248GA-MZ: 348GA-MZ. Selected Topics in (Subject)

0-9 hours lecture, 0-27 hours laboratory

*Prerequisite:* Prerequisites are determined by the department according to the nature of the course offered.

Designed for in-depth investigation of topics not covered by regular catalog offerings. Course content, hours, and unit credit to be determined by the appropriate department in relation to community-student interest and/or available staff. May be offered as a seminar, lecture, or laboratory class.

Additional courses may be offered under the 300 series; consult the Schedule of Classes for complete information.

## Community Services Courses

The 800 series of course numbers will be used for community services courses; consult the Schedule of Classes for complete information.

## Distance Education

Distance education takes place when a teacher and student(s) are geographically separated by physical distance, use technology often in concert with face-to-face communication, to bridge the instructional gap. Distance education is provided via four major categories: voice, video, data, and print. Courses at the college include hybrid and online..

The purpose of distance education is to provide educational opportunities to adult learners who are unable to attend traditional on-campus classes because of geographical distance, scheduling conflicts, family and/or career constraints, or physical disability. Many of the courses offered each semester fulfill Associate Degree and transfer requirements.

## Symbols

The following symbols are used in this catalog:

GR Designates course may be taken for letter grade.

P/NP Designates the course may be taken on a pass/no pass basis.

“UC➤” Designates unit limitation by the University of California. See your counselor for details.

“UC◆” Transfer credit for selected topic courses (48's) and independent study courses (49's) is contingent upon an evaluation of the course by the receiving University of California institution after admission.

## Department Abbreviations

African-American Studies .....	AFRAM	Geology.....	GEOL
Anthropology .....	ANTHR	Graphic Arts.....	GRART
Apprenticeship .....	APPR	Health Education .....	HLTED
Architectural & Engineering Technology.....	A/ET	Health Professions & Occupations .....	HLTOC
Art.....	ART	History .....	HIST
Asian and Asian-American Studies .....	ASAME	Humanities.....	HUMAN
Astronomy .....	ASTR	Japanese .....	JAPAN
Banking & Finance .....	BNK/F	Journalism .....	JOURN
Biology .....	BIOL	Labor Studies .....	LABST
Business .....	BUS	Learning Resources.....	LRNRE
Carpentry .....	CARP	Legal and Community Interpretation.....	LCI
Chemistry .....	CHEM	Library Information Studies .....	LIS
Chinese .....	CHIN	Machine Technology .....	MACH
Communication.....	COMM	Management & Supervision.....	M/SVN
Computer Information Systems.....	CIS	Mathematics.....	MATH
Construction Management .....	CONMT	Media Communications.....	MEDIA
Cooperative Education.....	COPED	Mexican and Latin-American Studies.....	M/LAT
Cosmetology .....	COSM	Music.....	MUSIC
Counseling .....	COUN	Native American Studies .....	NATAM
Culinary Arts .....	CULIN	Philosophy .....	PHIL
Dance .....	DANCE	Photography .....	PHOTO
Economics .....	ECON	Physical Education.....	PE
Education .....	EDUC	Physical Science .....	PHYSC
Electricity/Electronics Technology .....	E/ET	Physics .....	PHYS
Engineering.....	ENGIN	Political Science .....	POSCI
English .....	ENGL	Psychology .....	PSYCH
English As A Second Language .....	ESL	Real Estate .....	RLEST
Environmental Control Technology .....	ECT	Sociology .....	SOC
Ethnic Studies .....	ETHST	Spanish.....	SPAN
French .....	FREN	Theatre Arts .....	THART
Geography.....	GEOG	Welding .....	WELD
		Wood Technology.....	WDTEC



# AFRICAN-AMERICAN STUDIES (AFRAM)

The African-American Studies program provides a wide range of courses through which students can develop an understanding of the historical and cultural development of African-Americans. The program is interdisciplinary in scope, involving examinations of African-American history, politics, economics, sociology, philosophy, psychology, religion, and popular culture.

## Degree Major Requirements:

Dept/No.	Title	Units
<b>Complete the following courses:</b>		
AFRAM 1	Introduction to African-American Studies	3
AFRAM 5	The African-American-Family in the United States	3
AFRAM 8	African-American Politics (3-4)	3
AFRAM 14A	Social Psychology of African-American Male/Female Relationships (3) <b>or</b>	
AFRAM 14B	Social Psychology of African-American Male/Female Relationships (3)	3
AFRAM 30	African-American History: Africa to 1865	3
<b>Select one course from the following:</b>		
AFRAM 31	African-American History: 1865 to 1945 (3)	
AFRAM 32	African-American History: 1945 to the Present (3-4)	3
<b>Select one course from the following:</b>		
AFRAM 2	Minority Economic Survival (3)	
AFRAM 9	Study of Caucasian Attitudes and Effect on African-American Minority (3)	
AFRAM 11	Perceptions of the African-American Male in America (3)	
AFRAM 15	African-American Women: Poverty, Politics, and Power (3)	
AFRAM 20	Field Studies in the African-American Community (3)	
AFRAM 23	Perceptions of African-American Women (3)	<u>3</u>
<b>Total Required Units:</b>		<b>21</b>

Courses may be applied to Associate Degree General Education requirement.  
For Associate Degree General Education requirements, refer to page 100.

## AFRAM 1

### Introduction to African-American Studies

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Overview of the field of African American Studies: History, literature, the arts and material culture, as well as sociological, political, economic, public policy, and philosophical perspectives on the experience of people of African descent in the United States. 2203.01  
AA/AS area 2, 5; CSU area D; IGETC area 4

## AFRAM 2

### Minority Economic Survival

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Concentration on those areas of the American economy that effect minorities the most: Buying and selling market, taxation, investments, minority employment, banking, and income distribution and poverty. 2203.01  
AA/AS area 2, 5; CSU area D

## AFRAM 5

### The African-American Family in the United States

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

History related to the formation of the black family: From slavery to current debates about the structure of black families. Examination of effects of larger demographic, political and social changes on African American families. 2203.01  
AA/AS area 2, 5; CSU area D; IGETC area 4

## AFRAM 6A

### African-American Philosophy

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Survey of African-African American social and political thought in works of historical and contemporary philosophers: Concepts of human rights, social justice, and the historical experience of racial subordination. 2203.01  
AA/AS area 3, 5; CSU area C2; IGETC area 3B

## AFRAM 8

### African-American Politics

3-4 units, 3-4 hours lecture (GR)

Acceptable for credit: CSU, UC

Analysis and understanding of major trends and developments in the politics of African-Americans: Emphasis on African-American politicians within the two-party system. 2203.01  
AA/AS area 2, 5; CSU area D; IGETC area 4

**AFRAM 9****Study of Caucasian Attitudes and Effect on African-American Minority**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Origins and analysis of Caucasian attitudes toward the African-American minority from the perspective of history, sociology, and politics. 2203.01

AA/AS area 2, 5; CSU area D; IGETC area 4

**AFRAM 11****Perceptions of the African-American Male in America**

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC

Study and application of the historical role the African-American male has played in the development of this country from its inception. 2203.01

AA/AS area 2, 5; CSU area D; IGETC area 4

**AFRAM 12****Psychology of African-Americans**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Principles of psychology as they relate to the African-American community: Selected social problems such as prejudice and desegregation, racial conflict, and deviancy in the community from an African-American perspective. 2203.01

AA/AS area 2, 5; CSU area D, E; IGETC area 4

**AFRAM 14A****Social Psychology of African-American Male/Female Relationships**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC➤

Study and application of psycho-sociological concepts and research techniques exploring the dynamics of African-American male-female relationships. 2203.01

AA/AS area 2, 5; CSU area D; IGETC area 4

**AFRAM 14B****Social Psychology of African-American Male/Female Relationships**

3 units, 3 hours lecture (GR)

Afram 14A is not prerequisite to Afram 14B.

Acceptable for credit: CSU, UC➤

Study of psychology of male-female communications with analysis of interpersonal phenomena. 2203.01

AA/AS area 2, 5; CSU area D; IGETC area 4

**AFRAM 15****African-American Women: Poverty, Politics, and Power**

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC

Analysis of poverty as it affects African-American women: Breaking the cycle of poverty, power versus empowerment. 2203.01

AA/AS area 2, 5; CSU area D; IGETC area 4

**AFRAM 16****Administration of Criminal Justice and Minority Communities**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Overview of the criminal justice system in the United States as it affects minorities: Arrest, trial, sentencing, and treatment process. 2203.01

AA/AS area 2, 5; CSU area D

**AFRAM 17****Perspectives on American Racism**

3 units, 3 hours lecture (GR)

Also offered as Asame 17, M/Lat 17, and Natam 17. Not open for credit to students who have completed or are currently enrolled in Asame 17, M/Lat 17, or Natam 17.

Acceptable for credit: CSU, UC

Perspectives on racism in America: Exploration of the psychological, sociological, and economic implications and etiology of racism from the African-American, Asian-American, Mexican/Latin-American, and Native American perspectives. 2203.01

AA/AS area 2, 5; CSU area D; IGETC area 4

**AFRAM 20****Field Studies in the African-American Community**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Acceptable for credit: CSU

Course study under this section may be repeated one time.

Experience at community-based agencies and organizations: Addresses critical issues facing the African-American community. 2203.01

**AFRAM 23****Perceptions of African-American Women**

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC

Study and application of the historical role African-American women have played in the development of this country from its inception. 2203.01

AA/AS area 2, 5; CSU area D; IGETC area 4

**AFRAM 29****African-American Experience through Films**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

African-American historical and cultural experience in the United States: Films explored and evaluated as to content, artistic quality, and relevance for African-Americans in the modern world. 2203.01

AA/AS area 3, 5; CSU area C2, D; IGETC area 3B

**AFRAM 30****African-American History: Africa to 1865**

3 units, 3 hours lecture (GR)

Also offered as Hist 50. Not open for credit to students who have completed or are currently enrolled in Hist 50.

Acceptable for credit: CSU, UC

Survey of the experience of African-Americans from their origins to the end of the Civil War: Emphasis on political, social and cultural development, and change. 2203.01

AA/AS area 2, 5; CSU area D; IGETC area 4

**AFRAM 31****African-American History: 1865 to 1945**

3 units, 3 hours lecture (GR)

Also offered as Hist 51. Not open for credit to students who have completed or are currently enrolled in Hist 51.

Acceptable for credit: CSU, UC

Survey of the experience of African-Americans in the United States from 1865 to 1945: Emphasis on Black Reconstruction, African-American nationalism, racism, and the impact of the Depression and World War II. 2203.01

AA/AS area 2, 5; CSU area D; IGETC area 4

**AFRAM 32****African-American History: 1945 to the Present**

3-4 units, 3-4 hours lecture (GR)

Also offered as Hist 52. Not open for credit to students who have completed or are currently enrolled in Hist 52.

Acceptable for credit: CSU, UC

Survey of the experience of African-Americans in the United States from 1945 to the present: Emphasis on the Civil Rights movement and other contemporary issues. 2203.01

AA/AS area 2, 5; CSU area D; IGETC area 4

**AFRAM 35****Women of Color**

3 units, 3 hours lecture (GR)

Also offered as Asame 35, M/Lat 35, and Natam 35.

Not open for credit to students who have completed or are concurrently enrolled in Asame 35, M/Lat 35, or Natam 35.

Acceptable for credit: CSU, UC

Interdisciplinary examination of the lives of women of color in the U.S.: Exploration of the intersection of gender, class, ethnicity, and race in the lives of African-American, Asian-American, Chicana/Latina, and Native-American women in the U.S. 2203.01

AA/AS area 2, 5; CSU area D; IGETC area 4

**AFRAM 38****Environmental Racism and Justice**

3 units, 3 hours lecture (GR or P/NP)

Also offered as Envmt 12 at Merritt College. Not open for credit to student who have completed or are currently enrolled in Envmt 12.

Acceptable for credit: CSU, UC

American and global environmental policy and ethics concentrating on their impact on minorities and people of color: Unequal environmental protection; the politics of pollution, race and waste dumping; and the intersection of the Civil Rights and Environmental Justice Movements with an emphasis on civil rights, social justice, white supremacy, and the impact of the Environmental Movement on people of color. 2203.01

AA/AS area 2, 5; CSU area D; IGETC area 4

**AFRAM 45****Religion and the African-American Church in America**

3 units, 3 hours lecture (GR)

Also offered as Human 45. Not open for credit to students who have completed or are currently enrolled in Human 45.

Acceptable for credit: CSU, UC

Survey and analysis of the role of the church in the African-American community: Impact on social, political, economic, and psychological development of African-Americans. 2203.01

AA/AS area 2, 3, 5; CSU area C2; IGETC area 4

**AFRAM 48GA-MZ****Selected Topics in African-American Studies**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

Acceptable for credit: CSU, UC♦

See section on Selected Topics. 2203.01

**AFRAM 49**  
**Independent Study in African-American Studies**

.5-5 units, .5-5 hours lecture (GR)  
Acceptable for credit: CSU, UC♦  
See section on Independent Study. 2203.01

**AFRAM 248GA-MZ**  
**Selected Topics in African-American Studies**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)  
See section on Selected Topics. 2203.01

**AFRAM 251**  
**Introduction to Ethnic Literature—Poetry, Prose and Film**

1.5 units, 1.5 hours lecture (GR)  
Non-degree applicable  
African-American and other ethnic American writers:  
Emphasis on themes and styles in poetry, prose, and film. 2203.01



**ANTHROPOLOGY**  
**(ANTHR)**

Anthropology is the holistic study of human beings including biological, historical, social, and cultural aspects. Courses in Physical Anthropology focus on the study of the human species, tracing its biological origins, evolutionary development, and genetic diversity. Courses in Archeology focus on understanding human behavior through the study of the material artifacts that people have left behind. Courses in Cultural Anthropology study how people construct their social and cultural lives in different societies around the world. Courses in Linguistic Anthropology focus on the role of language in culture, the history, evolution, and internal structure of human languages, and social uses of language. Through anthropology courses students will learn to understand the human experience across cultures and through time, developing a greater appreciation for cultural diversity as well as a better understanding of our own society and culture.

**ANTHR 1**  
**Introduction to Physical Anthropology**

3 units, 3 hours lecture (GR)  
Acceptable for credit: CSU, UC  
Study of human beings and their ancestors: Emphasis on relationships to other mammals, physical record of evolution, and processes responsible for evolution. 2202.00  
AA/AS area 1; CSU area B2; IGETC area 5B

**ANTHR 1L**  
**Physical Anthropology Laboratory**

1 unit, 4 hours laboratory (GR)  
Prerequisite or corequisite: Anthr 1  
Acceptable for credit: CSU, UC  
Adjunct laboratory to ANTHR 1: Emphasis on working with replicas of bones and visits to museums and zoos to study primate behavior and hominid evolution. 2202.00  
CSU area B3; IGETC area 5B

**ANTHR 3**  
**Introduction to Social and Cultural Anthropology**

3 units, 3 hours lecture (GR)  
Acceptable for credit: CSU, UC  
Cross-cultural analysis of social and cultural factors of human behavior in the recent past and present. 2202.00  
AA/AS area 2; CSU area D; IGETC area 4

**ANTHR 5****American Indian History and Culture**

3 units, 3 hours lecture (GR)

Also offered as Hist 1. Not open for credit to students who have completed or are currently enrolled in Hist 1. Acceptable for credit: CSU, UC

Survey of North American Indians: Traditional ways of life and history both before and after contact with Europeans; current trends in American Indian socio-economic and cultural development. 2202.00

AA/AS area 2, 5; CSU area D; IGETC area 4

**ANTHR 7****Magic, Religion and Witchcraft**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Comparative study of religion, magic, and supernatural beliefs and practices: Dynamics and function of religion and magic in human societies. 2202.00

AA/AS area 2, 3; CSU area D; IGETC area 4

**ANTHR 14****American Mosaic: The Cultures of the United States**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Study of the cultures of the United States from the perspective of ethnic identity, ethnic relations, sex and gender, socio-economic class, religion, music and politics: Emphasis on anthropological methods and approaches to enhance exploration of the United States' history and socio-cultural lifeways. 2202.00

AA/AS area 2, 5; CSU area D; IGETC area 4

**ANTHR 16****Sex and Society**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Cross-cultural approach stressing the biological, cultural, social, and legal aspects of human sexuality: Biological evolution, sexual preferences, abortion, pornography, prostitution, and expanded family forms as they relate to changing laws, customs, and emergent political groups. 2202.00

AA/AS area 2; CSU area D; IGETC area 4

**ANTHR 48GA-MZ****Selected Topics in Anthropology**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

Acceptable for credit: CSU, UC♦

See section on Selected Topics. 2202.00

**ANTHR 49****Independent Study in Anthropology**

.5-5 units, .5-5 hours lecture (GR)

Acceptable for credit: CSU, UC♦

See section on Independent Study. 2202.00

**ANTHR 248GA-MZ****Selected Topics in Anthropology**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

See section on Selected Topics. 2202.00



## **APPRENTICESHIP (APPR)**

Students enrolled in any Apprenticeship course must be an apprentice with the State of California in their respective occupation.

### **APPR 431**

#### **Mill and Cabinet Maker Apprentice**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Prerequisite: Be a registered apprentice in the Mill and Cabinet Maker Apprentice Program

Non-degree applicable

Course study under this section may be repeated seven times.

Designed for Mill and Cabinet Maker Apprentices: Application of hand, portable, and stationary power tools; layout and print reading, fabrication techniques, plastic lamination construction, and millwork as it applies to the cabinet-making trades. 0952.51

### **APPR 433**

#### **Molder and Coremaker Apprentice**

1 unit, 3 hours laboratory (GR)

Prerequisite: Be a registered apprentice in the Molder and Coremaker Apprentice Program

Non-degree applicable

Course study under this section may be repeated five times.

Designed for Molder and Coremaker Apprentices: History, properties of metals and alloys; molding and coremaking processes including grating, risering, melting, and other special processes in the metal casting industry. 0956.01

### **APPR 441**

#### **Roofer Apprentice**

3 units, 3 hours lecture (GR)

Prerequisite: Be a registered apprentice in the Roofer Apprentice Program

Non-degree applicable

Course study under this section may be repeated six times.

Designed for apprentices who are working toward journeyman certificates in roofing and waterproofing. 0952.91

### **APPR 455**

#### **Cosmetology Apprentice**

1-4 units, 1-4 hours lecture (GR)

Prerequisite: Be a registered apprentice in the Cosmetology Apprentice Program

Non-degree applicable

Course study under this section may be repeated six times.

Designed for apprentices who are engaged in acquiring a state license in Cosmetology. 3007.01

### **APPR 456**

#### **Barber Apprentice**

1-4 units, 1-4 hours lecture (GR)

Prerequisite: Be a registered apprentice in the Barber Apprentice Program

Non-degree applicable

Course study under this section may be repeated six times.

Designed for apprentices who are engaged in acquiring a state license in Barbering. 3007.01

### **APPR 531**

#### **Mill and Cabinet Maker (Non-Credit)**

0 units, 1 hour lecture, 3 hours laboratory (GR)

Prerequisite: Be a registered apprentice in the Mill and Cabinet Maker Apprenticeship Program

Course study under this section may be repeated seven times.

Designed for Mill and Cabinet Maker Apprentices: Application of hand, portable and stationary power tools; layout and print reading, fabrication techniques, plastic lamination construction, and millwork as it applies to the cabinet-making trade. 0952.51

### **APPR 533**

#### **Molder and Coremaker Apprentice Theory (Non-Credit)**

0 units, 3 hours lecture (GR)

Prerequisite: Be a registered apprentice in the Molder and Coremaker Apprenticeship Program

Course study under this section may be repeated three times.

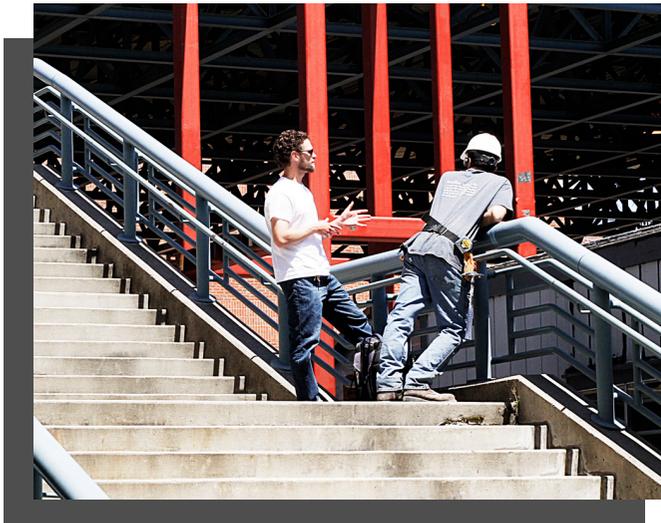
Designed for Molder and Coremaker Apprentices: History, properties of metals and alloys; molding and core-making processes including grating, risering, melting, and other special processes in the metal casting industry. 0956.01

## ARCHITECTURAL AND ENGINEERING TECHNOLOGY (A/ET)

The Architectural and Engineering Technology Department offers vocational and paraprofessional programs in architectural and engineering technology as well as preparation for transfer to four- and five-year architecture programs.

The curriculum provides necessary skills for employment in the design and construction fields. Students may prepare for positions as CAD drafters, surveyor aides, office managers, and other occupations in public and private sector architecture and engineering offices. Supplemental courses offer students a broad architectural, engineering, and general education background and enable them to continue their education in architecture at the university level.

For lower division engineering courses, refer to Engineering Department.



## ARCHITECTURAL TECHNOLOGY

### Degree Major/Certificate Requirements:

Dept/No.	Title	Units
<b>FIRST SEMESTER</b>		
A/ET 10	Introduction to Design Professions and Architectural Administration	2
A/ET 13	Architectural Drafting and Design I	4
A/ET 107	Architectural History and Theory	3
CONMT 20	Blueprint Reading and Interpretation	3
<b>SECOND SEMESTER</b>		
A/ET 23	Architectural Drafting and Design II	4
A/ET 35	Perspectives, Shades and Shadow I	2
A/ET 103	Materials of Construction	2
A/ET 104A	Beginning Computer-Aided Drafting (CAD)	3
<b>THIRD SEMESTER</b>		
A/ET 33	Architectural Drafting and Design III	4
A/ET 100	Measurements and Plane Surveying I	3
A/ET 104B	Intermediate Computer-Aided Drafting (CAD)	3
PHYS 3A+	General Physics (5)	
or		
PHYS 4A+	General Physics with Calculus (5)	5
<b>FOURTH SEMESTER</b>		
A/ET 43	Architectural Drafting and Design IV	4
A/ET 105	Introduction to Statics and Structural Mechanics	3
A/ET 110	Introduction to 3D Modeling and Rendering	3
ENGL 1A+	Composition and Reading	<u>4</u>
<b>Total Required Units:</b>		<b>52</b>

+Course may be applied to Associate Degree General Education requirement.  
For Associate Degree General Education requirements, refer to page 100.

### Recommended:

A/ET 45, 108, 121A, 121B  
Art 60, 70  
Comm 1A, 1B or 45  
Engl 1B, 53  
Photo 10

## ENGINEERING TECHNOLOGY

### Degree Major/Certificate Requirements:

Dept/No.	Title	Units
<b>FIRST SEMESTER</b>		
A/ET 14	Mechanical Drafting and Design I	4
A/ET 35	Perspective, Shades and Shadows I	2
<b>SECOND SEMESTER</b>		
A/ET 24	Mechanical Drafting and Design II	4
A/ET 100	Measurements and Plane Surveying I	3
<b>THIRD SEMESTER</b>		
A/ET 34	Mechanical Drafting and Design III	4
A/ET 105	Introduction to Statics and Structural Mechanics.	3
<b>FOURTH SEMESTER</b>		
A/ET 44	Mechanical Drafting and Design IV	4
ENGL 1A+	Composition and Reading	4
<b>Total Required Units:</b>		<b>28</b>

+Course may be applied to Associate Degree General Education requirement.  
For Associate Degree General Education requirements, refer to page 100.

#### Recommended:

A/ET 104A, 104B, 108  
Comm 1A, 1B or 45  
Engl 1B or 2

#### A/ET 10

##### Introduction to Design Professions and Architectural Administration

2 units, 2 hours lecture (GR)

Acceptable for credit: CSU, UC>

Introduction to the history, practice and administration of architecture and related design professions: Operations, coordination and management of an architectural office. 0201.00

#### A/ET 13

##### Architectural Drafting and Design I

4 units, 2 hours lecture, 6 hours laboratory (GR)

Prerequisite: A/ET 211

Acceptable for credit: CSU, UC>

Two- and three-dimensional basic design principles: Freehand sketching and detailing; review of drafting techniques leading to preparation of preliminary architectural drawings of an assigned residential project and its construction systems and materials. 0201.00

#### A/ET 14

##### Mechanical Drafting and Design I

4 units, 2 hours lecture, 6 hours laboratory (GR)

Prerequisite: A/ET 211

Acceptable for credit: CSU

Introduction to mechanical and civil engineering graphic procedures, conventions, and industry standards: Preparation of two-dimensional scaled and dimensioned drawings, sectioning, auxiliary views, and assembly drawings. 0953.00

#### A/ET 17

##### Structural Steel Detailing

3 units, 2 hours lecture, 4 hours laboratory (GR)

Acceptable for credit: CSU

Introduction to methods and procedures of structural steel detailing: Preparation of shop drawings; introduction to equipment, projections, and fabrication of structural steel; simple frame beams. 0201.00

#### A/ET 23

##### Architectural Drafting and Design II

4 units, 2 hours lecture, 6 hours laboratory (GR)

Prerequisite: A/ET 13

Acceptable for credit: CSU, UC>

Continuation of A/ET 13: Advanced study and practice in lettering, freehand sketching, and detailing of a self-designed residence; preliminary design and working drawings; simple development of perspectives and rendering of multi-dwelling complex or small commercial buildings; application of the use of reinforced concrete; use of Uniform Building Code in the semester project design. 0201.00

#### A/ET 24

##### Mechanical Drafting and Design II

4 units, 2 hours lecture, 6 hours laboratory (GR)

Prerequisite: A/ET 14

Acceptable for credit: CSU

Fundamental principles of research, planning, design and construction of mechanical devices and civil engineering projects: Industry standards for graphic document preparation; two- and three- dimensional drawings. 0953.00

**A/ET 33****Architectural Drafting and Design III**

4 units, 2 hours lecture, 6 hours laboratory (GR)

Prerequisite: A/ET 23

Acceptable for credit: CSU

Continuation of A/ET 23: Preliminary and final design, and presentation drawings for complex structures such as public or commercial buildings; emphasis on accepted production drafting, rendering techniques, and utilization of applicable structural design systems; freehand drawing in pencil, ink and color media; field trips to construction projects and architects' offices. 0201.00

**A/ET 34****Mechanical Drafting and Design III**

4 units, 2 hours lecture, 6 hours laboratory (GR)

Prerequisite: A/ET 24

Acceptable for credit: CSU

Application of research, planning and design techniques in the preparation of documents for engineering projects: Industry standards for engineering design and drawing. 0953.00

**A/ET 35****Perspective, Shades and Shadows I**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Prerequisite: A/ET 211

Acceptable for credit: CSU, UC>

Development of skills in preparing three-dimensional linear illustrations: Principles of isometrics and perspective drawing, casting of shades and shadows on architectural/structural elements, freehand sketching. 0201.00

**A/ET 43****Architectural Drafting and Design IV**

4 units, 2 hours lecture, 6 hours laboratory (GR)

Prerequisite: A/ET 33

Acceptable for credit: CSU

Design and development of a commercial or public building: Site analysis and design; design and provision for structural, mechanical and electrical systems; adherence to accepted industry production, drafting and rendering practices for design and contract drawing; principles of specification writing and office practice; field trips to construction sites and architects' offices. 0201.00

**A/ET 44****Mechanical Drafting and Design IV**

4 units, 2 hours lecture, 6 hours laboratory (GR)

Prerequisite: A/ET 34

Acceptable for credit: CSU

Continuation of basic principles and techniques in the preparation of engineering project documents: Process from planning to complete bidsets, including schematic drawings for subcontractors, partial specifications, and cost estimates. 0953.00

**A/ET 45****Perspective, Shades and Shadows II**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Prerequisite: A/ET 35

Acceptable for credit: CSU, UC>

Continued development of skills in preparing three-dimensional linear illustrations: Advanced methods of perspective drawing and casting of shades and shadows; use of various media and techniques used in the preparation of presentation renderings. 0201.00

**A/ET 48GA-MZ****Selected Topics in Architectural and Engineering Technology**

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR)

Acceptable for credit: CSU, UC◆

See section on Selected Topics. 0953.00

**A/ET 100****Measurements and Plane Surveying I**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Prerequisite: Math 50 or 52C

Acceptable for credit: CSU, UC

Principles of elementary plane surveying: Leveling, angle measurement, bearings and azimuths, traversing, topographic mapping, and areas and volumes; practice in office and field work. 0957.30

**A/ET 101****Measurements and Plane Surveying II**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Prerequisite: A/ET 100

Acceptable for credit: CSU, UC

Continuation of A/ET 100: Route and construction surveying, GIS applications, introduction to geodetic surveying, photogrammetry and astronomical observations, continuing practice in office and field work; focus on preparation for the Land Surveyor in Training examination. 0957.30

**A/ET 103****Materials of Construction**

2 units, 2 hours lecture (GR)

Prerequisite: A/ET 13

Acceptable for credit: CSU

Description and demonstration of various construction/structural and finish materials: Characteristics and qualities necessary for proper selection and use. 0201.00

**A/ET 104A****Beginning Computer-Aided Drafting (CAD)**

3 units, 2 hours lecture, 4 hours laboratory (GR)

Prerequisite: A/ET 23 or 24

Acceptable for credit: CSU

Basic computer drafting skills using current software: Use of computer and software, drawing and modifying objects layers, linetypes, colors and properties, dimensioning, blocks, hatching, views and scaling, printing and plotting. 0953.00

AA/AS area 4c

**A/ET 104B****Intermediate Computer-Aided Drafting (CAD)**

3 units, 2 hours lecture, 4 hours laboratory (GR)

Prerequisite: A/ET 104A

Acceptable for credit: CSU, UC

Continuation of A/ET 104A: Multiview and isometric drawing, three-dimensional modeling and rendering, software customization, file types, file transfer and management, introduction to current software design features including quantity database creation and management, GIS applications. 0953.00

AA/AS area 4c

**A/ET 105****Introduction to Statics and Structural Mechanics**

3 units, 3 hours lecture (GR)

Prerequisite: Math 203 or 211D

Acceptable for credit: CSU, UC➤

Basic principles of statics and structural mechanics: Effects of loads and loading on building frames, determining preliminary sizes of key building elements, various elements in framing system. 0201.00

**A/ET 107****Architectural History and Theory**

3 units, 3 hours lecture (GR)

Offered Spring Semester.

Acceptable for credit: CSU, UC➤

Survey of the evolution of architectural styles from primitive architecture to the contemporary: Systems-engineered building complexes; relationship that these architectural periods have to present-day construction methods. 0201.00

**A/ET 108****Civil Engineer Drafting**

4 units, 2 hours lecture, 6 hours laboratory (GR)

Prerequisite: A/ET 100

Acceptable for credit: CSU

Introduction to civil engineering practice and calculations: Angle measurement, maps and site plans, traversing, leveling and profiles, road and pipeline design, and earthwork drawing and calculation. 0953.00

**A/ET 110****Introduction to 3D Modeling and Rendering**

3 units, 1.5 hours lecture, 4.5 hours laboratory (GR)

Recommended preparation: A/ET 104A or equivalent professional experience

Acceptable for credit: CSU

Creation of 3D visualization/animation drawings from plans, elevations and sections using the latest 3D computer software: Computer-generated/rendered modeling drawings of a design project; image/video/lighting elements and techniques, resulting in the creation of an advanced, state-of-the-art rendering and/or animation. 0953.00

**A/ET 111****Introduction to Sustainable Architectural Design Applications**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Introduction to sustainable architectural and environmental design applications: Survey of green building precedents, trends in contemporary architectural design, and new sustainable technologies; creation of customized Green Building Standards Reference Guide; product and system selection; impact of new technologies as well as cultural, socioeconomic, and regulatory systems on green building design. 0201.00

**A/ET 112****Building Systems Principles for Sustainable Residential Adaptation**

2 units, 2 hours lecture (GR or N/NP)

Acceptable for credit: CSU

Introduction to local precedents in design: Materials, practices, and function from a systems point of view. Survey of historic construction practices, current trends in building design, construction and rehabilitation practices. Exploration of new technologies and regulatory systems' impacts on maintenance of adaptation emphasizing indoor air quality, occupant comfort, and building durability. 0201.00

**A/ET 121A****Introduction to Building Information Modeling with Autodesk Revit**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Recommended preparation: A/ET 211

Acceptable for credit: CSU

Introduction to Building Information Modeling (BIM) using Autodesk Revit: Use of computer and software to develop plans, details, sections, elevations and schedules from Revit generated Building Information Model. 0201.00

**A/ET 121B****Advanced Building Information Modeling with Autodesk Revit**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Prerequisite: A/ET 121A

Acceptable for credit: CSU

Advanced concepts in Building Information Modeling (BIM) using Autodesk Revit: Development of plans, details, sections, elevations and schedules from Revit generated Building Information Model. 0201.00

**A/ET 200****Special Projects Laboratory**

1-2 units, 3-6 hours laboratory (GR)

Course study under this section may be repeated three times.

Open laboratory for working on selected projects: Provides an opportunity for development of advanced projects of individual interest. 0953.00

**A/ET 204****Computer-Aided Drafting Laboratory–CAD Lab**

1 unit, 4 hours laboratory (GR)

Prerequisite or corequisite: A/ET 104A or 104B

Course study under this section may be repeated one time.

Supervised computer-aided drafting laboratory: Designed as an adjunct to A/ET 104A and 104B focusing on computer drafting skills using current software. 0953.00

AA/AS 4c

**A/ET 211****Fundamentals of Drafting Techniques**

4 units, 2 hours lecture, 6 hours laboratory (GR)

Fundamentals of drafting: Selection and use of standard instruments; lettering, sketching, and dimensioning conventions; principles of applied geometry underlying orthographic and pictorial drawings; and examples of drafting disciplines including architectural, civil, structural, mechanical, and electrical. 0953.00

**A/ET 248GA-MZ****Selected Topics in Architectural and Engineering Technology**

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR)

See section on Selected Topics. 0953.00

**COPED 466B****Occupational Work Experience in Architectural Technology**

1-4 units, hours to be arranged (GR) 0201.00

**COPED 466J****Occupational Work Experience in Engineering Technology**

1-4 units, hours to be arranged (GR) 0953.00

## ART (ART)

The Art Department offers a wide variety of courses in both fine and applied art to meet student goals ranging from personal interest to preparation for transfer to four-year institutions or professional art schools.

### CERAMICS

A major in ceramics provides the necessary technical knowledge, skills, and aesthetic judgment to students transferring to four-year institutions or professional art schools. The major can lead to a career in industrial design or as an individual craftsman.

#### Degree Major Requirements:

Dept/No.	Title	Units
<b>FIRST SEMESTER</b>		
ART 41	Basic Design	2
ART 80	Beginning Ceramics	2
<b>SECOND SEMESTER</b>		
ART 20	Beginning Drawing and Composition	2
ART 70	Beginning Sculpture	2
ART 81	Continuing Ceramics	2
<b>THIRD SEMESTER</b>		
ART 40+	Color Dynamics: The Interaction of Color	3
ART 71	Continuing Sculpture	2
ART 82	Intermediate Ceramics	3
<b>Select one course from the following:</b>		
ART 2+	History of Ancient Art (Prehistoric to 1100 A.D.) (3)	
ART 3+	History of Medieval, Renaissance, Baroque Art (1100-1800 A.D.) (3)	
ART 4+	History of Modern Art (1800 to Present) (3)	3
<b>FOURTH SEMESTER</b>		
ART 83	Advanced Ceramics	3
ART 84	Special Projects: Ceramics	2
<b>Select one course from the following:</b>		
ART 50	Beginning Painting (2)	
ART 60	Beginning Painting: Watercolor (2)	2
<b>Total Required Units:</b>		<b>28</b>

+Course may be applied to Associate Degree General Education requirement.  
For Associate Degree General Education requirements, refer to page 100.

#### Recommended:

Art 2, 3, 4, 5, 6, 21, 72, 73, 118  
Chem 30A

## COMMUNICATION GRAPHICS (ADVERTISING DESIGN)

Communication Graphics is a recommended preparation for students preparing to transfer to four-year institutions or professional art schools to develop careers in such fields as advertising, display, illustration, packaging, and printing.

**Degree Major Requirements:** (Revision in progress, see Department Chair for assistance)

Dept/No.	Title	Units
<b>FIRST SEMESTER</b>		
ART 20	Beginning Drawing and Composition	2
ART 41	Basic Design	2
GRART 112	Creative Process and Solutions	3
<b>SECOND SEMESTER</b>		
ART 25	Beginning Figure Drawing and Composition	2
ART 40+	Color Dynamics: The Interaction of Color	3
ART 60	Beginning Painting: Watercolor	2
GRART 131	Digital Documents (QuarkXPress)	2.5
<b>THIRD SEMESTER</b>		
ART 42	Intermediate Design: Color	3
GRART 136	Adobe Photoshop Basics	2.5
<b>Select one course from the following:</b>		
ART 100	Beginning Printmaking (3)	
ART 104	Beginning Etching (2)	
ART 108	Beginning Lithography (2)	
ART 112	Beginning Screen Printing (3)	2-3
<b>Total Required Units:</b>		<b>24-25</b>

+Course may be applied to Associate Degree General Education requirement.  
For Associate Degree General Education requirements, refer to page 100.

#### Recommended:

Art 26 or 30, 35, 50 or 55, 90 and any Art History course  
Media 103  
Photo 10, 221C  
Psych 1A

## FINE ARTS

These courses emphasize the study of the theoretical, historical, cultural, and technical aspects of a wide range of visual arts. Students will develop an awareness of the various styles, periods, and movements in the fine arts and how they relate to life and the world. Courses are designed to offer the knowledge-base and practical skills necessary to earn an Associate of Arts Degree.

For the Associate of Arts Degree in Art (Fine Arts), students must complete the General Education pattern and elective courses for an additional 25 units. Students must complete 35 units in the major courses with a grade of "C" or better, 19 units of general education requirements, and an additional 6 units of elective courses for a total of 60 units. As this degree alone may not be complete preparation for transfer, students wishing to continue at the UC or CSU system should meet with a counselor to develop a transfer plan which addresses all general education and lower-division transfer requirements

### Degree Major Requirements:

Area	Units
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#### GROUP 1

Select at least one course from each of the following areas:

Basic or Advanced Design: ART 41, 42	2 each
Color Dynamics: ART 40	3
Painting: ART 50, 51, 55, 56, 127	2 each
Sculpture: ART 70, 71, 75, 76	2 each

#### GROUP 2

Select at least two courses from each of the following areas:

Art History: ART 1, 2, 3, 4, 5, 6, 7	3 each
Drawing: ART 20, 21, 34, 90*	2 each
Figure Drawing: ART 25, 26, 30, 31	2 each

#### GROUP 3

Select 12 units from the following:

Special Projects, Intermediate, and/or Advanced Work: ART 22*, 23*, 24, 27*, 28*, 29, 32*, 33*, 43, 45, 52*, 53*, 54, 57, 58, 72*, 73*, 74, 77*, 78*, 79, 91*, 128	2 each
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and/or

Portraiture: ART 35, 36, 37*, 38*, 39	2 each
Watercolor Painting: ART 60, 61, 62*, 63*, 64	2 each
Printmaking (etching, lithography, screen printing): ART 100*, 101*, 102*, 103*, 104, 105, 106, 107, 108, 109, 110, 111, 112*, 113*, 114*, 115*, 117	2 each
Ceramics: ART 80, 81, 82*, 84*, 118	<u>2 each</u>

**Total Required Units (Minimum):** **35**

\*3 units each

For Associate Degree General Education requirements, refer to page 100.

#### ART 1

##### Introduction to Art History

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC

Introduction to art purposes, principles and forms: Basic understanding of stylistic development and methods of analysis with emphasis on twentieth century art. 1001.00

AA/AS area 3; CSU area C1; IGETC area 3A

#### ART 2

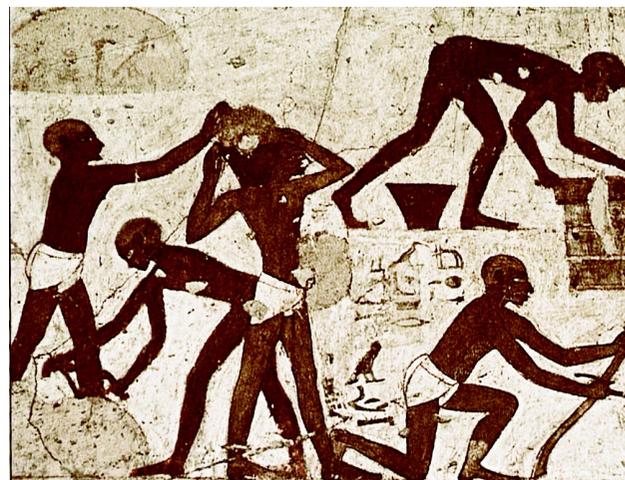
##### History of Ancient Art (Prehistoric to 1100 A.D.)

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC

Survey of major visual art forms of early civilizations: Mesopotamian, Egyptian, Aegean, Greek, Roman, Early Christian, and Byzantine painting, sculpture, and architecture. 1001.00

AA/AS area 3; CSU area C1; IGETC area 3A



**ART 3****History of Medieval, Renaissance, Baroque Art (1100-1800 A.D.)**

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC

Major visual art forms of Western cultures during Medieval, Renaissance, Baroque and Rococo periods: Survey of the foremost artists and their works. 1001.00

AA/AS area 3; CSU area C1; IGETC area 3A

**ART 4****History of Modern Art (1800 to Present)**

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC

Major visual art forms and movements of the nineteenth and twentieth centuries: Concentration on the foremost painters, sculptors and architects of the modern period and their works. 1001.00

AA/AS area 3; CSU area C1; IGETC area 3A

**ART 5****History of Asian Art (Past to Present)**

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC

Major visual arts of Asia: Emphasis on painting, ceramics, sculpture, and architecture. 1001.00

AA/AS area 3; CSU area C1; IGETC area 3A

**ART 6****History of African Art and Related Cultures (Past to Present)**

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC

History of African art through sculpture, crafts, architecture, jewelry, and musical instruments. 1001.00

AA/AS area 3; CSU area C1; IGETC area 3A

**ART 7****History of African-American Art (Past to Present)**

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC

Development of the African-American visual artist in the Americas. Contributions of selected major African-American artists and contemporary trends. 1001.00

AA/AS area 3, 5; CSU area C1; IGETC area 3A

**ART 20****Beginning Drawing and Composition**

2-3 units, 1-2 hours lecture, 3-4 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Freehand drawing with various media: Drawing techniques and fundamentals of composition applied to subject matter including an introduction to perspective. 1002.10

**ART 21****Continuing Drawing and Composition**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Special problems of composition and drawing techniques in relation to drawing as a fine art: Study of form in black and white and in color. 1002.10

**ART 22****Intermediate Drawing and Composition**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Exploration in drawing through a series of related works: Individual interests developed. 1002.10

**ART 23****Advanced Drawing and Composition**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Advanced drawing techniques applied to selected subjects and goals. 1002.10

**ART 24****Special Projects: Drawing**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Independent exploration and experimentation in special areas of drawing. 1002.10

**ART 25****Beginning Figure Drawing and Composition**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Understanding the figure from quick sketches to long careful studies of the live model: Fundamentals of anatomy, proportion, drawing techniques, and composition. 1002.10

**ART 26****Continuing Figure Drawing and Composition**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/ NP)

Acceptable for credit: CSU, UC

Continuing drawing from the live model: Introduction to more advanced problems. 1002.10

**ART 27****Intermediate Figure Drawing and Composition**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/ NP)

Acceptable for credit: CSU, UC

Intermediate drawing from the live model: Emphasis on composition and color in figure drawing. 1002.10

**ART 28****Advanced Figure Drawing and Composition**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/ NP)

Acceptable for credit: CSU, UC

Advanced drawing from the live model: Emphasis on developing an individual style. 1002.10

**ART 29****Special Projects: Figure Drawing**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/ NP)

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Continued study and development of special projects in figure drawing from the live model. 1002.10

**ART 30****Beginning Figure Drawing: Anatomy**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/ NP)

Acceptable for credit: CSU, UC

Study and drawing of the human form using live models: Emphasis on basic problems of line, gesture, volume, and anatomy. 1002.10

**ART 31****Continuing Figure Drawing: Anatomy**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/ NP)

Acceptable for credit: CSU, UC

Continuation of ART 30 using live models: Emphasis on problems of proportion and perspective, stressing anatomy. 1002.10

**ART 32****Intermediate Figure Drawing: Anatomy**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/ NP)

Acceptable for credit: CSU, UC

Continuation of ART 31 using live models: Emphasis on anatomy for achieving realistic drawing; review of drawing principles and techniques. 1002.10

**ART 33****Advanced Figure Drawing: Anatomy**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/ NP)

Acceptable for credit: CSU, UC

Continuation of ART 32 using live models: Emphasis on the anatomically realistic likeness using longer poses. 1002.10

**ART 34****Freehand Perspective Drawing**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/ NP)

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Techniques and principles of freehand perspective drawing: Creating the illusion of three-dimensional objects and space on a two-dimensional surface, including one-, two-, three-point perspective. 1002.10

**ART 35****Beginning Portraiture**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/ NP)

Acceptable for credit: CSU, UC

Drawing portraits from the live model: Emphasis on anatomy, proportion, and achieving a likeness. 1002.10

**ART 36****Continuing Portraiture**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/ NP)

Acceptable for credit: CSU, UC

Drawing portraits from the live model: Emphasis on composition, position, clothing, and color. 1002.10

**ART 37****Intermediate Portraiture**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/ NP)

Acceptable for credit: CSU

Drawing portraits from the live model: Achieving a likeness of the model in various media with emphasis on developing a personal style. 1002.10

**ART 38****Advanced Portraiture**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Acceptable for credit: CSU

Professionally-oriented course structured around a variety of simulated portrait commissions: Executed in a variety of media; may include both drawing and painting. 1002.10

**ART 39****Special Projects: Portraiture**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU

Course study under this section may be repeated three times.

Development of an individual style and portfolio of consistent works suitable for an exhibition. 1002.10

**ART 40****Color Dynamics: The Interaction of Color**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Color interaction as developed by Josef Albers whose discoveries are widely used today in all the visual arts: Presentation of a series of studio problems designed to sharpen color perception, increase sensitivity to color relationships, and help the student discover a new kind of space, tension, rhythm, form, and harmony through interaction of color. 1002.10

AA/AS area 3

**ART 41****Basic Design**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Course study under this section may be repeated one time.

Fundamental elements of design: Dot, line, plane, volume, space, color, texture and light; laboratory experience in visual composition and layout emphasizing two-dimensional design. 1002.10

**ART 42****Intermediate Design: Color**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Studio problems in color and design: Emphasis on the use of color in visual composition; may include two-and three-dimensional design in a variety of media. 1002.10

**ART 43****Advanced Design: Color**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Continuation of ART 42 exploring problems in visual composition: Emphasis on the interaction of color and form; may include two-dimensional and/or three-dimensional design. 1002.10

**ART 45****Special Projects in Design**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU

Course study under this section may be repeated three times.

Development of advanced skills, individual styles, and portfolios in design. 1002.10

**ART 48GA-MZ****Selected Topics in Art**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC♦

See section on Selected Topics. 1002.00

**ART 49****Independent Study in Art**

.5-5 units (GR or P/NP)

Acceptable for credit: CSU, UC♦

See section on Independent Study. 1002.00

**ART 50****Beginning Painting**

2-3 units, 1-2 hours lecture, 3-4 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Basic techniques of oil or acrylic painting: Preparation and use of canvas and supports, color mixing, composition in a variety of styles, development of imaginative and objective images. 1002.10

**ART 51****Continuing Painting**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/ NP)

Acceptable for credit: CSU, UC.

Emphasizes composition using oils, acrylics, and mixed media; may include live models. 1002.10

**ART 52****Intermediate Painting**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/ NP)

Acceptable for credit: CSU, UC

Continuation of ART 51: Emphasis on more independent and complex activities and projects. 1002.10

**ART 53****Advanced Painting**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/ NP)

Acceptable for credit: CSU, UC

Continuation of ART 52: Emphasis on developing greater clarity in personal imagery and painting style; development of a professional portfolio. 1002.10

**ART 54****Special Projects: Painting**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/ NP)

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Continued study and skill development with oil and acrylics: May include production of murals and other large-scale paintings as well as individual projects. 1002.10

**ART 55****Beginning Oil Painting and Related Drawing Techniques**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/ NP)

Acceptable for credit: CSU, UC

Beginning oil painting: Color mixing, composition, and related drawing techniques. 1002.10

**ART 56****Continuing Oil Painting and Related Drawing Techniques**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/ NP)

Acceptable for credit: CSU, UC

Continuation of ART 55: Development of skills in painting and making aesthetic judgments while creating still-life arrangements in oil. 1002.10

**ART 57****Intermediate Oil Painting and Related Drawing Techniques**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/ NP)

Acceptable for credit: CSU, UC

Intermediate level oil painting: Advances from still-life arrangements to compositions using the figure as subject. 1002.10

**ART 58****Advanced Oil Painting and Related Drawing Techniques**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/ NP)

Acceptable for credit: CSU, UC

Advanced level oil painting: Further exploration of the figure as subject. 1002.10

**ART 60****Beginning Painting: Watercolor**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/ NP)

Acceptable for credit: CSU, UC

Fundamentals of washes, brushwork, color, and special effects: Transparent, wet-into-wet, and opaque techniques as applied to various subject matter. 1002.10

**ART 61****Continuing Painting: Watercolor**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/ NP)

Acceptable for credit: CSU, UC

Continued development of skills, techniques, and content in watercolor painting: Creative experimentation and individual expression in watercolor painting processes. 1002.10

**ART 62****Intermediate Painting: Watercolor**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/ NP)

Acceptable for credit: CSU, UC

Intermediate level development of skills, techniques, and content in watercolor painting: Creativity, composition, and individual expression through watercolor techniques emphasized; concentrated work in specific areas. 1002.10

**ART 63****Advanced Painting: Watercolor**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Advanced watercolor painting skills, techniques, and content: Individual goals designed by student with instructor with concentration on a series of paintings for possible exhibition or portfolio presentation. 1002.10

**ART 64****Special Projects: Watercolor Painting**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Continued study and skill development in advanced watercolor projects. 1002.10

**ART 70****Beginning Sculpture**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Creative experimentation involving work in non-objective and representational subject matter: Use of media such as water-based clay, wire, wood, paper, magnesite, and plaster. 1002.20

**ART 71****Continuing Sculpture**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Continuation of ART 70: Emphasis on materials such as plaster, concrete, welded steel, wood, and cast metal. 1002.20

**ART 72****Intermediate Sculpture**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Continuation of ART 71: Emphasis on various techniques such as mold-construction, color, and metal welding. 1002.20

**ART 73****Advanced Sculpture**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Continuation of ART 72 utilizing advanced techniques: Creative sculptural concepts involving various media. 1002.20

**ART 74****Special Projects: Sculpture**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Continued study and skill development in advanced sculpture projects. 1002.20

**ART 75****Beginning Figure Sculpture**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC.

Introduction to direct modeling from the live model: Uses various media. 1002.20

**ART 76****Continuing Figure Sculpture**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Continuation of ART 75: Direct modeling from the live model; emphasis on proportion and composition using various media. 1002.20

**ART 77****Intermediate Figure Sculpture**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Continuation of ART 76: Direct modeling from the live model; emphasis on accurate, sensitive, expressive modeling of the human figure. 1002.20

**ART 78****Advanced Figure Sculpture**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Continuation of ART 77: Experimentation with abstract interpretations of the model with emphasis on developing greater clarity and personal style. 1002.20

**ART 79****Special Projects: Figure Sculpture**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Continued study and skill development in advanced figure sculpture projects. 1002.20

**ART 80****Beginning Ceramics**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Introduction to ceramics: Forming techniques, design, glazing, and firing processes. 1002.30

**ART 81****Continuing Ceramics**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Continuation of ART 80: Emphasis on design problems and skill development in forming, glazing, and firing processes. 1002.30

**ART 82****Intermediate Ceramics**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Continuation of ART 81: Emphasis on glaze formulation, firing, and further skill development in forming processes. 1002.30

**ART 83****Advanced Ceramics**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Continuation of ART 82: Emphasis on individual expression; experimentation in glazes, clay bodies, and kiln firing. 1002.30

**ART 84****Special Projects: Ceramics**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Exploration and experimentation in special areas of ceramics. 1002.30

**ART 90****Illustration**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Acceptable for credit: CSU

Course study under this section may be repeated one time.

Development of illustrations from original concept to finished art in variety of media: Pencil, pen and ink, wash, and mixed media. 1013.00

**ART 91****Advanced Illustration**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Acceptable for credit: CSU

Course study under this section may be repeated one time.

Continuation of ART 90B: Exploration of advanced illustration techniques and style, camera-ready art work, and development of a portfolio. 1013.00

**ART 100****Beginning Printmaking**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Combinations of printmaking processes: Conventional and experimental techniques in lithography, etching, mono-printing, relief printing, and collograph. 1013.00

**ART 101****Continuing Printmaking**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Continuation of ART 100: Emphasis on color, larger-scale projects, and non-traditional methods. 1013.00

**ART 102****Intermediate Printmaking**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Continuation of ART 101: Emphasis on multi-plate color printing and its refinement. 1013.00

**ART 103****Advanced Printmaking**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/ NP)

Acceptable for credit: CSU, UC

Continuation of ART 102: Continued study and experimentation with advanced techniques and refining of editioning skills. 1013.00

**ART 104****Beginning Etching**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/ NP)

Acceptable for credit: CSU, UC

Introduction to etching (intaglio printmaking) process and edition printing techniques. 1013.00

**ART 105****Continuing Etching**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/ NP)

Acceptable for credit: CSU, UC

Continuation of ART 104: Emphasis on techniques of etching such as hard- and soft-ground, aquatint, sugar-lift, and dry-point on zinc plates; introducing use of color. 1013.00

**ART 106****Intermediate Etching**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/ NP)

Acceptable for credit: CSU, UC

Continuation of ART 105: Emphasis on photo-etching, multi-plate color printing and registration, and edition printing. 1013.00

**ART 107****Advanced Etching**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/ NP)

Acceptable for credit: CSU, UC

Continuation of ART 106: Refinement of multi-plate color proofing, printing and editioning techniques with emphasis on students' personal interests in the field. 1013.00

**ART 108****Beginning Lithography**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/ NP)

Acceptable for credit: CSU, UC

Introduction to printmaking: Principles of stone lithography. 1013.00

**ART 109****Continuing Lithography**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/ NP)

Acceptable for credit: CSU, UC

Continuation of ART 108: Stone lithography with introduction to aluminum plate lithography. 1013.00

**ART 110****Intermediate Lithography**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/ NP)

Acceptable for credit: CSU, UC

Continuation of ART 109: Emphasis on color printing, registration, editioning, and press technique. 1013.00

**ART 111****Advanced Lithography**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/ NP)

Acceptable for credit: CSU, UC

Continuation of ART 110: Emphasis on photo processes. 1013.00

**ART 112****Beginning Screen Printing**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/ NP)

Acceptable for credit: CSU, UC

Major techniques of screen printing (serigraphy): Introduction of multi-color, photo-processes, and textile printing. 1013.00

**ART 113****Continuing Screen Printing**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/ NP)

Acceptable for credit: CSU, UC

Continuation of ART 112: Emphasis on hand-made stencils for the photo process. 1013.00

**ART 114****Intermediate Screen Printing**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/ NP)

Acceptable for credit: CSU, UC

Continuation of ART 113: Emphasis on stencils made directly on screen for multi-color printing. 1013.00

**ART 115****Advanced Screen Printing**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/ NP)

Acceptable for credit: CSU, UC

Continuation of ART 114: Emphasis on creativity and techniques of individual projects. 1013.00

**ART 117****Special Projects: Printmaking**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Continued study and skill development in special printmaking projects. 1013.00

**ART 118****Ceramics: Raku**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Introduction to the ancient art of Raku ceramics: Aesthetic and philosophical considerations; mixing, applying, and firing raku glazes. 1002.30

**ART 127****Asian Brush Painting**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Traditional and contemporary theories and techniques of Asian brush painting: Exploration of various Chinese materials, techniques, calligraphy, and role of philosophical concepts; contrasts Asian aesthetic with Western traditions; skill and concept development. 1002.10

**ART 128****Special Projects: Asian Brush Painting**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU

Course study under this section may be repeated three times.

Continued study and development of special projects in Asian brush painting. 1002.10

**ART 129****Introduction to Mural Art**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Muralism as a social movement: Study of contemporary mural movements and their historical antecedents; social, economic, cultural and political influences and significance; actual execution of mural work created collaboratively by faculty and students. 1002.10

AA/AS area 3; CSU area C1

**ART 141****Eco Art Matters**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Acceptable for credit: CSU

Exploration of the history and aesthetics of the environmental/community art movement: Exhibition of student-created eco art works, installations or performances based on an important "matter" of their choosing, and exploration of a variety of media; includes community outreach projects. 1002.10

AA/AS area 3

**ART 223****Beginning Art Gallery Management**

1.5 units, 1 hour lecture, 1.5 hours laboratory (GR or P/NP)

Practical experience in all phases of art exhibition: Research in art-exhibit design and philosophy; includes field trips. 1002.00

**ART 224****Continuing Art Gallery Management**

1.5 units, 1 hour lecture, 1.5 hours laboratory (GR or P/NP)

Continuation of ART 223: Continued research and related theory, budget analysis, and lighting techniques and installation. 1002.00

**ART 225****Intermediate Art Gallery Management**

1.5 units, 1 hour lecture, 1.5 hours laboratory (GR or P/NP)

Continuation of ART 224: Comparison of exhibition design theories, planning for special events, and choosing and arranging art work. 1002.00

**ART 226****Advanced Art Gallery Management**

1.5 units, 1 hour lecture, 1.5 hours laboratory (GR or P/NP)

Continuation of ART 225: Writing an artist statement, introduction for exhibits, and grant writing; planning for community outreach. 1002.00

**ART 248GA-MZ****Selected Topics in Art**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

See section on Selected Topics. 1002.00



## ASIAN AND ASIAN-AMERICAN STUDIES (ASAME)

The Asian and Asian American Studies Program includes courses concentrating on Asia as well as courses concerning Asian peoples and Asian Americans in the Americas. Historical, sociological, psychological and aesthetic perspectives are utilized in these courses in order to provide a broad understanding of this diverse area of the world and the dynamic peoples who live there and trace their ancestry to that region.

### Degree Major Requirements:

Dept/No.	Title	Units
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Select at least one course from **both** Group 1 and Group 2. The remainder of the 18 units can be selected from **either** Group 1 or Group 2.

**GROUP 1**

ASAME 17 Perspectives on American Racism (3)

or

AFRAM 17 Perspectives on American Racism (3)

or

M/LAT 17 Perspectives on American Racism (3)

or

NATAM 17 Perspectives on American Racism (3)

ASAME 32 Asian-American Psychology (3)

ASAME 45A Asian-American History to 1945 (3)

ASAME 45B Asian-American History from 1945 to the Present (3)

**GROUP 2**

ASAME 21 Asian-American Communities (3)

ASAME 26 Politics in Modern Asian (3)

ASAME 29 China in the 20<sup>th</sup> Century (3)

ASAME 30 Asians and Asian-Americans through Films (3)

CHIN 1 Elementary Chinese (Mandarin) (5)

CHIN 2 Elementary Chinese (Mandarin) (Continuation) (5)

CHIN 3 Intermediate Chinese (Mandarin) (5)

CHIN 4 Intermediate Chinese (Mandarin) (Continuation) (5)

JAPAN 50A Conversational Japanese and Culture (3)

JAPAN 50B Conversational Japanese and Culture (3) **18**

**Total Required Units (Minimum): 18**

Courses may be applied to Associate Degree General Education requirement.

For Associate Degree General Education requirements, refer to page 100.

**ASAME 17****Perspectives on American Racism**

3 units, 3 hours lecture (GR)

Also offered as Afram 17, M/Lat 17, and Natam 17. Not open for credit to students who have completed or are currently enrolled in Afram 17, M/Lat 17, or Natam 17.

Acceptable for credit: CSU, UC

Perspectives on racism in America: Exploration of the psychological, sociological, and economic implications and etiology of racism from the African-American, Asian-American, Mexican/Latin-American, and Native American perspectives. 2203.02

AA/AS area 2, 5; CSU area D; IGETC area 4

**ASAME 21****Asian-American Communities**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Study of political, economic, and social structures of Asian-American communities, past and present: Emphasis on current issues and problems. 2203.02

AA/AS area 2, 5; CSU area D; IGETC area 4

**ASAME 26****Politics in Modern Asia**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Survey of major political developments in Asia in the twentieth century. 2203.02

AA/AS area 2; CSU area D; IGETC area 4

**ASAME 29****China in the 20th Century**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Study of twentieth-century China as a society in change: Critical examination of the people and events that brought China from a decaying empire to a modern communist nation. 2203.02

AA/AS area 2; CSU area D; IGETC area 4

**ASAME 30****Asians and Asian-Americans through Films**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Culture and societies of Asia and the Asian Diaspora, with particular emphasis on Asian-American documentary and dramatic films: Examination of films as a medium of communication and representation of Asian and Asian-American cultures, exploring common cultural elements and symbols; themes and motifs in films by and about Asian Americans, Central Asians, East Asians, and South and Southeast Asians. 2203.02

AA/AS area 2, 3, 5; CSU area C2; IGETC area 3B

**ASAME 32****Asian-American Psychology**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Principles of psychology as they relate to the growth and development of Asian-Americans. 2203.02

AA/AS area 2, 5; CSU area D, E; IGETC area 4

**ASAME 35****Women of Color**

3 units, 3 hours lecture (GR)

Also offered as Afram 35, M/Lat 35, and Natam 35. Not open for credit to students who have completed or are concurrently enrolled in Afram 35, M/Lat 35, or Natam 35.

Acceptable for credit: CSU, UC

Interdisciplinary examination of the lives of women of color in the U.S.: Exploration of the intersection of gender, class, ethnicity, and race in the lives of African-American, Asian-American, Chicana/Latina, and Native-American women in the U.S. 2203.02

AA/AS area 2, 5; CSU area D; IGETC area 4

**ASAME 45A****Asian-American History to 1945**

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC

Asian-American history from the Pre-Columbian period to 1945: The "old" Asian immigrants and their experiences: Labor, settlement, community, racist opposition, and eventual acceptance. 2203.02

AA/AS area 2, 5; CSU area D; IGETC area 4

**ASAME 45B****Asian-American History from 1945 to the Present**

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC

Asian-American history from 1945 to the present: The “new” Asian immigration, assimilation, Asian-American empowerment, and community development. 2203.02

AA/AS area 2, 5; CSU area D; IGETC area 4

**ASAME 48GA-MZ****Selected Topics in Asian and Asian-American Studies**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

Acceptable for credit: CSU, UC◆

See section on Selected Topics. 2203.02

**ASAME 49****Independent Study in Asian and Asian-American Studies**

.5-5 units (GR)

Acceptable for credit: CSU, UC◆

See section on Independent Study. 2203.02

**ASAME 248GA-MZ****Selected Topics in Asian and Asian-American Studies**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

See section on Selected Topics. 2203.020

**ASTRONOMY (ASTR)****ASTR 1****Introduction to Astronomy**

3 units, 3 hours lecture (GR)

Not open for credit to students who have completed or are currently enrolled in Astr 10.

Recommended preparation: Math 201 or 210D, and 202

Acceptable for credit: CSU, UC➤

Introduction to the universe and insight into its mysteries: Development of modern astronomy, light, astronomical instruments, a brief survey of the solar system, the Sun, the stars, novas and supernovas, neutron stars, blackholes, galaxies, and cosmology. 1911.00

AA/AS area 1; CSU area B1; IGETC area 5A

**ASTR 10****Descriptive Astronomy**

3 units, 3 hours lecture (GR)

Not open for credit to students who have completed or are currently enrolled in Astr 1.

Acceptable for credit: CSU, UC➤

Survey of astronomy at a descriptive level: Development of modern astronomy, light, astronomical instruments, the sun, formation and evolution of the solar system, the terrestrial planets, the Jovian planets, asteroids, comets, planets around other stars, and a brief survey of stars. 1911.00

AA/AS area 1; CSU area B1; IGETC area 5A

**ASTR 48GA-MZ****Selected Topics in Astronomy**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

Acceptable for credit: CSU, UC◆

See section on Selected Topics. 1911.00

**ASTR 248GA-MZ****Selected Topics in Astronomy**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

See section on Selected Topics. 1911.00

## **BANKING AND FINANCE (BNK/F)**

The Banking and Finance program prepares students for entry-level positions in banks, savings and loan associations, and credit unions.

### **Degree Major/Certificate Requirements:**

<b>Dept/No.</b>	<b>Title</b>	<b>Units</b>
BNK/F 54	Principles of Banking	3
BNK/F 55	Money and Banking	3
BNK/F 56	Bank Management	3
BUS 1A	Financial Accounting (4)	
<b>or</b>		
BUS 20	General Accounting (3)	3-4
BUS 202*	Business Mathematics	3
ECON 1+	Principles of Economics (Macro-Economics)	3
<b>Select one course from the following:</b>		
BUS 5	Human Relations in Business (3)	
BUS 210	Financial Management and Investments (3)	
RLEST 2A	Principles of Real Estate (3)	<u>3</u>
	<b>Total Required Units:</b>	<b>21-22</b>

\*Math 201 or 210ABCD or a more advanced Math course may be substituted for Bus 202.

+Course may be applied to Associate Degree General Education requirement.

For Associate Degree General Education requirements, refer to page 100.

### **BNK/F 48GA-MZ**

#### **Selected Topics in Banking and Finance**

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory

Acceptable for credit: CSU

See section on Selected Topics. 0504.00

### **BNK/F 54**

#### **Principles of Banking**

3 units, 3 hours lecture (GR)

Course number assigned by the American Institute of Banking; course may or may not transfer to four-year institutions.

Comprehensive introduction to the diversified services and operations of the banking industry: Evaluation of U.S. banking; bank depositor relationships; marketing; deposit, loan and investment functions; Federal Reserve functions and services; regulations and controls. 0504.00

### **BNK/F 55**

#### **Money and Banking**

3 units, 3 hours lecture (GR)

Course number assigned by the American Institute of Banking; course may or may not transfer to four-year institutions.

How money functions in the U.S. and world economies: The concept of the money supply, role banks play in the creation of money and as participants in the nation's payment mechanism, various types of operations of financial institutions, workings of monetary and fiscal policies, functions and powers of the Federal Reserve. 0504.00

### **BNK/F 56**

#### **Bank Management**

3 units, 3 hours lecture (GR)

Course number assigned by the American Institute of Banking; course may or may not transfer to four-year institutions.

Introduction to bank management: Day-to-day bank activities, functional foundations in bank management, analytical techniques to measure performance, future expansion opportunities. 0504.00

### **BNK/F 248GA-MZ**

#### **Selected Topics in Banking and Finance**

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR)

See section on Selected Topics. 0504.00

### **BUS 456C**

#### **Occupational Work Experience in Banking and Finance**

1-4 units, hours to be arranged (GR) 0504.00

## BIOLOGICAL SCIENCES (BIOL)

The mission of the Biology Department includes providing: introductory courses that meet requirements for AA and AS degrees, transfer courses to four-year schools, prerequisites for professional schools (including programs for Registered Nurse, Licensed Vocational Nurse, Nurse Practitioner, Radiology Technicians, Physician Assistant, Dental, Dental Hygiene, Medical and Pharmacy), and courses geared toward Biomanufacturing (including two certificates and an AS degree).

The Biomanufacturing program is designed to provide students with the knowledge and skills necessary for employment in the biomanufacturing/pharmaceutical industry. It is a career ladder program that begins with training in basic biotechnology and biomanufacturing skills. In one semester, students can earn a Certificate of Proficiency in Biomanufacturing Skills (9 units). Students may continue their academic training by taking additional courses to earn a Certificate of Achievement in Biomanufacturing (one additional semester, total of 17 units). An AS in Biomanufacturing Production can be earned with one additional year of biomanufacturing courses along with required general education courses/electives.

### BIOMANUFACTURING SKILLS

The biomanufacturing program is designed to provide students with the knowledge and skills necessary for employment in the biomanufacturing/pharmaceutical industry. It functions as a career ladder program, intending to train students in basic biotechnology and biomanufacturing skills in one semester, earning a Certificate of Proficiency in biomanufacturing Skills.

### Career Opportunities in

Glassware washing, documentation coordinators, laboratory support workers, quality control inspectors.

### Certificate of Proficiency Requirements:

Dept/No.	Title	Units
BIOL 75	Fundamentals of Biotechnology	2
CHEM 30A	Introductory General Chemistry	4
MATH 208	Mathematics for Laboratory Sciences	<u>3</u>
<b>Total Required Units:</b>		<b>9</b>

## BIOMANUFACTURING

Students continue their academic training by taking additional courses to earn a Certificate of Achievement in Biomanufacturing gaining the skills and knowledge necessary for a higher level of employment within the manufacturing sector of the pharmaceutical industry.

### Career Opportunities in

Manufacturing and production ex. Material handlers, manufacturing assistant, instrumentation and calibration techniques, media prep assistant Research and Development ex. Laboratory assistant, green house worker, animal caretakers Quality control/Quality Assurance (QA/QC) ex. QC technician, QA specialist or assistant.

### Certificate of Achievement Requirements:

Dept/No.	Title	Units
<b>FALL SEMESTER</b>		
BIOL 75	Fundamentals of Biotechnology	2
CHEM 30A	Introductory General Chemistry	4
MATH 208	Mathematics for Laboratory Sciences	3
<b>SPRING SEMESTER</b>		
BIOL 3	Microbiology	5
BIOL 76	Principles of Biomanufacturing	<u>3</u>
<b>Total Required Units:</b>		<b>17</b>

## **BIOMANUFACTURING PRODUCTION**

*(Pending state approval)*

The associate degree continues to build on the courses taught for the certificates of proficiency and achievement to prepare graduates to work in the biomanufacturing/pharmaceutical industry as technicians. Students will learn how to operate and maintain the equipment used to manufacture protein pharmaceutical products; culture bacterial, yeast, and mammalian cells and recover the proteins that those cells produce. Students will follow good manufacturing practices by maintaining records in order to comply with quality assurance procedures and government regulations.

### **Career Opportunities in**

Manufacturing Technician, Production Technician, Laboratory Technician, Quality Control Technician.

### **Degree Major/Certificate Requirements:**

Dept/No.	Title	Units
<b>FIRST SEMESTER</b>		
BIOL 75	Fundamentals of Biotechnology	2
CHEM 30A	Introductory General Chemistry	4
MATH 208	Mathematics for Laboratory Sciences	3
<b>SECOND SEMESTER</b>		
BIOL 3	Microbiology (5)	
	<b>or</b>	
BIOL 73	Cell Culture Principles and Techniques (4)	
	<b>and</b>	
BIOL 76	Principles of Biomanufacturing (3)	5-7
<b>THIRD SEMESTER</b>		
BIOL 72A	Biotech Instrumentation: Good Laboratory Practices and Safe Chemical Handling	1
BIOL 72B	Biotech Instrumentation: Clean Room	1
BIOL 72C	Biotech Instrumentation: PCR	1
BIOL 72D	Biotech Instrumentation: Quality Control	1
BIOL 74	Scientific Communication	3
<b>FOURTH SEMESTER</b>		
BIOL 77	Business and Regulatory Practices in Biomanufacturing	3
BIOL 79	Bioreactor Cell Culture and Protein Recovery	4
	<b>Total Required Units:</b>	<b>28-30</b>

For Associate Degree General Education requirements, refer to page 100.

Recommendations include ENGL 1A, HUMAN 30A and courses in Computer Information Systems.

### **BIOL 1A**

#### **General Biology**

5 units, 3 hours lecture, 6 hours laboratory (GR)

Prerequisite: Chem 1A

Acceptable for credit: CSU, UC

Introduction to general biology: Cell structure and function, metabolism, molecular and organismal genetics, and animal physiology. 0401.00

AA/AS area 1; CSU area B2, B3; IGETC area 5B

### **BIOL 1B**

#### **General Biology**

5 units, 3 hours lecture, 6 hours laboratory (GR)

Prerequisite: Biol 1A

Acceptable for credit: CSU, UC

Continuation of BIOL 1A: Origin of life, evolution, classification, plant structure and function, and ecology. 0401.00

AA/AS area 1; CSU area B2, B3; IGETC area 5B

### **BIOL 2**

#### **Human Anatomy**

5 units, 4 hours lecture, 3 hours laboratory (GR)

Prerequisite: Biol 10 or 24

Acceptable for credit: CSU, UC>

Detailed study of human body structure: Molecules, cells, tissues, organs and organ systems, basic physiology and cell division, selected human diseases. Laboratory work includes extensive use of microscopes, figures/charts, three-dimensional models, dissected human cadavers, and dissection of other mammalian organisms/organs. 0410.00

AA/AS area 1; CSU area B2, B3; IGETC area 5B

### **BIOL 3**

#### **Microbiology**

5 units, 4 hours lecture, 3 hours laboratory (GR)

Prerequisite: Chem 1A or 30A

Recommended preparation: Biol 10

Acceptable for credit: CSU, UC

Survey of the various microscopic agents of particular importance to humans: Emphasis on microbes involved in infectious diseases, host defenses against diseases, elements of infectious chains and means utilized for breaking the chains. 0403.00

AA/AS area 1; CSU area B2, B3; IGETC area 5B

**BIOL 4****Human Physiology**

5 units, 4 hours lecture, 3 hours laboratory (GR)

Prerequisite: Chem 1A or 30A

Recommended preparation: Biol 2

Acceptable for credit: CSU, UC➤

Detailed study of human body function: Molecules, cells, tissues, organs and organ systems, basic anatomy essential to understanding function, physical and chemical factors and process, and selected human diseases. Laboratory work includes computer simulations and interactive programs, physiological experiments and demonstrations, and use of microscopes. 0410.00

AA/AS area 1; CSU area B2, B3; IGETC area 5B

**BIOL 10****Introduction to Biology**

4 units, 3 hours lecture, 3 hours laboratory (GR)

Not open for credit to students who have completed or are currently enrolled in Biol 1A or 1B or 25.

Students with previous credit in Biol 11 receive only 1 unit of credit for Biol 10.

Acceptable for credit: CSU, UC➤

Fundamentals of biology for the non-major: Scientific inquiry, biological chemistry, cell structure and function, DNA and genetics, evolution and ecology, and an overview of living organisms. Includes laboratory exercises designed to complement lectures. 0401.00

AA/AS area 1; CSU area B2, B3; IGETC area 5B

**BIOL 11****Principles of Biology**

3 units, 3 hours lecture (GR)

Not open for credit to students who have completed or are currently enrolled in Biol 1A or 1B or 10.

Acceptable for credit: CSU, UC➤

Fundamentals of biology for the non-major: Scientific inquiry, biological chemistry, cell structure and function, DNA and genetics, evolution and ecology, and an overview of living organisms. 0401.00

AA/AS area 1; CSU area B2; IGETC area 5B

**BIOL 20A****Human Anatomy and Physiology**

5 units, 4 hours lecture, 3 hours laboratory (GR)

Recommended preparation: Biol 24 or Chem 30A

Acceptable for credit: CSU, UC➤

Structure and function of the human body: Biological chemistry, cytology, tissues, and integumentary, skeletal, muscular and nervous systems; selected human diseases. Laboratory work: Dissection of mammalian organs, work with dissected human cadavers; use of microscopes, figures/charts, three-dimensional models; physiological experiments and demonstrations, and computer simulations. 0410.00

AA/AS area 1; CSU area B2, B3; IGETC area 5B

**BIOL 20B****Human Anatomy and Physiology**

5 units, 4 hours lecture, 3 hours laboratory (GR)

Prerequisite: Biol 20A

Acceptable for credit: CSU, UC➤

Structure and function of the human body: Special senses, endocrine, cardiovascular, immune, respiratory, digestive, urinary and reproductive systems; selected human diseases. Laboratory work includes dissection of mammalian organs, work with dissected human cadavers; use of microscopes, figures/charts, three-dimensional models; physiological experiments and demonstrations, and computer simulations. 0410.00

AA/AS area 1; CSU area B2, B3; IGETC area 5B

**BIOL 24****Basic Human Anatomy and Physiology**

4 units, 3 hours lecture, 3 hours laboratory (GR)

Acceptable for credit: CSU, UC

Fundamentals of the structure and function of the human body from an organ system perspective: Key concepts and basic principles of the chemistry of life and organic compounds, cells and tissues, cell physiology, organ systems, selected human diseases. Laboratory work includes use of microscopes, figures/charts, three-dimensional models, dissection of mammalian organs and demonstration of human cadavers. 0410.00

AA/AS area 1; CSU area B2, B3; IGETC area 5B

**BIOL 27****Human Sexuality**

3 units, 3 hours lecture (GR)

Also offered as Hlted 27 and Psych 12. Not open for credit to students who have completed or are currently enrolled in Hlted 27 or Psych 12.

Acceptable for credit: CSU, UC

Exploration and analysis of the multifaceted aspects of human sexuality: Physiological, psychological, anatomical, sociological, legal, medical, educational, cultural; urogenital system of both sexes, birth control devices, and pregnancy. 0401.00

AA/AS area 2; CSU area D, E; IGETC area 4

**BIOL 28****Human Nutrition**

3 units, 3 hours lecture (GR)

Not open for credit to students who have completed or are currently enrolled in Biol 31 at College of Alameda or Nutr 10 at Merritt College.

Acceptable for credit: CSU, UC

Principles of nutritional science: Nutrients and their chemical and physiological roles in metabolism; nutrient requirements of humans. 0401.00

CSU area E

**BIOL 40****Infectious Diseases**

2 units, 2 hours lecture (GR)

Acceptable for credit: CSU

Introduction to infectious diseases: Etiology, epidemiology, pathogenesis, treatment, management, and prevention of common infectious diseases. 0403.00

**BIOL 41****AIDS: Facts and Issues**

1 unit, 1 hour lecture (GR)

Acceptable for credit: CSU

Introduction to AIDS: Virology, epidemiology, pathology, immunology, and diagnosis of Acquired Immune Deficiency Syndrome (AIDS); related public health issues. 0401.00

**BIOL 48GA-MZ****Selected Topics in Biological Sciences**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

Acceptable for credit: CSU, UC♦

See section on Selected Topics. 0401.00

**BIOL 49****Independent Study in Biological Sciences**

.5-5 units (GR)

Acceptable for credit: CSU, UC♦

See section on Independent Study. 0401.00

**BIOL 72A****Biotech Instrumentation: Good Laboratory Practices and Safe Chemical Handling**

1 unit, .5 hour lecture, 1.5 hours laboratory (GR)

Acceptable for credit: CSU

Good Laboratory Practices: Use of Good Laboratory Practices (GLP) for working in the laboratory and in writing and maintaining batch production records. 0430.00

**BIOL 72B****Biotech Instrumentation: Clean Room**

1 unit, .5 hour lecture, 1.5 hours laboratory (GR)

Acceptable for credit: CSU

Clean Room gowning: Introduction to clean room gowning, proper sanitation techniques necessary for working the production floor of biomanufacturing companies. 0430.00

**BIOL 72C****Biotech Instrumentation: PRC**

1 unit, .5 hour lecture, 1.5 hours laboratory (GR)

Acceptable for credit: CSU

Polymerase Chain reaction techniques: Molecular mechanisms and underlying biological concepts; applications of PCR in biotechnology and biomanufacturing, types of PCR methods, PCR experimental design issues and troubleshooting. 0430.00

**BIOL 72D****Biotech Instrumentation: Quality Control**

1 unit, .5 hour lecture, 1.5 hours laboratory (GR)

Acceptable for credit: CSU

Quality Control Assays: Common assays used in quality control including electrophoresis, High Performance Liquid Chromatography (HPLC) and Enzyme Linked Immunabsorbant Assay (ELISA) to test products. 0430.00

**BIOL 73****Cell Culture Principles and Techniques**

4 units, 2 hours lecture, 6 hours laboratory (GR)

Prerequisite: Biol 75

Acceptable for credit: CSU

Principles of and techniques for cell culture: Characteristics of cultured cells, types of cells grown, cell cycle, growth factors, understanding, avoiding, and detecting contamination, cell structure and differentiation includes bacterial, yeast, plant and mammalian cells. 0430.00

**BIOL 74****Scientific Communication**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Scientific communication in biomanufacturing and biotechnology: Analysis and preparation of protocols and standard operating procedures (SOPs) report and present data and experimental conclusions, analysis of articles about scientific research and developments in biotechnology. 0430.00

**BIOL 75****Fundamentals of Biotechnology**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Acceptable for credit: CSU, UC

Fundamentals in biotechnology laboratory techniques: Emphasis on developing skillful use of applicable instruments; protein purification and assays; recombinant DNA work; isolation and tracking techniques; the laboratory notebook, spreadsheet data analysis; written protocols and familiarity with standard operating procedures. 0430.00

**BIOL 76****Principles of Biomanufacturing**

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU

Development, production, recovery and analysis of biotechnology products: Tracing the path of a drug or biologic from the cell through the production facility, the final processing, and into the human body; growth characteristics of the organisms used to produce pharmaceutical proteins, and the techniques used in product recovery and product analysis. 0430.00

AA/AS area 1

**BIOL 77****Business and Regulatory Practices in Principles of Biomanufacturing**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Sound manufacturing procedures and basic business principles: Key concepts for product quality and safety as it moves through a biomanufacturing production pipeline, roles of governmental oversight and regulation during the discovery, development and manufacturing of new products for the biopharmaceutical industry. 0430.00

**BIOL 79****Bioreactor Cell Culture and Protein Recovery**

4 units, 2 hours lecture, 6 hours laboratory (GR)

Prerequisite: Biol 3 or 73 or 75

Acceptable for credit: CSU

Biomanufacturing production technician skills: Emphasis on growth and monitoring of fermenters and bioreactors, including cleaning, media preparation, aseptic inoculation, cell harvesting, lysis, protein recovery and purification of proteins using centrifugation, ultrafiltration, and chromatography techniques. 0430.00

**BIOL 248GA-MZ****Selected Topics in Biological Sciences**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

See section on Selected Topics. 0401.00

**COPED 484A****Occupational Work Experience in Biotechnology**

1-4 units, hours to be arranged (GR) 0430.00

## BUSINESS (BUS)

The Business Department offers a wide variety of courses for students planning to: (1) develop business skills for immediate employment; (2) upgrade knowledge and skills in specific occupational areas; (3) transfer to four-year institutions with a major in the field of business. Four major options are outlined as well as Banking and Finance, and Management and Supervision.

## ACCOUNTING

### Degree Major/Certificate Requirements:

Dept/No.	Title	Units
<b>FIRST SEMESTER</b>		
BUS 10	Introduction to Business	3
BUS 202**	Business Mathematics	3
BUS 204AB	Business Machine Calculations (1-1)	2
BUS 230D	Beginning Keyboarding	1
<b>SECOND SEMESTER</b>		
BUS 1A	Financial Accounting	4
BUS 5+	Human Relations in Business	3
BUS 201***	Business Communications	3
ECON 1*+	Principles of Economics (Macro-Economics)	3
<b>THIRD SEMESTER</b>		
BUS 1B	Managerial Accounting	4
BUS 21	Payroll Accounting	2
BUS 24+	Computerized Accounting Principles	3
ECON 2*+	Principles of Economics (Micro-Economics)	3
<b>FOURTH SEMESTER</b>		
BUS 2	Introduction to Business Law	3
BUS 4	Cost Accounting	3
BUS 54*	Small Business Management	3
BUS 209	Fundamentals of Income Tax	<u>4</u>
<b>Total Required Units for Certificate:</b>		<b>38</b>
<b>Total Required Units for Degree Major:</b>		<b>47</b>

\*When the Accounting major is applied to the Associate Degree, these additional courses are required.

\*\*Math 201 or 210ABCD or a more advanced Math course may be substituted for Bus 202.

\*\*\*Engl 1A or 201A or 201B may be substituted for Bus 201.

+Course may be applied to Associate Degree General Education requirement.

For Associate Degree General Education requirements, refer to page 100.

### Recommended:

Comm 45  
Rlest 2A

## BANKING AND FINANCE

For course descriptions refer to Banking and Finance Department, see page 138.

### Degree Major/Certificate Requirements:

Dept/No.	Title	Units
BNK/F 54	Principles of Banking	3
BNK/F 55	Money and Banking	3
BNK/F 56	Bank Management	3
BUS 1A	Financial Accounting (4)	
<b>or</b>		
BUS 20	General Accounting (3)	3-4
BUS 202*	Business Mathematics	3
ECON 1+	Principles of Economics (Macro-Economics)	3
<b>Select one course from the following:</b>		
BUS 5	Human Relations in Business (3)	
BUS 210	Financial Management and Investments (3)	
RLEST 2A	Principles of Real Estate (3)	<u>3</u>
<b>Total Required Units:</b>		<b>21-22</b>

\*Math 201 or 210ABCD or a more advanced Math course may be substituted for Bus 202.

+Course may be applied to Associate Degree General Education requirement.

For Associate Degree General Education requirements, refer to page 100.

## BUSINESS ADMINISTRATION

### Degree Major/Certificate Requirements:

Dept/No.	Title	Units
<b>FIRST SEMESTER</b>		
BUS 1A	Financial Accounting	4
BUS 10	Introduction to Business	3
<b>Select one course from the following:</b>		
BUS 201	Business Communications (3)	
ENGL 1A*+	Composition and Reading (4)	
ENGL 201A	Preparation for Composition and Reading (4)	
ENGL 201B	Preparation for Composition and Reading (4)	3-4
<b>SECOND SEMESTER</b>		
BUS 1B	Managerial Accounting	4
BUS 2	Introduction to Business Law	3
<b>THIRD SEMESTER</b>		
CIS 5+	Introduction to Computer Science	5
ECON 1+	Principles of Economics (Macro-Economics)	3
<b>FOURTH SEMESTER</b>		
ECON 2+	Principles of Economics (Micro-Economics)	3
MATH 13**+	Introduction to Statistics	4
<b>Total Required Units:</b>		<b>32-33</b>

\*Engl 1A is required for students who plan to transfer.

\*\*In addition to statistics, calculus is usually required prior to transfer. Students should check with a counselor for specific information on this and additional transfer requirements.

+Course may be applied to Associate Degree General Education Requirement.

For Associate Degree General Education requirements, refer to page 100.

#### Recommended:

M/SVN 61, 64

## BUSINESS INFORMATION SYSTEMS

### Degree Major/Certificate Requirements:

Dept/No.	Title	Units
<b>FIRST SEMESTER</b>		
BUS 205	Filing and Records Management	3
BUS 207A	Business English	3
BUS 237+	Microsoft Windows	2
BUS 230DEF	Beginning Keyboarding (1-1-1)	3
Semester Total:		11
<b>SECOND SEMESTER</b>		
BUS 38+	Introduction to Microcomputers and Business Software	4
BUS 201***	Business Communications	3
BUS 202**	Business Mathematics	3
<b>Select one course from the following:</b>		
BUS 245B+	Word Processing Using WordPerfect (4)	
BUS 245E+	Word Processing Using Microsoft Word (4)	4
Semester Total:		14
<b>THIRD SEMESTER</b>		
BUS 204AB	Business Machine Calculation (1-1)	2
BUS 221ABC	Office Procedures and Practices (1-1-1)	3
BUS 20	General Accounting	3
<b>Select one course from the following:</b>		
BUS 5+	Human Relations in Business (3)	
BUS 10	Introduction to Business (3)	3
Semester Total:		11
<b>FOURTH SEMESTER</b>		
BUS 246	Advanced Word Processing Applications	3
<b>Select one course from the following:</b>		
BUS 43A+	Introduction to Lotus 1-2-3 for Business Applications (4)	
BUS 43B+	Introduction to Microsoft Excel	4
Semester Total:		7
<b>Total Required Units:</b>		<b>43</b>

\*\*Math 201 or 210ABCD or a more advanced math course may be substituted for Bus 202.

\*\*\*Eng 1A or 201A or 201B may be substituted for Bus 201.

+Course may be applied to Associate Degree General Education Requirement.

For Associate Degree General Education Requirements, refer to page 100.

#### Recommended:

Bus 24, 40A, 40AA, 40AB, 54, 231DEF

Comm 45

Econ 2

Rlest 2A

## ENTREPRENEURSHIP

### Certificate of Proficiency Requirements:

Dept/No.	Title	Units
BUS 2	Introduction to Business Law	3
BUS 54	Small Business Management	3
BUS 70	Introduction to Marketing	3
BUS 76	E-Commerce/Entrepreneurship	3
BUS 219	Computer Literacy	1
BUS 239	QuickBooks Pro	1.5
CIS 233	Introduction to the Internet	<u>2</u>
<b>Total Required Units:</b>		<b>16.5</b>

## MANAGEMENT AND SUPERVISION

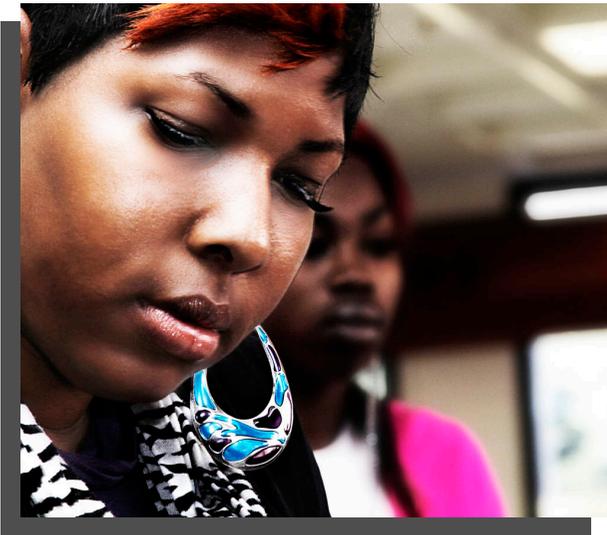
For course descriptions refer to Management and Supervision Department; see page 247.

### Degree Major/Certificate Requirements:

Dept/No.	Title	Units
BUS 5+	Human Relations in Business	3
BUS 56	Human Resources Management	3
M/SVN 60	Introduction to Management	3
M/SVN 61	Psychology of Management	3
M/SVN 64	Organization and Management	3
M/SVN 82	Essentials of Managerial Communications	<u>3</u>
<b>Total Required Units:</b>		<b>18</b>

+Course may be applied to Associate Degree General Education Requirement.

For Associate Degree General Education requirements, refer to page 100.



## MARKETING AND SALES

### Degree Major/Certificate Requirements:

Dept/No.	Title	Units
<b>FIRST SEMESTER</b>		
BUS 1A*	Financial Accounting	4
BUS 10	Introduction to Business	3
BUS 75	Salesmanship	3
<b>SECOND SEMESTER</b>		
BUS 1B*	Managerial Accounting	4
BUS 5+	Human Relations in Business	3
BUS 70	Introduction to Marketing	3
<b>THIRD SEMESTER</b>		
BUS 2	Introduction to Business Law	3
BUS 38+	Introduction to Microcomputers and Business Software	4
<b>FOURTH SEMESTER</b>		
BUS 72	Principles of Retailing	3
BUS 74	Introduction to Advertising	<u>3</u>
<b>Total Required Units for Certificate:</b>		<b>25</b>
<b>Total Required Units for Degree Major:</b>		<b>33</b>

\*When the Marketing and Sales major is applied to the Associate Degree, these additional courses are required.

+Course may be applied to Associate Degree General Education requirement.

For Associate Degree General Education requirements, refer to page 100.

### Recommended:

Bus 54, 201, 230DEF

Comm 45

Econ 2

Rlest 2A

## RETAIL MANAGEMENT

### Certificate of Achievement Requirements:

Dept/No.	Title	Units
BUS 5	Human Relations in Business	3
BUS 20	General Accounting	3
BUS 54	Small Business Management	3
BUS 56	Human Resources Management	3
BUS 70	Introduction to Marketing	3
BUS 72	Principles of Retailing	3
BUS 202*	Business Mathematics	3
BUS 207A**	Business English	3
COMM 1A	Introduction to Speech	3

#### Select one course from the following:

BUS 38	Introduction to Microcomputers and Business Software (4)	
CIS 1	Introduction to Computer Information Systems (4)	4

#### Select a minimum of one course from the following:

BUS 237	Microsoft Windows (2)	
CIS 209	Introduction to Windows (1)	
CIS 233	Introduction to Internet (2)	<u>1-2</u>
<b>Total Required Units:</b>		<b>32-33</b>

\*Math 201 or 210ABCD or a more advanced Math course may be substituted for Bus 202.

\*\*Engl 1A or 201A or 201B may be substituted for Bus 207A.

### BUS 1A

#### Financial Accounting

4 units, 4 hours lecture (GR)

Acceptable for credit: CSU, UC

Study of purpose, theory, and specific methods of accounting; Systems and methods employed in accumulating data for financial statements; income measurement including cost measurement, classification, and expiration; revenue recognition and measurement. 0502.00

### BUS 1B

#### Managerial Accounting

4 units, 4 hours lecture (GR)

Prerequisite: Bus 1A

Acceptable for credit: CSU, UC

Uses of accounting data for planning, controlling, and decision making; Sources of business funds, cost systems and analysis, forecasting and budgeting; analysis, uses, and limitation of financial statements and reports. 0502.00

### BUS 2

#### Introduction to Business Law

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

General survey of business law: Principles of law on contracts, sales agency, torts, partnerships and corporations, and the uniform commercial code. 0501.00

### BUS 4

#### Cost Accounting

3 units, 3 hours lecture (GR)

Prerequisite: Bus 1B

Acceptable for credit: CSU

Manufacturing accounting theory and problems: Records and financial statements, elements of cost and process, specific job order, and standard cost accounting from the managerial point of view. 0502.00

### BUS 5

#### Human Relations in Business

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Application of behavioral science concepts to human problems in organizations: Action necessary to prevent and resolve problems among individuals within groups; application of logical decision-making techniques. 0501.00

AA/AS area 2

### BUS 10

#### Introduction to Business

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Introduction to business: Survey of various phases of business, organization, finance, personnel, production, marketing, managerial controls, and government-business relations. 0501.00

### BUS 18

#### Governmental and Nonprofit Accounting

3 units, 3 hours lecture (GR)

Prerequisite: Bus 1A

Acceptable for credit: CSU

Principles of fund accounting and budgeting: Revenues, appropriations, encumbrances, and internal controls for both governmental and not-for-profit entities. 0502.00

**BUS 20****General Accounting**

3 units, 3 hours lecture (GR)

Not open for credit to students who have completed or are currently enrolled in Bus 1A or 1B.

Acceptable for credit: CSU

Theory and practice of accounting: Double-entry process on accrual basis; complete accounting cycle with use of work sheet and preparation of end-of-the-year financial statements; petty cash, banking procedures, notes, drafts, and introduction to payroll taxes. 0502.00

**BUS 21****Payroll Accounting**

2 units, 2 hours lecture (GR)

Prerequisite: Bus 1A

Acceptable for credit: CSU

Introduction to payroll accounting: Social security and withholding tax laws as applied to a payroll practice set with standard forms, and State and Federal reports. 0502.00

**BUS 24****Computerized Accounting Principles**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Prerequisite: Bus 1A or 20

Acceptable for credit: CSU

Intensive practical application of theory and procedures of accounting: Utilization of computerized accounting systems in single proprietorship, partnership, and corporate forms of business. 0502.00  
AA/AS area 4c

**BUS 32****Introduction to International Business**

3 units, 3 hours lecture (GR)

Also offered as Intrad 32. Not open for credit to students who have completed or are currently enrolled in Intrad 32.

Acceptable for credit: CSU

Overview of international business designed to provide a global perspective on international trade: Foreign investments, impact of financial markets, international marketing, and the operations of multinational corporations. 0508.00

**BUS 38****Introduction to Microcomputers and Business Software**

4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)

Prerequisite or corequisite: Bus 230D or 215A or 233A  
Formerly offered as Bus 227.

Acceptable for credit: CSU

Introduction to business software on microcomputers: Basic machine operations of the PC or compatible computer; introduction to the operating system, the internet, and various business software, such as word processing, spreadsheet, database, presentation and integrating applications. 0514.00

AA/AS area 4c

**BUS 40A****Introduction to Microsoft Access for Business Applications**

4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)

Bus 40AA plus Bus 40AB are equivalent to Bus 40A. Not open for credit to students who have completed or are currently enrolled in Bus 40AA or 40AB.

Acceptable for credit: CSU

Creation, access, and modification of database: Working interactively with applications and concepts of programming; menu-driven systems; differences between original version and program upgrades. 0514.00

AA/AS area 4c

**BUS 40AA****Introduction to Microsoft Access for Business Applications**

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR or P/NP)

Bus 40AA plus Bus 40AB are equivalent to Bus 40A. Not open for credit to students who have completed or are currently enrolled in Bus 40A.

Acceptable for credit: CSU

Creation, access, and modification of databases: Working interactively with applications and concepts of programming, menu-driven systems, and differences between original version and program upgrades. 0514.00

AA/AS area 4c

**BUS 40AB****Introduction to Microsoft Access for Business Applications**

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR or P/NP)

Bus 40AA plus Bus 40AB are equivalent to Bus 40A. Not open for credit to students who have completed or are currently enrolled in Bus 40A.

Acceptable for credit: CSU

Continuation of BUS 40AA: Advanced tables, relationships, queries, forms, and reports; Access Tools; and customizing Access. 0514.00

AA/AS area 4c

**BUS 43B****Introduction to Microsoft Excel for Business Applications**

4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)

Bus 43BA plus Bus 43BB are equivalent to Bus 43B. Not open for credit to students who have completed or are currently enrolled in Bus 43BA or 43BB.

Recommended preparation: Knowledge of basic mathematics skills and working knowledge of PC-compatible computer

Acceptable for credit: CSU

Introduction to spreadsheets using Microsoft Excel Windows version on the PC with emphasis on business applications: Calculations using functions and formulas; modifying, changing, and formatting cell entries; saving, retrieving, and printing worksheets; linking and consolidating spreadsheets; creating charts; working with database features; and using macros. 0514.00

AA/AS area 4c

**BUS 43BA****Introduction to Microsoft Excel for Business Applications**

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR or P/NP)

Bus 43BA plus Bus 43BB are equivalent to Bus 43B. Not open for credit to students who have completed or are currently enrolled in Bus 43B.

Recommended preparation: Knowledge of basic mathematics skills and working knowledge of PC-compatible computer

Acceptable for credit: CSU

Introduction to spreadsheets using Microsoft Excel Windows version on the PC with emphasis on business applications: Calculations using functions and formulas; modifying, changing, and formatting cell entries; saving, retrieving, and printing a worksheets. 0514.00

AA/AS area 4c

**BUS 43BB****Introduction to Microsoft Excel for Business Applications**

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR or P/NP)

Bus 43BA plus Bus 43BB are equivalent to Bus 43B. Not open for credit to students who have completed or are currently enrolled in Bus 43B.

Acceptable for credit: CSU

Continuation of BUS 43BA: Linking and consolidating spreadsheets, creating charts, working with database features, and using macros. 0514.00

AA/AS area 4c

**BUS 48GA-MZ****Selected Topics in Business**

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR)

Acceptable for credit: CSU

See section on Selected Topics. 0501.00

**BUS 49****Independent Study in Business**

.5-5 units (GR)

Acceptable for credit: CSU

See section on Independent Study. 0501.00

**BUS 54****Small Business Management**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Functions and objectives of an executive: Definition of duties, and basic knowledge of administration and organization; practice through case studies in making business decisions. 0506.40

**BUS 56****Human Resources Management**

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU

Introduction to human resources management: Impact and accountability to the organization in human resource activities, global human resources strategies, social and organizational realities, legal implications affecting people at work, union/non-union practices, comparable work, employee compensation and benefits, and employee rights. 0506.00

**BUS 70****Introduction to Marketing**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Introduction to integrated marketing strategies: Identification and satisfaction customers' wants and needs with products (goods and/or services), price, place, and promotional strategies;; manage customer relationship management; integration of marketing into strategic business plans. 0509.00

**BUS 72****Principles of Retailing**

3 units, 3 hours lecture (GR)

Offered Spring Semester.

Acceptable for credit: CSU

Retail stores from management's perspective: Principles and practices used in merchandising, operational problems of the firm, trends in merchandising, and case-method techniques of actual on-the-job problems. 0506.50

**BUS 74****Introduction to Advertising**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Survey of advertising in business: Marketing research, techniques in copywriting and art, advertising media, advertising agencies and campaigns, and current developments. 0509.10

**BUS 75****Salesmanship**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Principles and practical application of techniques involved in selling services, commodities or ideas: Personal factor in connection with selling; use of appeals, ethics, motivation, suggestion, and persuasiveness. 0506.50

**BUS 76****E-Commerce/Entrepreneurship**

3 units, 3 hours lecture (GR)

Recommended preparation: Bus 219/CIS 205 or Bus 223/CIS 233 or CIS 237

Acceptable for credit: CSU

Introduction to principles of international e-commerce and entrepreneurship: Emphasis on developing a business plan for conducting online commerce, market analysis, product access, payment methods, promotion, and back-end technology requirements for creating an e-commerce site. 0509.70

**BUS 201****Business Communications**

3 units, 3 hours lecture (GR)

Recommended preparation: Engl 267B (or 250D) or 252B or 269B

Effective planning and composition of various types of business communications: Emphasis on style, tone, vocabulary, methodology, and psychology of purposeful and forceful business communications; practical application of principles to letters, memoranda, reports, procedures, manuals, prospectuses, and proposals. 0501.00

AA/AS area 4d

**BUS 202****Business Mathematics**

3 units, 3 hours lecture (GR)

Use of basic mathematical principles in solving business problems: Simple and compound interest, installment sales, trade and cash discounts, markup percents, pricing discounting notes and drafts, inventory, financial statement analysis, depreciation, statistics and binary system, taxes, distribution of ownership and profits, and stocks and bonds. 0501.00

**BUS 204A****Business Machine Calculation**

1 unit, 0.5 hour lecture, 1.5 hours laboratory (GR)

Modular, open-entry/open-exit course

Recommended preparation: Bus 202 or Math 250 or 251D

Operation of commonly used electronic and printing calculators: Basic arithmetic and business mathematics tools; practice in the manipulation of decimals, percents, and reciprocals. 0514.00

**BUS 204B****Business Machine Calculation**

1 unit, 0.5 hour lecture, 1.5 hours laboratory (GR)

Modular, open-entry/open-exit course

Recommended preparation: Bus 202 or Math 250 or 251D

Operation of commonly used electronic and printing calculators: Basic arithmetic and business mathematics tools; practice in the manipulation of decimals, percents, and reciprocals. 0514.00

**BUS 205****Filing and Records Management**

3 units, 3 hours lecture (GR)

Recommended preparation: Ability to type 25 words per minute

Study and application of basic alphabetic filing rules: Numeric and subject filing, storage and retention of records, microfilm and microfiche operations, and filing and records management. 0514.00

**BUS 207A****Business English**

3 units, 3 hours lecture (GR)

Development of writing skills for effectively expressing ideas in the world of work: Principles of grammar including syntax, punctuation, spelling, proofreading, editing, and an introduction to the communication process. 0514.00

**BUS 209****Fundamentals of Income Tax**

4 units, 4 hours lecture (GR)

Study of federal and California tax laws and procedures: Individual, partnership and corporation income tax returns from the accounting point of view; brief survey of social security, gift, and estate taxes. 0502.10

**BUS 210****Financial Management and Investments**

3 units, 3 hours lecture (GR or P/NP)

Survey course which examines sound money management skills and financial plans: Tax-sheltered annuities, real estate, stocks, bonds, trust deeds, new tax laws, borrowing of money, financial adjustments to inflation, and other economic indicators. 0504.00

**BUS 219****Computer Literacy**

1 unit, .75 hours lecture, .75 hours laboratory (GR or P/NP)

Also offered as CIS 205. Not open for credit to students who have completed or are currently enrolled in CIS 205.

Introduction to computers and information technology for people with no background in nor knowledge of computers. 0501.00

AA/AS area 4c

**BUS 221A****Office Procedures and Practices**

1 unit, .67 hour lecture, 1 hour laboratory (GR)

Modular, open-entry/open-exit course

Prerequisite: Bus 205 and 207A

Individualized, self-paced course in office procedures and practices: Characteristics of the successful employee; basic principles of document preparation and writing letters, memorandums, and reports; forms of electronic communications; and processing of mail. 0514.00

**BUS 221B****Office Procedures and Practices**

1 unit, .67 hour lecture, 1 hour laboratory (GR)

Modular, open-entry/open-exit course

Individualized, self-paced course in office procedures and practices: Introduction to computer hardware and software; filing and records management; administrative office routines including setting up meetings and conferences, making travel arrangements, and routine fiscal procedures. 0514.00

**BUS 221C****Office Procedures and Practices**

1 unit, .67 hour lecture, 1 hour laboratory (GR)

Modular, open-entry/open-exit course

Individualized, self-paced course in office procedures and practices: Business and e-commerce terminology; the office environment including making purchases, payments, and banking; setting priorities and dealing with customers and the public; job-seeking skills including preparing a resume and job application; professional development opportunities; and stress management and business etiquette. 0514.00

**BUS 222****Using PowerPoint for Business Presentations**

3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)

Recommended preparation: Working knowledge of word processing and spreadsheet software

Introduction to Microsoft PowerPoint presentation graphics: Preparation for creating, saving, editing, and printing presentation materials; graphic techniques and overhead transparencies, color slides, outline notes, handouts, and on-screen graphics. 0514.00

AA/AS area 4c

**BUS 223****Introduction to the Internet**

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR or P/NP)

Recommended preparation: Bus 219 or CIS 205

Also offered as CIS 233. Not open for credit to students who have completed or are currently enrolled in CIS 233.

Using the Internet for access to information resources: Access methods, resources and how to use them. 0514.00

AA/AS area 4c

**BUS 230D****Beginning Keyboarding**

1 unit, .67 hour lecture, 1 hour laboratory (GR)  
Modular, open-entry/open-exit course  
Students may enroll up to the 8th week of the semester.  
Introduction to the computer keyboard: Basic skill development. 0501.00

**BUS 230E****Beginning Keyboarding**

1 unit, .67 hour lecture, 1 hour laboratory (GR)  
Modular, open-entry/open-exit course  
Students may enroll up to the 8th week of the semester.  
Introduction to the computer keyboard: Basic formats for various business forms. 0501.00

**BUS 230F****Beginning Keyboarding**

1 unit, .67 hour lecture, 1 hour laboratory (GR)  
Modular, open-entry/open-exit course  
Students may enroll up to the 8th week of the semester.  
Introduction to the computer keyboard: Emphasis on skills improvement and speed development to 35 words per minute. 0501.00

**BUS 231D****Intermediate Keyboarding**

1 unit, .67 hour lecture, 1 hour laboratory (GR)  
Modular, open-entry/open-exit course  
Students may enroll up to the 8th week of the semester.  
Continued computer keyboarding skills: Emphasis on accuracy control. 0501.00

**BUS 231E****Intermediate Keyboarding**

1 unit, .67 hour lecture, 1 hour laboratory (GR)  
Modular, open-entry/open-exit course  
Students may enroll up to the 8th week of the semester.  
Continued computer keyboarding skills: Developing tables with various features. 0501.00

**BUS 231F****Intermediate Keyboarding**

1 unit, .67 hour lecture, 1 hour laboratory (GR)  
Modular, open-entry/open-exit course  
Students may enroll up to the 8th week of the semester.  
Continued computer keyboarding skills: Variations of business forms and financial statements; speed development to 42 words per minute. 0501.00

**BUS 237****Microsoft Windows**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)  
Introduction to Microsoft Windows: Concepts, features, and procedures necessary for being an efficient and effective Windows user. 0514.00  
AA/AS area 4c

**BUS 239****QuickBooks Pro**

1.5 units, 1 hour lecture, 1.5 hours laboratory (GR)  
Introduction to QuickBooks business accounting software: Company setup, payroll, and transactions to complete the accounting cycle. 0502.00

**BUS 245B****Word Processing Using WordPerfect**

4 units, 3 hours lecture, 4 hours laboratory (GR or P/NP)  
Recommended preparation: Bus 230F or 215B or 233B  
Use of WordPerfect word processing software: Production of mailable copy from machine dictation, handwritten, and draft materials. 0514.00  
AA/AS Area 4c

**BUS 245E****Word Processing Using Microsoft Word**

4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)  
Recommended preparation: Bus 230F or 215B or 233B  
Bus 245EA plus Bus 245EB are equivalent to Bus 245E.  
Not open for credit to students who have completed or are currently enrolled in Bus 245EA or 245EB.  
Use of Microsoft Word word processing software: Production of mailable copy from machine dictation, handwritten, and draft materials. 0514.00  
AA/AS area 4c

**BUS 245EA****Word Processing Using Microsoft Word**

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR or P/NP)  
Bus 245EA plus Bus 245EB are equivalent to Bus 245E.  
Not open for credit to students who have completed or are currently enrolled in Bus 245E.  
Recommended preparation: Bus 230F or 215B or 233B  
Use of Microsoft Word word processing software: Production of mailable copy from machine dictation, handwritten and draft materials. 0514.00  
AA/AS area 4c

**BUS 245EB****Word Processing Using Microsoft Word**

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR or P/NP)

Bus 245EA plus Bus 245EB are equivalent to Bus 245E. Not open for credit to students who have completed or are currently enrolled in Bus 245E.

Recommended preparation: Bus 230F or 215B or 233B  
Use of Microsoft Word word processing software: Production of mailable copy from machine dictation, handwritten and draft materials. 0514.00

AA/AS area 4c

**BUS 246****Advanced Word Processing Applications**

3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)

Prerequisite: Bus 245B or 245E or 238A or 242C or 244B or 247B

Advanced word processing applications: Production of mailable documents and production timed writings. 0514.00

AA/AS area 4c

**BUS 248GA-MZ****Selected Topics in Business**

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR)

See section on Selected Topics. 0501.00

**BUS 456A-456Q****Occupational Work Experience in (Business Program)**

1-4 units, hours to be arranged (GR)

Corequisite: During regular semesters, students must enroll in a minimum of seven units including Cooperative Work Experience Education. During summer session, students must enroll in one other class in addition to Cooperative Work Experience Education.

Acceptable for credit: CSU

Course study under this section may be repeated three times for a maximum of 16 units for occupational or a combination of general and occupational work experience education (including Regular and Alternate Plan and General/Occupational/Apprentice Work Experience).

Supervised employment providing opportunities to become a productive, responsible individual and to extend learning in a chosen occupational field.

**BUS 456A****Occupational Work Experience in Accounting**

1-4 units, hours to be arranged (GR) 0502.00

Also offered as Coped 456A.

**BUS 456C****Occupational Work Experience in Banking and Finance**

1-4 units, hours to be arranged (GR) 0502.00

**BUS 456D****Occupational Work Experience in Business Administration**

1-4 units, hours to be arranged (GR) 0506.00

Also offered as Coped 456D.

**BUS 456I****Occupational Work Experience in Management and Supervision**

1-4 units, hours to be arranged (GR) 0502.00

**BUS 456J****Occupational Work Experience in Marketing and Sales**

1-4 units, hours to be arranged (GR) 0509.00

Also offered as Coped 456J.

**BUS 456Q****Occupational Work Experience in Administrative Office Systems and Applications**

1-4 units, hours to be arranged (GR) 0514.00

# CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION (CSU GE BREADTH REQUIREMENTS) UPDATED ANNUALLY

If you plan to transfer to the California State University system (CSU), you are encouraged to pursue a **Certificate of Achievement in Liberal Arts**. You should consult with a counselor to develop your own program of study.

## CSU Transfer

You are encouraged to pursue this certificate if you plan to apply to transfer to the California State University system and want to complete and have certified the CSU General Education Breadth Requirements. You will select courses that fulfill the CSU General Education Breadth Requirements (completing at least 30 units with a "C" or better to include areas A-1, A-2, A-3 and B-4 and an overall GPA of 2.0), for a total of 39 transferable semester units. Upon completion of these requirements you will file both a "Petition for a Certificate of Achievement" form and a "Request for General Education or IGETC Certification" form with the Admissions and Records Office.

## Certificate of Achievement

Complete the following requirements:

### Area A: Communication in the English Language, and Critical Thinking

Minimum of 9 semester (12-15 quarter) units, one 3-unit course from each subgroup (A1, A2, and A3) with a grade of "C" or better.

#### A1: Oral Communication

Communication 1A, 1B, 44, 45

#### A2: Written Communications

English 1A

#### A3: Critical Thinking\*

English 5  
Philosophy 10

\*For some Engineering majors, exceptions may apply (see a counselor for details).

### Area B: Physical Universe and Its Life Forms

Minimum of 9 semester (12-15 quarter) units, one from Physical Science, one from Life Sciences, and one from Mathematics/Quantitative Reasoning. One lab activity required from either Physical Science or Life Sciences (/L=with Lab)

#### B1: Physical Science

Astronomy 1, 10  
Chemistry 1A/L, 1B/L, 12A/L, 12B/L, 25, 30A/L, 30B/L, 50/L  
Geography 1, 9  
Geology 10  
Physical Science 10, 15, 20, 22, 25  
Physics 3A/L, 3B/L, 4A/L, 4B/L, 4C/L, 10

#### B2: Life Sciences

Anthropology 1  
Biology 1A/L, 1B/L, 2/L, 3/L, 4/L, 10/L, 11, 20A/L, 20B/L, 24/L

#### B3: Laboratory Activity

One course from either B-1 or B-2 with laboratory (/L), or one of the following:

Anthropology 1L  
Geography 1L  
Physical Science 20L

#### B4: Mathematics, Quantitative Reasoning (Must be completed with a grade of "C" or better.)

Mathematics 2, 3A, 3B, 3C, 3E, 3F, 11, 13, 15, 50, 52A-C\*

Physics 4A, 4B, 4C

\*3 units required.

### Area C: Arts, Literature, Philosophy, and Foreign Languages

Minimum of 9 semester (12-15 quarter) units, with units divided between the C1 and C2 subgroups.

#### C1: Arts

Art 1, 2, 3, 4, 5, 6, 7, 129  
Dance 1, 5  
Music 2A, 2B, 3A, 3B, 4A, 4B, 9, 10, 12A, 12B, 14A, 14B, 15A, 15B  
Theatre Arts 1, 10, 11

#### C2: Humanities

African-American Studies 6A, 29, 45\*  
Asian/Asian-American Studies 30  
Chinese 1, 2, 3, 4  
Communication 2A, 2B  
English 1B, 10A, 10B, 12, 17A, 17B, 20, 26, 30A, 30B, 31, 32A, 32B, 33A, 33B, 39, 43, 44A, 44B, 138  
French 1A, 2A, 2B  
Humanities 6, 7, 16, 30A, 30B, 31A, 31B, 40, 45\*  
Japanese 1B  
Mexican/Latin-American Studies 30A, 30B  
Philosophy 1, 2, 20A, 20B, 30, 37  
Sociology 30  
Spanish 1A, 1B, 2A, 2B, 22A, 22B, 40

\*Students receive credit and certification for one course only.

### Area D: Social Sciences – Social, Political, and Economic Institutions and Behavior, and Historical Background

Minimum of 9 semester (12-15 quarter) units from at least two disciplines.

African-American Studies 1, 2, 5, 8, 9, 11, 12, 14A, 14B, 15, 16, 17\*, 23, 29, 30, 31, 32, 35\*\*, 38  
Anthropology 3, 5, 7, 14, 16  
Asian/Asian-American Studies 17\*, 21, 26, 29, 32, 35\*\*, 45A, 45B  
Biology 27\*\*\*  
Communication 19  
Economics 1, 2  
Ethnic Studies 1  
Geography 1, 2, 3, 8  
History 3, 5, 7A, 7B, 17, 19  
Journalism 62  
Labor Studies 10  
Mexican-Latin American Studies 12, 17\*, 23, 31, 35\*\*  
Native American Studies 1, 17\*, 35\*\*  
Political Science 1, 2, 3, 4, 6, 16, 18  
Psychology 1A, 1B, 7A, 7B, 7L, 12\*\*\*, 24, 33  
Sociology 1, 2, 5, 13, 30, 45

\* or \*\* or\*\*\* Students receive credit and certification for one course only.

### Area E: Lifelong Understanding and Self-Development

Minimum of 3 semester (4-5 quarter) units.  
For certification, DD-214 documentation will clear this area.

African-American Studies 12  
Asian/Asian-American Studies 32  
Biology 27\*, 28  
Counseling 24, 30, 57  
Health Education 1  
Psychology 6, 8, 12\*, 30, 33

\*Students receive credit and certification for one course only.

### Total Minimum Required Units: 39

**Note:** Students must request certification of CSU General Education Requirements from Admissions and Records **prior to transfer**. For full certification of GE requirements, student must complete 9 units from area A, a minimum of 9 units from areas B, C, and D, and 3 units from area E for a total of 39 units.

## CARPENTRY (CARP)

The program is designed to instruct students in the principles of carpentry and provide participation in all phases of the building process. Carpentry students build a new house and/or remodel existing structures in partnership with the City of Oakland.

### Degree Major/Certificate Requirements:

Dept/No.	Title	Units
CARP 210	Foundations and Forms Construction	3.5
CARP 211	Elements of Construction	3.5
CARP 220	Rough Framing	3
CARP 221	Advanced Elements of Construction	3.5
CARP 230	Stair Building and Framing	2
CARP 231	Roof Framing	3
CARP 232	Residential Plumbing for Carpenters	1.5
CARP 233	Residential Electrical for Carpenters	1.5
CARP 240A	Construction Rehabilitation	2
CARP 240B	Construction Rehabilitation	2
CONMT 11	Construction Estimating I/Residential Projects	3
CONMT 210	Residential Building Codes for Carpenters	3
MATH 220A*	Technical Mathematics with Algebra - Part 1 (Lab)	.5
MATH 220B*	Technical Mathematics with Algebra - Part 2 (Lab)	.5
MATH 220C*	Technical Mathematics with Algebra - Part 3 (Lab)	.5
MATH 220D*	Technical Mathematics with Algebra - Part 4 (Lab)	.5
MATH 220E*	Technical Mathematics with Geometry - Part 1 (Lab)	.5
MATH 220F*	Technical Mathematics with Geometry - Part 2 (Lab)	.5
	<b>Total Required Units:</b>	<b>34.5</b>

\*Mathematics 201 or 210ABCD or a more advanced Mathematics course may be substituted.  
For Associate Degree General Education requirements, refer to page 100.

### Recommended:

A/ET 12, 23, 100  
Carp 218, 251A, 251B  
Conmt 22  
E/ET 217  
Math 220G  
Weld 201

### CARP 200 Special Projects Laboratory

1-4 units, 3-12 hours laboratory (GR)  
Course study under this section may be repeated three times.  
Open laboratory for upgrading of specific carpentry skills and for selected carpentry projects. 0952.10

### CARP 203 Construction Safety

1 unit, 1 hours lecture (GR)  
Introduction to all major aspects of construction site safety: Power tools, hand tool operation, scaffolds, ladders, hazardous waste, mold, lead safety and personal protection; identification of unsafe working conditions; Cal/OSHA requirements and worker safety. 0952.10

### CARP 204 The Sustainable Build Environment

3 units, 3 hours lecture (GR or P/NP)  
Introduction to water and resource conservation, renewable energy and energy efficiency: Principles, techniques and innovations in green building. 0952.10

### CARP 205 Green Construction Techniques and Materials

2 units, 2 hours lecture (GR or P/NP)  
Introduction to green construction: Techniques and materials used in remodeling and new construction of homes and commercial jobs. All aspects of sustainability energy, design, recycling and systems. 0952.10

### CARP 206 Energy Efficiency and Weatherization

3.5 units, 2 hours lecture, 5 hours laboratory (GR or P/NP)  
Introduction to energy efficiency standards and weatherization principles: Remodeling and new construction of homes and commercial buildings; all aspects of energy efficiency, design and systems of weatherization. 0952.10

### CARP 210 Foundations and Forms Construction

3.5 units, 2 hours lecture, 5 hours laboratory (GR)  
Exploration and application of various foundation types, layout, and construction of concrete forms for actual foundation pour: Purpose of mud sills, concrete piers, and alternate forming materials. 0952.10

**CARP 211****Elements of Construction**

3.5 units, 2 hours lecture, 5 hours laboratory (GR)  
 Various elements of construction: Manipulative skills with hand and power tools, mathematical problems and interpretation of working drawings, development of leadership skills while performing various methods of framing, applying interior/ exterior finishes, and exploration of innovative building techniques. 0952.10

**CARP 218****Residential Light-Steel Framing Construction**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/ NP)

Hands-on course emphasizing fundamentals of utilizing light-frame steel for residential framing in place of wood-raised floor construction: Wall framing and trussed-roof fabrication, building codes, blueprint reading, estimating and inspections. 0952.10

**CARP 220****Rough Framing**

3 units, 1 hour lecture, 6 hours laboratory (GR)  
 Various types of framing for floors and walls: Backing used in houses and selected heavy construction. 0952.10

**CARP 221****Advanced Elements of Construction**

3.5 units, 2 hours lecture, 5 hours laboratory (GR)  
 Installation and fabrication of interior and exterior finishes: Principles of finishing materials for interiors including finishing floors, walls and ceilings; developing working drawings. 0952.10

**CARP 230****Stair Building and Framing**

2 units, 1 hour lecture, 3 hours laboratory (GR)  
 Principles of stair building and framing: Types, terminology, calculations, railings, codes, layout, and rough framing. 0952.10

**CARP 231****Roof Framing**

3 units, 2 hours lecture, 3 hours laboratory (GR)  
 Offered Fall Semester.  
 Basic layout and calculations for roof framing: Framing-square tables and applications; materials take-off, cutting, and assembly of various roofing styles. 0952.10

**CARP 232****Residential Plumbing for Carpenters**

1.5 units, 1 hour lecture, 1.5 hours laboratory (GR)  
 Basic plumbing skills needed by carpenters in construction of new or remodeled homes: Manipulative skills with hand and power tools. 0952.10

**CARP 233****Residential Electrical for Carpenters**

1.5 units, 1 hour lecture, 1.5 hours laboratory (GR)  
 Basic electrical installation and specifications for wiring a new or remodeled residential home: Practical hands-on experience, and overview of electrical theory and codes. 0952.10

**CARP 240A****Construction Rehabilitation**

2 units, 1 hour lecture, 3 hours laboratory (GR)  
 Principles of preparatory demolition for rehabilitation in the remodeling and reconstruction of existing structures: Preplanning; interpretation of specifics; identification of structural damage; project scheduling. 0952.10

**CARP 240B****Construction Rehabilitation**

2 units, 1 hour lecture, 3 hours laboratory (GR)  
 Continuation of CARP 240A: Continuation of cognitive and manipulative skills development. 0952.10

**CARP 248GA-MZ****Selected Topics in Carpentry**

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR)  
 See section on Selected Topics. 0952.10

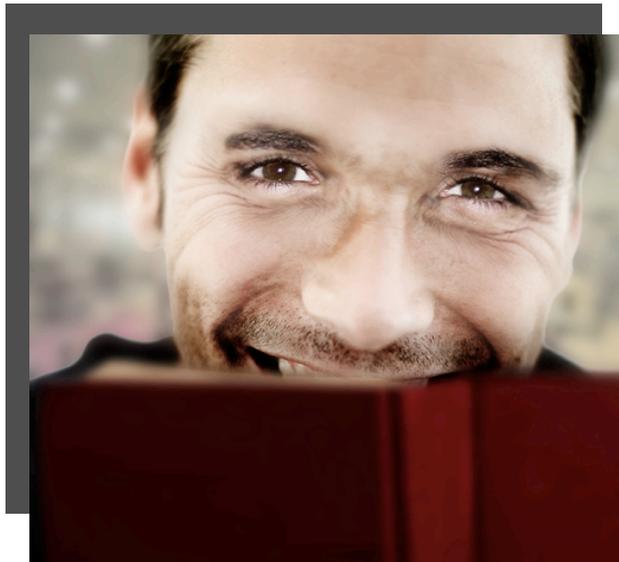
**CARP 251A****Introduction to the Skilled Trades I**

3 units, 2 hours lecture, 3 hours laboratory (GR)  
 Introduction to the skilled trades as it relates to residential construction and related fields: Basic instruction in the use of hand and power tools, blueprint reading, safety, and measuring; residential electrical, drywall, and carpentry mathematics. 0952.10

**CARP 251B****Introduction to the Skilled Trades II**

3 units, 2 hours lecture, 3 hours laboratory (GR)  
 Continuation of CARP 251A: Emphasis on basic plumbing and shop carpentry. 0952.10

**COPED 466G**  
**Occupational Work Experience in Carpentry**  
1-4 units, hours to be arranged (GR) 0952.10



## **CHEMISTRY (CHEM)**

The Chemistry curriculum offers a selection of courses designed to prepare students for further studies in the sciences (such as chemistry, biology, physics, or engineering), and professional careers (such as medicine, nursing, dental hygiene, dentistry, physical therapy, and pharmacy).

Students are encouraged to meet with a counselor or a chemistry faculty member for guidance in course preparation and selection.

### **CHEM 1A General Chemistry**

5 units, 3 hours lecture, 3 hours lecture-demonstration, 3 hours laboratory (GR)

Prerequisite: Math 203 or 211D

Recommended preparation: Chem 30A or 50

Acceptable for credit: CSU, UC

General principles of chemistry: Measurements, atomic theory, chemical nomenclature, chemical composition, stoichiometry, reactions in aqueous solution, thermochemistry, electron configurations, periodic properties, chemical bonding, gases, liquids, solids, and solutions. 1905.00

AA/AS area 1; CSU area B1, B3; IGETC area 5A

### **CHEM 1B General Chemistry**

5 units, 3 hours lecture, 3 hours lecture-demonstration, 3 hours laboratory (GR)

Prerequisite: Chem 1A

Acceptable for credit: CSU, UC

General principles of chemistry: Kinetics, equilibrium, acid-base equilibria, buffers, solubility equilibria, entropy and free energy, electro-chemistry, nuclear chemistry, coordination chemistry, and an introduction to organic chemistry. 1905.00

AA/AS area 1; CSU area B1, B3; IGETC area 5A

**CHEM 12A****Organic Chemistry**

5 units, 3 hours lecture, 6 hours laboratory (GR)

Prerequisite: Chem 1B

Acceptable for credit: CSU, UC

Introduction to structures, nomenclature, properties, and reactions of carbon compounds: Hydrocarbons, monofunctional and polyfunctional compounds; emphasis on structures and mechanisms, spectroscopy, and other analytical techniques. Laboratory work includes reactions, purification techniques, measurements, qualitative analysis, and use of instrumentation. 1905.00

AA/AS area 1; CSU area B1, B3; IGETC area 5A

**CHEM 12B****Organic Chemistry**

5 units, 3 hours lecture, 6 hours laboratory (GR)

Prerequisite: Chem 12A

Acceptable for credit: CSU, UC

Continuation of CHEM 12A: Reactions of functional groups and interactions of polyfunctional compounds, infrared spectroscopy, nuclear magnetic resonance, mass spectrometry, ultraviolet-visible spectroscopy. Introduction to biochemistry: Lipids, carbohydrates, proteins, nucleic acids. Laboratory work includes reactions, purification methods, measurements, multistep syntheses, qualitative analysis, and use of instrumentation. 1905.00

AA/AS area 1; CSU area B1, B3; IGETC area 5A

**CHEM 25****The Chemistry of Energy and Environmental Issues**

3 units, 3 hours lecture (GR or P/NP)

Recommended Preparation: Math 200AB or 201 or 208 or 210ABCD

Acceptable for credit: CSU, UC

Introduction to chemistry and applications to environmental issues: Basic chemistry concepts, quantitative problem solving, analysis of environmental arguments, study of energy sources, and analysis of environmental issues that relate to chemistry. 1905.00

AA/AS area 1; CSU area B1; IGETC area 5A

**CHEM 30A****Introductory General Chemistry**

4 units, 3 hours lecture, 3 hours laboratory (GR)

Prerequisite: Math 201 or 208 or 210D

Acceptable for credit: CSU, UC>

Fundamental principles of general chemistry: Metric measurements, matter and energy, atomic structure, chemical nomenclature, chemical bonding, chemical reactions, stoichiometry, gas laws, nuclear chemistry; properties of liquids, solids, solutions, acids and bases. 1905.00

AA/AS area 1; CSU area B1, B3; IGETC area 5A

**CHEM 30B****Introductory Organic and Biochemistry**

4 units, 3 hours lecture, 3 hours laboratory (GR)

Prerequisite: Chem 30A

Acceptable for credit: CSU, UC>

Introduction to basic organic chemistry and biochemistry: Hydrocarbons; organic functional groups, nomenclature, and reactions; polymers, carbohydrates, proteins, enzymes, lipids, nucleic acids, protein synthesis, and metabolic pathways. 1905.00

AA/AS area 1; CSU area B1, B3; IGETC area 5A

**CHEM 48GA-MZ****Selected Topics in Chemistry**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

Acceptable for credit: CSU, UC◆

See section on Selected Topics. 1905.00

**CHEM 49****Independent Study in Chemistry**

.5-5 units (GR)

Acceptable for credit: CSU, UC◆

See section on Independent Study. 1905.00

**CHEM 50****Beginning Chemistry**

4 units, 3 hours lecture, 3 hours laboratory (GR)

Recommended preparation: Math 201 or 210D

This is a preparatory course for Chem 1A for students who have not had high school chemistry.

Acceptable for credit: CSU, UC>

Principles of basic chemistry: Metric measurements, matter and energy, atomic structure, chemical, nomenclature, chemical reactions, stoichiometry, chemical bonding, gas laws, properties of liquids, solids, solutions, acids and bases. 1905.00

AA/AS area 1; CSU area B1, B3

**CHEM 248GA-MZ****Selected Topics in Chemistry**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory  
(GR)

See section on Selected Topics. 1905.00

**CHINESE  
(CHIN)****CHIN 1****Elementary Chinese (Mandarin)**

5 units, 5 hours lecture (GR or P/NP)

This course is equivalent to two years of high school study.

Acceptable for credit: CSU, UC

Introduction to elementary Chinese: Pronunciation, grammar, sentence patterns, practical vocabulary, and aural-oral exercises in speaking and understanding Mandarin Chinese or Pu Tong Hua. 1107.00

AA/AS area 3; CSU area C2; IGETC area Language

**CHIN 2****Elementary Chinese (Mandarin)  
(Continuation)**

5 units, 5 hours lecture (GR or P/NP)

Prerequisite: Chin 1

Acceptable for credit: CSU, UC

Continuation of CHIN 1: Study and practice in speaking, understanding, reading, and writing Mandarin Chinese characters. 1107.00

AA/AS area 3; CSU area C2; IGETC area 3B & Language

**CHIN 3****Intermediate Chinese (Mandarin)**

5 units, 5 hours lecture (GR or P/NP)

Prerequisite: Chin 2

Acceptable for credit: CSU, UC

Continuation of CHIN 2: Expansion of grammar, sentence patterns, Mandarin Chinese characters, word compounds and culturally-related readings, writings, and discussions. 1107.00

AA/AS area 3; CSU area C2; IGETC area 3B & Language

**CHIN 4****Intermediate Chinese (Mandarin)  
(Continuation)**

5 units, 5 hours lecture (GR or P/NP)

Prerequisite: Chin 3

Acceptable for credit: CSU, UC

Continuation of CHIN 3: Additional study of Mandarin Chinese characters and word compounds; expansion of reading, writing, and speaking exercises. 1107.00

AA/AS area 3; CSU area C2; IGETC area 3B & Language

**CHIN 25****Chinese Character Writing**

3 units, 3 hours lecture (GR or CR/NC)

Acceptable for credit: CSU

Introductory course for learners of Chinese character writing: Emphasis on the construction of Hanzi (Chinese characters), including basic strokes, the proper stroke order, and the most frequently used radicals; provides the opportunity to practice the art of ancient calligraphy. 1107.00

**CHIN 40A****Conversational Chinese (Mandarin)**

3 units, 3 hours lecture (GR or P/NP)

Eligible for credit by exam

Acceptable for credit: CSU

Beginning level Chinese conversational skills: Proper pronunciation and usage of the Pinyin romanization systems; sentence structure and vocabulary for a variety of basic personal interactions such as greetings, exchanging personal information, asking directions and getting around the home, school and office. 1107.00

**CHIN 40B****Conversational Chinese (Mandarin)**

3 units, 3 hours lecture (GR or P/NP)

Prerequisite: Chin 40A

Acceptable for credit: CSU

Continuation of CHIN 40A: Vocabulary, grammar, and sentence structure using topics such as the geography of China, social interactions including introductions, ordering and sharing meals, visiting friends and family, shopping and business, transportation, and the mail system. 1107.00

**CHIN 48GA-MZ****Selected Topics in Chinese**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC◆

See section on Selected Topics. 1107.00

**CHIN 49****Independent Study in Chinese**

.5-5 units (GR or P/NP)

Acceptable for credit: CSU, UC◆

See section on Independent Study. 1107.00

**CHIN 248GA-MZ****Selected Topics in Chinese**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

See section on Selected Topics. 1107.00

**COMMUNICATION  
(COMM)****COMM 1A****Introduction to Speech**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Rhetorical and argumentative analysis of significant contemporary political and social issues: Developing, stating, organizing, and researching ideas; critical thought and evaluative listening. 1506.00

AA/AS area 4d; CSU area A1; IGETC area 1C

**COMM 1B****Introduction to Speech**

3 units, 3 hours lecture (GR)

Comm 1A is not prerequisite to Comm 1B.

Acceptable for credit: CSU, UC

Theories of human communication through association and function in group and organizational settings: Ethics, values, attitudes, and problem solving. 1506.00

AA/AS area 4d; CSU area A1; IGETC area 1C

**COMM 2A****The Fundamentals of Oral Interpretation of Literature**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Principles of effective delivery, reading aloud, analysis and appreciation of literature: Reading prose, poetry, and drama. 1506.00

AA/AS area 3, 4d; CSU area C2

**COMM 2B****The Fundamentals of Oral Interpretation of Literature**

3 units, 3 hours lecture (GR)

Comm 2A is not prerequisite to Comm 2B.

Acceptable for credit: CSU, UC

Principles of effective delivery, reading aloud, analysis and appreciation of literature: Reading the short story, myths, and fables. 1506.00

AA/AS area 3, 4d; CSU area C2

**COMM 15A****Voice and Diction**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC (one course only)

Introduction to voice and diction: Voice development through control of breathing, voice tempo, pitch, volume, and tone; improvement in articulation and pronunciation. Practice through reading aloud and taping, not public speaking. 1506.00

**COMM 15B****Voice and Diction**

3 units, 3 hours lecture (GR)

Comm 15A is not prerequisite to Comm 15B.

Acceptable for credit: CSU, UC (one course only)

Introduction to voice and diction: Various modes of communicating ideas, emotions, and values through use of the voice. 1506.00

AA/AS area 4d

**COMM 19****Speech and the Mass Media**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC➤

Survey of traditional and non-traditional mass media in America: Impact of mass media trends and technology into the 21st century; critical analysis of media messages and examination of mass media from historical, political, social, and cultural perspectives. 1506.00

AA/AS area 2, 4d; CSU area D; IGETC area 4

**COMM 30A****Speech and Voice Improvement Clinic**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Intensive individualized clinical services: How others hear you, pronunciation standards, gaining a quality voice, and practical assessment. 1506.00

**COMM 30B****Speech and Voice Improvement Clinic**

3 units, 3 hours lecture (GR)

Comm 30A is not prerequisite to Comm 30B.

Acceptable for credit: CSU

Group process in respiration and responsiveness: Relaxation, breathing, volume, and variety; understanding timing; emphasis and timbre in effective voice communication. 1506.00

**COMM 44****Argumentation**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Principles of argumentation and persuasion: Practice in creating persuasive communication through finding issues, using evidence, detecting fallacies, and employing argumentative brief writing. 1506.00

AA/AS area 4d; CSU area A1; IGETC area 1C

**COMM 45****Public Speaking**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Principles of public speaking: Oral presentations based on political and social issues; critical thinking, organization, and research. 1506.00

AA/AS area 4d; CSU area A1; IGETC area 1C

**COMM 48GA-MZ****Selected Topics in Communication**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

Acceptable for credit: CSU, UC◆

See section on Selected Topics. 1506.00

**COMM 49****Independent Study in Communication**

.5-5 units (GR)

Acceptable for credit: CSU, UC◆

See section on Independent Study. 1506.00

**COMM 248GA-MZ****Selected Topics in Communication**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

See section on Selected Topics. 1506.00

## COMPUTER INFORMATION SYSTEMS (CIS)

The Computer Information Systems (CIS) Department provides students with the computer skills necessary to find employment, and the analytic and technical knowledge necessary to progress to four-year institutions.

The CIS department at Laney College offers courses in computer programming languages and systems that are transferable and articulated with UC and CSU schools (check with [www.assist.org](http://www.assist.org) for more information). Also offered are technical courses and programs that are in high-demand areas of software and systems design, development and applications.

For each option, students must complete the Core Curriculum as well as courses listed under each option.

### CORE CURRICULUM

Dept/No.	Title	Units
CIS 5	Introduction to Computer Science	5
CIS 6	Introduction to Computer Programming	5
CIS 26	C Programming	4
CIS 208A	Introduction to Operating Systems	1
CIS 208B	Operating Systems Scripting	1
CIS 234A	World Wide Web Publishing I	2

#### Select one course from the following:

CIS 30	Data Communications and Networks (4)	
CIS 234B	World Wide Web Publishing II (2)	2-4

#### Select one course from the following:

BUS 201	Business Communications (3)	
ENGL 1A	Composition and Reading (4)	
ENGL 201A	Preparation for Composition and Reading (4)	
ESL 21A	Writing 5 (Composition/Reading) (5)	3-5

**Total Required Units:**  
(Core Curriculum) **23-27**

Core courses, except Bus 201, may be applied to Associate Degree General Education requirements.

## COMPUTER PROGRAMMING

The major in Computer Programming prepares students for careers as software developers. The program provides the analytical, methodological, and language skills required within the computer industry, and serves as a partial foundation for continued education at four-year institutions.

### Degree Major/Certificate Requirements:

Dept/No.	Title	Units
Core Curriculum requirements:		23-27
CIS 25	Object-Oriented Programming Using C++	4
CIS 27	Data Structures and Algorithms	4
CIS 36A	Java Programming I	4
CIS 39A	UNIX/LINUX Operating Systems	4

#### Select one course from the following:

CIS 20	Microcomputer Assembly Language (4)	
CIS 61	Structure and Interpretation of Computer Programs (5)	
CIS 61C	Machine Structures (5)	
CIS 96A	Introduction to System/Software Security and Encryption (4)	4-5

#### Select two courses from the following:

CIS 3	Computer-Related Mathematics and Applications (4)	
CIS 36B	Java Programming Language II (4)	
CIS 64	Internet Programming in JavaScript (2)	
CIS 65	CGI Programming (2)	
CIS 66	XML Documents and Applications (2)	
CIS 67A	Interface Design Using Visual Basic (2)	
CIS 95A	Introduction to Game Theory, Development and Programming (4)	4-8

**Total Required Units:** **47-56**

For Associate Degree General Education requirements, refer to page 100.

### CIS 1 Introduction to Computer Information Systems

4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

General nature of computer hardware, software and systems: Hands-on applications include introduction to word processing, spreadsheet, database management and presentation software, and a brief introduction to web browsing and email. 0701.00  
AA/AS area 4c

**CIS 3****Computer-Related Mathematics and Applications**

4 units, 3 hours lecture, 3 hours laboratory (GR or P/ NP)

Prerequisite: Math 203 or 211D

Acceptable for credit: CSU, UC

Mathematical concepts in the context of computer applications: Algorithms and analysis of algorithms, numbering systems, logic and mathematical proofs (contradiction and induction), sets, relations and functions, combinatorics, graph theory, Boolean algebra, and discrete probability. 0706.00

AA/AS area 4c

**CIS 5****Introduction to Computer Science**

5 units, 4 hours lecture, 3 hours laboratory (GR or P/ NP)

Acceptable for credit: CSU, UC>

Introduction to computer science: Architecture of digital computers, design of algorithms for solving various problems, and basic skills in computer programming. 0706.00

AA/AS area 4c

**CIS 6****Introduction to Computer Programming**

5 units, 4 hours lecture, 3 hours laboratory (GR or P/ NP)

Acceptable for credit: CSU, UC

Introduction to computer programming: Algorithm design, flow charting, and debugging; elements of good programming style. Course may be instructed in any programming language. 0707.10

AA/AS area 4c

**CIS 16****Cobol Programming I**

4 units, 3 hours lecture, 4 hours laboratory (GR or P/ NP)

Acceptable for credit: CSU

Basic principles of American National Standard Cobol and structured programming (batch and interactive): Production of printed reports including page and column headings, COBOL arithmetic, conditional statements and tests, PERFORM statement and programmed switches, editing for validity, group and final totals, multiple input formats, and related applications. 0707.10

AA/AS area 4c

**CIS 20****Microcomputer Assembly Language**

4 units, 3 hours lecture, 3 hours laboratory (GR or P/ NP)

Recommended preparation: CIS 3 or 6 or 26

Acceptable for credit: CSU, UC

Introduction to assembly language: Input/output operations, use of files, program flow controls, interaction with OS via interrupts, pointers and arrays, strings and structured programming, and related applications. 0707.10

AA/AS area 4c

**CIS 23****C# Programming**

4 units, 3 hours lecture, 3 hours laboratory (GR or P/ NP)

Recommended preparation: CIS 6 or 25 or 26

Acceptable for credit: CSU, UC

C# programming: Basic unified modeling language (UML) notation in object-oriented software design and development using the C# programming language in a .Net environment; focus on the program structure, syntax, constructs and keywords of the C# programming language; concepts of intermediate languages (ILs); the common language runtime (CLR); and .Net standard data types. 0707.10

AA/AS area 4c

**CIS 25****Object-Oriented Programming Using C++**

4 units, 3 hours lecture, 3 hours laboratory (GR or P/ NP)

Recommended preparation: CIS 6 or 26

Acceptable for credit: CSU, UC

Object-oriented methods of software development using C++: Design and implementation of objects, class construction and destruction, encapsulation, inheritance, and polymorphism. 0707.10

AA/AS area 4c

**CIS 26****C Programming**

4 units, 3 hours lecture, 3 hours laboratory (GR or P/ NP)

Recommended preparation: CIS 3, and 6 or 20

Acceptable for credit: CSU, UC

Fundamental program and data structures that comprise C programs: Functions, control flow, data types, storage classes, arrays, pointers, structures, and input/output. 0707.10

AA/AS area 4c

**CIS 27****Data Structures and Algorithms**

4 units, 3 hours lecture, 3 hours laboratory (GR or P/ NP)

Prerequisite: CIS 25 or 26 or 36A

Acceptable for credit: CSU, UC

Use of abstract forms of data in programming: Concepts, and implementation and applicability of different forms of data to various programming problems. 0707.10

AA/AS area 4c

**CIS 28****Cobol Programming II**

4 units, 3 hours lecture, 3 hours laboratory (GR or P/ NP)

Prerequisite: CIS 16

Acceptable for credit: CSU

Advanced applications using a mainframe implementation of the Cobol language: Table handling; processing of sequential, indexed, and relative files; sequential and random access; use of the SORT statement; two-file logic; Cobol subprograms; JCL. 0707.10

AA/AS area 4c

**CIS 30****Data Communications and Networks**

4 units, 3 hours lecture, 3 hours laboratory (GR or P/ NP)

Recommended preparation: CIS 1 or 5

Acceptable for credit: CSU

Introduction to data communications and networks: Serial communications, modems, the phone network, file-transfer, protocols, X-modem, Z-modem, Kermit, physical networks, cabling, Arcnet, Ethernet, Token-ring, network operating systems, Novell, other networks, servers, work-stations, security, network administration, and alternatives to networks. 0708.10

AA/AS area 4c

**CIS 32****Systems Analysis and Business**

4 units, 3 hours lecture, 3 hours laboratory (GR or P/ NP)

Acceptable for credit: CSU

Planning and development of a computer-controlled database management system for a representative business. 0707.30

AA/AS area 4c

**CIS 36A****Java Programming Language I**

4 units, 3 hours lecture, 3 hours laboratory (GR or P/ NP)

Prerequisite: CIS 25 or 26 or 215

Acceptable for credit: CSU, UC

Introduction to object-oriented program design: Overview of the Java programming language including developing applets for web pages and stand-alone applications. 0707.10

AA/AS area 4c

**CIS 36B****Java Programming Language II**

4 units, 3 hours lecture, 3 hours laboratory (GR or P/ NP)

Prerequisite: CIS 36A

Acceptable for credit: CSU, UC

Object-oriented program design using the Java programming language: Designing and programming with exceptions, threads, file input/output (I/O); networking and graphics classes; developing code using tools such as Java 2D API and SWING; and working with projects in areas such as animation. 0707.10

AA/AS area 4c

**CIS 37****Advanced Microcomputer Programming**

4 units, 3 hours lecture, 3 hours laboratory (GR or P/ NP)

Prerequisite: CIS 20 and 26

Acceptable for credit: CSU, UC

Introduction to advanced programming techniques and systems programming on microcomputers. 0707.10

AA/AS area 4c

**CIS 39A****Unix/Linux Operating Systems**

4 units, 3 hours lecture, 3 hours laboratory (GR or P/ NP)

Prerequisite: CIS 5

Acceptable for credit: CSU

The Unix/Linux operating system: Emphasis on file system, e-mail, shell commands and programming, editing, programming tools, administrative structures, and utilities. 0702.00

AA/AS area 4c

**CIS 39B****Unix System Administration**

4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)

Recommended preparation: CIS 39A

Acceptable for credit: CSU

Introduction to Unix system administration: Procedures for administrating a Unix system. 0702.00  
AA/AS area 4c

**CIS 39C****Unix Server Administration**

4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)

Prerequisite: CIS 39B or recent UNIX system administration experience

Acceptable for credit: CSU

Introduction to Unix server administration: Advanced topics related to establishing and implementing technologies for network services among Unix and non-Unix clients over WANs and LANs. 0708.10  
AA/AS area 4c

**CIS 40****Database Management**

4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)

Recommended preparation: CIS 1 or 5

Acceptable for credit: CSU

Design, implementation, and maintenance of databases: Analysis of user requirements; building tables, queries, forms, reports, and other topics. 0702.10

AA/AS area 4c

**CIS 41****Database Programming**

4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)

Prerequisite: CIS 40

Acceptable for credit: CSU

Programming in database management systems (DBASE, Paradox, FoxPro): Database design, programming structures, strategies, and techniques. 0707.20

AA/AS area 4c

**CIS 48GA-MZ****Selected Topics in Computer Information Systems**

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR)

Acceptable for credit: CSU, UC♦

See section on Selected Topics. 0702.00

**CIS 49****Independent Study in Computer Information Systems**

.5-5 units (GR)

Acceptable for credit: CSU, UC♦

See section on Independent Study. 0702.00

**CIS 61****Structure and Interpretation of Computer Programs**

5 units, 4 hours lecture, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC>

Problem-solving approach to computer programming: Emphasis on design and implementation of functions, representation of abstract forms of data, and effects of different programming methods on software development. 0707.10

AA/AS area 4c

**CIS 61C****Machine Structures**

5 units, 4 hours lecture, 3 hours laboratory

Prerequisite: CIS 20 and 26

Acceptable for credit: CSU, UC

Internal organization and operation of digital computers: Machine architecture support for high level languages (logic, arithmetic, instruction sequencing) and operating systems (I/O, interrupts, memory management, process switching); elements of computer logic and CPU design; pipelined architecture and other aspects of machine parallelism; tradeoffs involved in fundamental architectural design decisions. 0707.10

AA/AS area 4c

**CIS 63****Software Testing**

4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)

Recommended preparation: CIS 6 or 25 or 26

Acceptable for credit: CSU

Introduction to software testing: Emphasis on following test plans, designing and detailing test cases and procedures, and executing and documenting test results utilizing current software test standards. 0707.00

AA/AS area 4c

**CIS 64****Internet Programming in JavaScript**

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR or P/NP)

Prerequisite: CIS 16 or 26, and 234A

Recommended preparation: CIS 36A

Acceptable for credit: CSU

Development of web-based interactive programs using JavaScript. 0707.10

AA/AS area 4c

**CIS 65****CGI Programming**

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR or P/NP)

Prerequisite: CIS 16 or 26, and 234A

Recommended preparation: CIS 39A and 234B

Acceptable for credit: CSU

Implementation of CGI applications in PERL and C: Emphasis on form handlers, shopping carts, search pages, and database access. 0707.10

AA/AS area 4c

**CIS 66****XML Documents and Applications**

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR or P/NP)

Prerequisite: CIS 234A

Recommended preparation: CIS 234B

Acceptable for credit: CSU

Development of documents and applications using the eXtensible Markup Language (XML and XSL for data translation): Web document-authoring meta-language used to separate data from its visual representation. 0707.10

AA/AS area 4c

**CIS 67A****Interface Design Using Visual Basic**

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR or P/NP)

Prerequisite: CIS 6

Recommended preparation: CIS 5

Acceptable for credit: CSU

Graphical user interface design: Using Microsoft Visual Basic, and study of interface design. 0707.10

AA/AS area 4c

**CIS 67B****Application Development Using Visual Basic**

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR or P/NP)

Prerequisite: CIS 26 and 67A

Recommended preparation: CIS 5

Acceptable for credit: CSU

Development of Windows-based software applications: Using Microsoft Visual Basic, including enterprise development. 0707.10

AA/AS area 4c

**CIS 73****Networking Concepts**

4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)

Prerequisite: CIS 1 or 5

Acceptable for credit: CSU

Networking concepts: Network architecture, hardware, software, concepts, protocols and standards. 0708.10

AA/AS area 4c

**CIS 95A****Introduction to Game Theory, Development and Programming**

4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)

Prerequisite: CIS 26

Recommended preparation: CIS 25

Acceptable for credit: CSU, UC

Introduction to game theory, development, and programming: Basics of game graphics, mathematics, and physics; techniques of code re-use, mix-language, and code modularization. 0707.10

AA/AS area 4c

**CIS 95B****Projects in Game Theory, Development and Programming**

4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)

Prerequisite: CIS 95A

Recommended preparation: CIS 25 and 36A

Acceptable for credit: CSU, UC

Projects in game theory, development and programming: Design and implementation of 2D and 3D graphics, audio, and artificial intelligence (AI) components. 0707.10

AA/AS area 4c

**CIS 95C****Advanced Topics in Game Development and Programming**

4 units, 3 hours lecture, 3 hours laboratory (GR or P/ NP)

Prerequisite: CIS 95A

Recommended preparation: CIS 25 and 36A and 95B  
Acceptable for credit: CSU, UC

Advanced topics in game development and programming: 2D and 3D graphics, artificial intelligence (AI), data structures and algorithms, wireless and mobile devices, and current gaming technologies. 0707.10

AA/AS area 4c

**CIS 96A****Introduction to System/Software Security and Encryption**

4 units, 3 hours lecture, 3 hours laboratory (GR or P/ NP)

Prerequisite: CIS 26

Recommended preparation: CIS 25 and 36A and 39A  
Acceptable for credit: CSU

Introduction to system/software security and encryption: Theory and programming practice on computer system security, security in computing, data strategy, secure software, web security, and encryption. 0707.10

AA/AS area 4c

**CIS 96B****Projects in System/Software Security and Encryption**

4 units, 3 hours lecture, 3 hours laboratory (GR or P/ NP)

Prerequisite: CIS 96A

Recommended preparation: CIS 25 and 36A and 39A  
Acceptable for credit: CSU

Projects in system/software security and encryption: Design and implementation of selected projects in safe coding, malware, encryption algorithms/ applications. 0707.10

AA/AS area 4c

**CIS 96C****Advanced Topics in System/Software Security and Encryption**

4 units, 3 hours lecture, 3 hours laboratory (GR or P/ NP)

Prerequisite: CIS 96A

Recommended preparation: CIS 25 and 36A and 39A and 96B

Acceptable for credit: CSU

Advanced topics in system/software security and encryption: New hardware architectures, software specifications, interface and data communication specifications and models, and selected areas of interest. 0707.10

AA/AS area 4c

**CIS 97A****Oracle SQL and PL/SQL**

4 units, 3 hours lecture, 3 hours laboratory (GR or P/ NP)

Prerequisite: CIS 1

Acceptable for credit: CSU, UC (pending)

Introduction to the design and development of multi-user relational database systems: Oracle SQL and fundamentals of PL/SQL programming. 0707.20

AA/AS area 4c

**CIS 205****Computer Literacy**

1 unit, .75 hours lecture, .75 hours laboratory (GR or P/ NP)

Also offered as Bus 219. Not open for credit to students who have completed or are currently enrolled in Bus 219.

Introduction to computers and information technology for people with no background in nor knowledge of computers. 0701.00

AA/AS area 4c

**CIS 208A****Introduction to Operating Systems**

1 unit, .75 hours lecture, .75 hours laboratory (GR or P/ NP)

Designed to guide users through the intricacies of several operating systems: OS's file system, internal commands, and support utilities. 0702.00

AA/AS area 4c

**CIS 208B****Operating Systems Scripting**

1 unit, .75 hours lecture, .75 hours laboratory (GR or P/ NP)

Creating custom scripts in several operating systems: Developing automated tasks. 0702.00

AA/AS area 4c

**CIS 209****Introduction to Windows**

1 unit, .75 hours lecture, .75 hours laboratory (GR or P/NP)

Recommended preparation: CIS 205 or Bus 219

Introduction to graphical user interfaces using Microsoft Windows. 0702.00

AA/AS area 4c

**CIS 211****Using Microcomputer Software**

.5 units, 1.5 hours laboratory (GR or P/NP)

Course study under this section may be repeated two times.

Using IBM or Macintosh PC software. 0702.10

**CIS 233****Introduction to the Internet**

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR or P/NP)

Recommended preparation: Bus 219 or CIS 205

Also offered as Bus 223. Not open for credit to students who have completed or are currently enrolled in Bus 223.

Using the Internet for access to information resources: Access methods, resources, and how to use them. 0709.00

AA/AS area 4c

**CIS 234A****World Wide Web Publishing I**

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR or P/NP)

Recommended preparation: CIS 233 and Grart 112

Creating and publishing Web pages over the Internet using the Hypertext Markup Language (HTML). 0709.00

AA/AS area 4c

**CIS 234B****World Wide Web Publishing II**

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR or P/NP)

Prerequisite: CIS 233 and 234A

Recommended preparation: Grart 112

Continuation of CIS 234A: Emphasis on advanced HTML and layout techniques, client-side image maps, CGI scripting, introduction to Cascading style sheets and dynamic scripting. 0709.00

AA/AS area 4c

**CIS 234C****Web Creation with Dreamweaver**

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR or P/NP)

Prerequisite: CIS 234B

Recommended preparation: CIS 1

Creation and management of websites and pages using Macromedia Dreamweaver: Authoring of web sites which incorporate DHTML, JavaScript through "behaviors," rollovers, and techniques for managing large-scale web sites. 0709.00

AA/AS area 4c

**CIS 248GA-MZ****Selected Topics in Computer Information Systems**

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory

See section on Selected Topics. 0702.00

**CIS 255****Computer Literacy Preparation (Project Bridge)**

1.5 units, 1 hour lecture, 1.5 hours laboratory (GR or P/NP)

Non-degree applicable

Introduction to basic computer operating skills: Computer terminology, use of software programs, internet navigation skills, and use of e-mail. 0701.00

**CIS 260****Preparation for Computer Literacy for the Deaf**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Recommended preparation: Fluency in American Sign Language

Recommended for deaf students.

Non-degree applicable

Designed to acquaint deaf students whose primary language is American Sign Language with basic knowledge of the capabilities, impact, and uses of the computer: English terminology needed to read menus, prompts, and other English materials such as manuals required in Computer Literacy, CIS 205; hands-on experience with the standard keyboard and microcomputers. 4930.30

**COPED 462A**  
**Occupational Work Experience in Computer Information Systems**

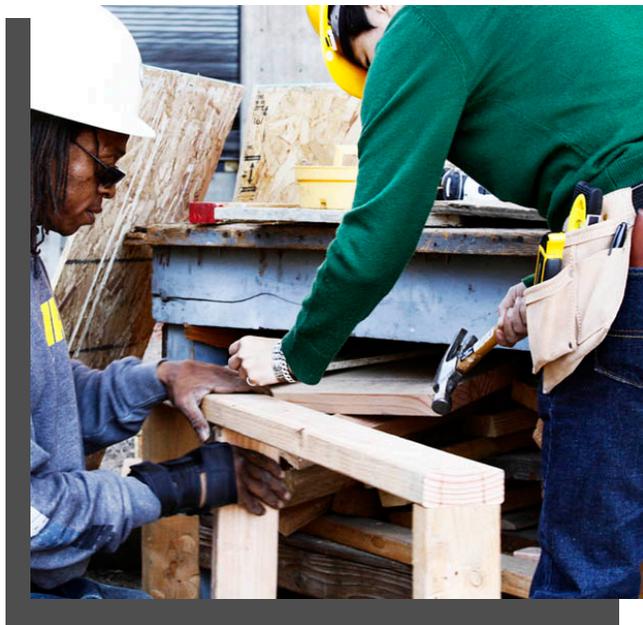
1-4 units, hours to be arranged (GR) 0702.00

**COPED 462B**  
**Occupational Work Experience in Computer Programming**

1-4 units, hours to be arranged (GR) 0707.10

**COPED 462C**  
**Occupational Work Experience in Management Information Systems Programming**

1-4 units, hours to be arranged (GR) 0707.10



**CONSTRUCTION MANAGEMENT (CONMT)**

Construction Management provides students, who work in or plan to enter management of residential projects and commercial projects, with the knowledge and skills necessary for employment. Emphasis is placed on inspection, estimating, scheduling, legal, and business aspects of construction.

**Degree Major/Certificate Requirements:**

Dept/No.	Title	Units
<b>FIRST SEMESTER</b>		
CONMT 10	Introduction to Construction Practices	3
CONMT 11	Construction Estimating I/Residential Projects	3
CONMT 12	Uniform Building Codes I	3
CONMT 20	Blueprint Reading and Interpretation	3
<b>SECOND SEMESTER</b>		
CONMT 18	Construction Project Management I	3
CONMT 21	Construction Estimating II/Commercial Projects Construction	3
CONMT 22	Uniform Building Codes II	3
CONMT 31A	Computer Applications in Contracting Scheduling	3
<b>THIRD SEMESTER</b>		
CONMT 19	Construction Project Management II	3
CONMT 31B	Computer Applications in Contracting Business Management	3
CONMT 32	Materials and Methods of Construction	3
<b>Select one course from the following:</b>		
CONMT 30	State Contracting License Law (3)	
CONMT 40	Construction Contracts and Specifications (3)	<u>3</u>
<b>Total Required Units:</b>		<b>36</b>

For Associate Degree General Education requirements, refer to page 100.

**Recommended:**

- A/ET 100
- Bus 1A, 20
- Chem 1A, 30A, 50
- Engl 1A, 53
- Math 220A, 220B, 220C, 220D
- Phys 4A, 10

## **BUILDING CODES AND INSPECTIONS**

### **Certificate of Proficiency Requirements:**

Dept/No.	Title	Units
<b>FIRST SEMESTER</b>		
CONMT 12	Uniform Building Codes I	3
CONMT 15	Electrical Code Inspections	3
<b>SECOND SEMESTER</b>		
CONMT 16	Plumbing Code Inspections	3
CONMT 22	Uniform Building Codes II	3
<b>THIRD SEMESTER</b>		
CONMT 14	Mechanical Code Inspections	3
CONMT 17	Seismic Code Inspections	<u>2.5</u>
<b>Total Required Units:</b>		<b>17.5</b>

### **CONMT 10**

#### **Introduction to Construction Practices**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Analysis of trades and their roles in construction practices: Analysis of how construction jobs are organized, labor movement changes, and equipment applications for residential and commercial construction. 0957.00

### **CONMT 11**

#### **Construction Estimating I/Residential Projects**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Estimating residential building projects: Materials and labor costs, time management, and bidding strategies. 0957.00

### **CONMT 12**

#### **Uniform Building Codes I**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Uniform Building Code: Origin, rationale, legal basis, and application. 0957.00

### **CONMT 14**

#### **Mechanical Code Inspections**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Heating and cooling concepts: Terms, interpretation and analysis of charts and tables, mechanical code inspections, calculations of loads and demand. 0957.20

### **CONMT 15**

#### **Electrical Code Inspections**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Requirements for electrical code inspections: Currents, wiring, grounding, panel locations, conductor sizing, mounting devices, and inspection methods. 0957.20

### **CONMT 16**

#### **Plumbing Code Inspections**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Requirements for plumbing code inspections: Fittings, gas consumption, below- and above-ground materials, clearances, gas pipe, water line, sewer, and inspection methods. 0957.20

### **CONMT 17**

#### **Seismic Code Inspections**

2.5 units, 2.5 hours lecture (GR)

Acceptable for credit: CSU

Requirements for new and retrofit buildings: Shear walls, diaphragms, hold-downs, high-strength bolts, bracing connections, welds, and fire sprinkler loads. 0957.20

### **CONMT 18**

#### **Construction Project Management I**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Survey and interpretation of components of the construction process: Management process, contracts and deliver methods, estimating, scheduling, network construction, project control, and cost and resource controls. 0957.00

### **CONMT 19**

#### **Construction Project Management II**

3 units, 3 hours lecture (GR)

Prerequisite: Conmt 18

Acceptable for credit: CSU

Presentation of model construction projects: Computer programs usage, organized labor, total quality management, review of construction cases, job site administration, OSHA, project bidding, and procurement and closeout. 0957.00

### **CONMT 20**

#### **Blueprint Reading and Interpretation**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Principles of blueprint reading and interpretation: Concepts, development, and interpretation of working drawings for the builder, subcontractor, craftsman, superintendent, material supplier, owner, and specifications writer. 0957.00

**CONMT 21**  
**Construction Estimating II/Commercial Projects**

3 units, 3 hours lecture (GR)  
Prerequisite: Conmt 19  
Acceptable for credit: CSU  
Estimation of multi-unit buildings and small commercial projects: Interpretation of general conditions, plans, and specifications; labor costs; grade in overhead and profit; application of the critical-path method. 0957.00

**CONMT 22**  
**Uniform Building Codes II**

3 units, 3 hours lecture (GR)  
Acceptable for credit: CSU  
Continuation of CONMT 12: Requirements of the Codes in residential and commercial construction. 0957.00

**CONMT 30**  
**State Contracting License Law**

3 units, 3 hours lecture (GR)  
Offered Fall Semester.  
Acceptable for credit: CSU  
California state contractor laws: Rationale for laws, business and professional codes, the Contractor State License Board, advertising regulations, state bonding regulations, government codes, subletting, labor laws, California building standards, health and safety codes, CAL-OSHA, Workman's Compensation Insurance, and mechanic's liens. 0957.00

**CONMT 31A**  
**Computer Applications in Contracting–Scheduling**

(Formerly CONMT 31)  
3 units, 2 hours lecture, 3 hours laboratory (GR)  
Recommended preparation: Bus 219 or CIS 205 or equivalent  
Acceptable for credit: CSU  
Selected software for construction scheduling and management: Gantt chart, critical path, resource allocation, milestones, and report writing. 0957.00  
AA/AS Area 4c

**CONMT 31B**  
**Computer Applications in Contracting–Business Management**

(Formerly CONMT 31)  
3 units, 2 hours lecture, 3 hours laboratory (GR)  
Recommended preparation: Bus 219 or CIS 205 or equivalent  
Acceptable for credit: CSU  
Construction project-management business operations: Accounting, payroll, advanced construction project management, database management, suppliers management, and report writing. 0957.00  
AA/AS Area 4c

**CONMT 32**  
**Materials and Methods of Construction**

3 units, 3 hours lecture (GR)  
Acceptable for credit: CSU  
Applications and maintenance of construction materials: Strength, durability, and degree of fire resistance. 0957.00

**CONMT 40**  
**Construction Contracts and Specifications**

3 units, 3 hours lecture (GR)  
Acceptable for credit: CSU  
Legal nature of contracts: Subcontracts and their specifications, Master Format, documentations, defaults, remedies, negotiations, and arbitration. 0957.00

**CONMT 42**  
**Managing Residential Remodeling Projects**

3 units, 3 hours lecture (GR)  
Acceptable for credit: CSU  
Maintaining control of remodeling projects: Steps required from idea to finished project. 0957.00

**CONMT 48GA-MZ**  
**Selected Topics in Construction Management**

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR)  
Acceptable for credit: CSU  
See section on Selected Topics. 0957.00

**CONMT 210**  
**Residential Building Codes for Carpenters**

3 units, 3 hours lecture (GR)  
Building codes applicable to the residential carpenter: Origin, rationale, legal basis, and application. 0957.00

**CONMT 230**  
**Building Inspections**

3 units, 3 hours lecture (GR)

Building inspections: Focus on areas requiring inspection with emphasis on the International Conference of Building Officials (ICBO) guidelines and preparation for the inspections licensing examination. 0957.20

**CONMT 248GA-MZ**  
**Selected Topics in Construction Management**

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR)

See section on Selected Topics. 0957.00

**COPED 466H**  
**Occupational Work Experience in Construction Management**

1-4 units, hours to be arranged (GR) 0957.00



**COOPERATIVE WORK EXPERIENCE EDUCATION (COPED)**

Duplicate credit will not be granted for concurrent enrollment in General Work Experience and Occupational Work Experience education. A maximum of 16 units can be granted for occupational work experience or a combination of general and occupational work experience education. The student's plan of work and study must have the approval of the college work experience supervisor.

Work experience, in conjunction with a program of instruction, makes it possible for a student to obtain college credit for paid or volunteer experience.

During regular semesters, students must enroll in a minimum of seven units including Cooperative Work Experience Education. During summer sessions, students must enroll in one other class in addition to Cooperative Work Experience Education.

**Students may enroll in no more than four units of Cooperative Work Experience Education per semester, on the basis of 75 hours of paid work experience per semester per each unit of credit, or 60 hours of unpaid or volunteer work experience per semester per each unit of credit.**

**COPED 450**  
**General Work Experience**

1-3 units, hours to be arranged (GR)

Corequisite: During regular semesters, students must enroll in a minimum of seven units including Cooperative Work Experience Education. During summer sessions, students must enroll in one other class in addition to Cooperative Work Experience Education.

Acceptable for credit: CSU

Course study under this section may be repeated three times for a maximum of 16 units for occupational or a combination of general and occupational work experience education (including Regular and Alternate Plan and General/Occupational/Apprentice Work Experience).

Supervised employment to assist in acquiring desirable work habits and attitudes, increase educational motivation, and develop improved human relations skills. Employment need not be related to educational or occupational goals. 4932.00

**COPED 451****Occupational Work Experience**

1-4 units, hours to be arranged (GR)

Corequisite: During regular semesters, students must enroll in a minimum of seven units including Cooperative Work Experience Education. During summer session, students must enroll in one other class in addition to Cooperative Work Experience Education.

Acceptable for credit: CSU

Course study under this section may be repeated three times for a maximum of 16 units for occupational or a combination of general and occupational work experience education (including Regular and Alternate Plan and General/Occupational/Apprentice Work Experience).

Supervised employment of students extending classroom-based occupational learning at an on-the-job learning station relating to students' educational or occupational goals. 4932.00

**COPED 456A-484A****Occupational Work Experience**

1-4 units, hours to be arranged (GR)

Corequisite: During regular semesters, students must enroll in a minimum of seven units including Cooperative Work Experience Education. During summer session, students must enroll in one other class in addition to Cooperative Work Experience Education.

Acceptable for credit: CSU

Course study under this section may be repeated three times for a maximum of 16 units for occupational or a combination of general and occupational work experience education (including Regular and Alternate Plan and General/Occupational/Apprentice Work Experience).

Supervised employment providing opportunities to become a productive, responsible individual and to extend learning in a chosen occupational field.

**COPED 456A****Occupational Work Experience in Accounting**

1-4 units, hours to be arranged (GR) 0502.00

**COPED 456C****Occupational Work Experience in Banking and Finance**

1-4 units, hours to be arranged (GR) 0502.00

**COPED 456D****Occupational Work Experience in Business Administration**

1-4 units, hours to be arranged (GR) 0506.00

**COPED 456H****Occupational Work Experience in Labor Studies**

1-4 units, hours to be arranged (GR) 0516.00

**COPED 456I****Occupational Work Experience in Management and Supervision**

1-4 units, hours to be arranged (GR) 0502.00

**COPED 456J****Occupational Work Experience in Marketing and Sales**

1-4 units, hours to be arranged (GR) 0509.00

**COPED 458A****Occupational Work Experience in Cosmetology**

1-4 units, hours to be arranged (GR) 3007.00

**COPED 460A****Occupational Work Experience in Media Communications**

1-4 units, hours to be arranged (GR) 0604.20

**COPED 462A****Occupational Work Experience in Computer Information Systems**

1-4 units, hours to be arranged (GR) 0702.00

**COPED 462B****Occupational Work Experience in Computer Programming**

1-4 units, hours to be arranged (GR) 0707.10

**COPED 462C****Occupational Work Experience in Management Information Systems Programming**

1-4 units, hours to be arranged (GR) 0707.10

**COPED 466A****Occupational Work Experience in Environmental Control Technology**

1-4 units, hours to be arranged (GR) 0946.00

**COPED 466B****Occupational Work Experience in Architectural Technology**

1-4 units, hours to be arranged (GR) 0201.00

**COPED 466G**  
**Occupational Work Experience in Carpentry**  
1-4 units, hours to be arranged (GR) 0952.10

**COPED 466H**  
**Occupational Work Experience in Construction Management**  
1-4 units, hours to be arranged (GR) 0957.00

**COPED 466J**  
**Occupational Work Experience in Engineering Technology**  
1-4 units, hours to be arranged (GR) 0953.00

**COPED 466K**  
**Occupational Work Experience in Graphic Arts**  
1-4 units, hours to be arranged (GR) 1030.00

**COPED 466L**  
**Occupational Work Experience in Machine Technology**  
1-4 units, hours to be arranged (GR) 0956.30

**COPED 466M**  
**Occupational Work Experience in Welding Technology**  
1-4 units, hours to be arranged (GR) 0956.50

**COPED 466N**  
**Occupational Work Experience in Wood Technology**  
1-4 units, hours to be arranged (GR) 0952.50

**COPED 468A**  
**Occupational Work Experience in Photography**  
1-4 units, hours to be arranged (GR) 1012.00

**COPED 470D**  
**Occupational Work Experience in Vocational Nursing**  
1-4 units, hours to be arranged (GR) 1230.20

**COPED 472B**  
**Occupational Work Experience in Culinary Arts/Baking**  
1-4 units, hours to be arranged (GR) 1306.31

**COPED 472C**  
**Occupational Work Experience in Culinary Arts/Cooking**  
1-4 units, hours to be arranged (GR) 1306.32

**COPED 484A**  
**Occupational Work Experience in Biotechnology**  
1-4 units, hours to be arranged (GR) 0430.00

**COPED 478A-478B-478C**  
**Apprentice Work Experience**  
1-4 units, hours to be arranged (GR)  
Corequisite: Concurrent enrollment in an apprentice training course and employment as an apprentice  
Non-degree applicable  
Course study under this section may be repeated three times for a maximum of 16 units for occupational or a combination of general and occupational work experience education (including Regular and Alternate Plan and General/Occupational/Apprentice Work Experience).  
Correlation of employment experience to classroom study for more effective vocational training.

**COPED 478A**  
**Apprentice Work Experience in Mill and Cabinet Maker**  
1-4 units, hours to be arranged (GR) 0952.51

**COPED 478B**  
**Apprentice Work Experience in Molder and Coremaker**  
1-4 units, hours to be arranged (GR) 0956.01

**COPED 478C**  
**Apprentice Work Experience in Roofer**  
1-4 units, hours to be arranged (GR) 0952.91

## COSMETOLOGY (COSM)

The Cosmetology program prepares students in all phases of cosmetology. The program consists of 1600 hours training in theoretical foundations, manipulative skills, business knowledge, professional and ethical practices and prepares students to take the California State Board of Cosmetology examination for licensure.

Admission Requirements: Contact the Cosmetology Department at (510) 464-3285 for supplementary application information and forms. First-time students are required to attend an orientation meeting. A grade of "C" or above is required in each prerequisite course to continue in the sequence of course offerings.

Transfer students will be accepted when space is available, providing they have not achieved more than 300 certified hours and apply within a one-year period of withdrawal from a previous school.

Upon completion of the 1600-hour program, students are eligible for the Cosmetology certificate and are qualified to apply for licensing through California State Board of Cosmetology.

### DAY PROGRAM

#### Degree Major/Certificate Requirements:

Dept/No.	Title	Units
<b>FIRST SEMESTER</b>		
COSM 210	Cosmetology Theory I	5
COSM 210	Cosmetology Laboratory I	7
COSM 211	Manicuring & Pedicuring I	1
COSM 212	Chemical Services/Haircutting I	1
COSM 213	Hairstyling Services/Haircutting I	1
COSM 214	Haircolor Services/Haircutting I	1
COSM 215	Facials I	1
<b>SECOND SEMESTER</b>		
COSM 220	Cosmetology Theory II	5
COSM 220L	Cosmetology Laboratory II	7
COSM 221	Manicuring & Pedicuring II	1
COSM 222	Chemical Services/Haircutting II	1
COSM 223	Hairstyling Services/Haircutting II	1
COSM 224	Haircolor Services/Haircutting II	1
COSM 225	Facials II	1

### THIRD SEMESTER

COSM 230	Cosmetology Theory III	5
COSM 230	Cosmetology Laboratory III	7
COSM 231	Manicuring & Pedicuring III	1
COSM 232	Chemical Services/Haircutting III	1
COSM 233	Hairstyling Services/Haircutting III	1
COSM 234	Haircolor Services/Haircutting III	1
COSM 235	Facials III	1
<b>Total Required Units:</b>		<b>51</b>

For Associate Degree General Education requirements, refer to page 100.

### EVENING PROGRAM

#### Degree Major/Certificate Requirement:

Dept/No.	Title	Units
<b>FIRST SEMESTER</b>		
COSM 210	Cosmetology Theory I	5
COSM 210LE	Cosmetology Laboratory I	5
COSM 211	Manicuring & Pedicuring I	1
COSM 212	Chemical Services/Haircutting I	1
COSM 213	Hairstyling Services/Haircutting I	1
COSM 214	Haircolor Services/Haircutting I	1
COSM 215	Facials I	1
<b>SECOND SEMESTER</b>		
COSM 220	Cosmetology Theory II	5
COSM 220LE	Cosmetology Laboratory II	5
COSM 221	Manicuring & Pedicuring II	1
COSM 222	Chemical Services/Haircutting II	1
COSM 223	Hairstyling Services/Haircutting II	1
COSM 224	Haircolor Services/Haircutting II	1
COSM 225	Facials II	1

### THIRD SEMESTER

COSM 230	Cosmetology Theory III	5
COSM 230LE	Cosmetology Laboratory III	5
COSM 231	Manicuring & Pedicuring III	1
COSM 232	Chemical Services/Haircutting III	1
COSM 233	Hairstyling Services/Haircutting III	1
COSM 234	Haircolor Services/Haircutting III	1
COSM 235	Facials III	1

### FOURTH SEMESTER

#### Select one course from the following:

COSM 240LE	Cosmetology Laboratory IV (5)	
COSM 200	Special Projects Laboratory (5)	5
<b>Total Required Units:</b>		<b>50</b>

For Associate Degree General Education requirements, refer to page 100.

#### Recommended:

Bus 20, 54  
Comm 45  
Psych 6  
Soc 1

**COSM 200****Special Projects Laboratory**

1-7 units, 3-21 hours laboratory (GR)

Prerequisite: Completion of lecture and laboratory courses from any level

Course study under this section may be repeated three times.

Laboratory experience in all phases of Cosmetology: Developing proficiency, accuracy and speed. 3007.00

**COSM 201****Manicurist Theory**

7 units, 7 hours lecture (GR)

Corequisite: Cosm 201L

Principles and procedures in all phases of manicuring and pedicuring: Applied principles of bacteriology; anatomy, physiology and chemistry of nails, hands, and arm structure; disorders and diseases of the nail; sanitation; health and safety/hazardous substances; salon management; state rules and regulations. 3007.00

**COSM 201L****Manicurist Laboratory**

6 units, 18 hours laboratory (GR)

Corequisite: Cosm 201

Laboratory experience in all phases of manicuring, pedicuring, and related operations. 3007.00

**COSM 210****Cosmetology Theory**

5 units, 5 hours lecture (GR)

Corequisite: Cosm 210L or 210LE, 211, 212, 213, 214, 215

Beginning cosmetology theory: Bacteriology, public health and safety, HIV and hepatitis, disinfection and sanitation, hygiene and grooming; professionalism and ethics; State Board Rules and Regulations Act and Performance Criteria; dermatology, trichology, onychology structure and function, disorders and diseases, related anatomy and physiology. 3007.00

**COSM 210L****Cosmetology Laboratory**

7 units, 22.5 hours laboratory (GR)

Corequisite: Cosm 210, 211, 212, 213, 214, 215

Practical training for beginning level skills in all phases of beauty culture. 3007.00

**COSM 210LE****Cosmetology Laboratory I**

5 units, 15 hours laboratory (GR)

Corequisite: Cosm 210, 211, 212, 213, 214, 215

Practical training for beginning level skills in all phases of beauty culture. 3007.00

**COSM 211****Manicuring and Pedicuring I**

1 unit, 1 hour lecture (GR)

Corequisite: Cosm 210, 210L or 210LE, 212, 213, 214, 215

Beginning manicuring and pedicuring: Terminology and definitions, disinfection and sanitation, tools and equipment, nail cosmetics, public health, safety, onychology structure and function, nail shapes, water and oil manicures, men's manicures, arm and hand massage, pedicuring, foot and ankle massage. 3007.00

**COSM 212****Chemical Services/Haircutting I**

1 unit, 1 hour lecture (GR)

Corequisite: Cosm 210, 210L or 210LE, 211, 213, 214, 215

Beginning chemical services and haircutting: Terminology and definitions; permanent wave and relaxer chemistry; rod selection and sectioning patterns; physical and chemical actions; wrapping, timing, and text curls; neutralizing; strand testing; base and no-base relaxers; virgin and retouch applications; application methods; smoothing; processing and neutralizing; stature, facial and head shapes; hair growth patterns; tools and equipment; sectioning; blunt and tapered haircutting; low and high elevation haircutting. 3007.00

**COSM 213****Hairstyling Services/Haircutting I**

1 unit, 1 hour lecture (GR)

Corequisite: Cosm 210, 210L or 210LE, 211, 212, 214, 215

Beginning hairstyling and haircutting: Terminology and definitions; scalp treatments and conditioners; brushing and manipulation; chemical styling tools; wet and thermal hairstyling; stature, facial and head shapes; hair growth patterns and distribution; tools and equipment; sectioning; blunt and tapered haircutting; low and high elevation haircutting. 3007.00

**COSM 214****Haircolor Services/Haircutting I**

1 unit, 1 hour lecture (GR)

Corequisite: Cosm 210, 210L or 210LE, 211, 212, 213, 215

Beginning haircolor and haircutting: Terminology and definitions; history of haircolor; scalp and hair analysis; hair color classifications; haircolor chemistry; color developers; consultation, predisposition and strand testing; record cards; tint applications; stature, facial and head shapes; hair growth patterns; tools and equipment; sectioning; blunt and tapered haircutting; low and high elevation haircutting. 3007.00

**COSM 215****Facials I**

1 unit, 1 hour lecture (GR)

Corequisite: Cosm 210, 210L or 210LE, 211, 212, 213, 214

Beginning facial and skin care: Disinfection sanitation, public health, safety precautions, tools and equipment, skin care cosmetics, draping and client protection, skin analysis, terminology and definitions, skin cleansing, massage, plain facials, eyebrow arching, packs and masks, daytime make-up. 3007.00

**COSM 220****Cosmetology Theory II**

5 units, 5 hours lecture (GR)

Prerequisite: Cosm 210, 210L or 210LE, 211, 212, 213, 214, 215

Corequisite: Cosm 220L or 220LE, 221, 222, 223, 224, 225

Intermediate cosmetology theory: Bacteriology, public health and safety, disinfection and sanitation, hygiene and grooming; professionalism and ethics; State Board Rules and Regulations Act and Performance Criteria; dermatology, trichology, onychology structure and function, disorders and diseases, related anatomy, physiology and chemistry; laboratory technique training, MSDS requirements; hazardous waste disposal; desk and receptionist training. 3007.00

**COSM 220L****Cosmetology Laboratory II**

7 units, 22.5 hours laboratory (GR)

Prerequisite: Cosm 210, 210L, 211, 212, 213, 214, 215

Corequisite: Cosm 220, 221, 222, 223, 224, 225

Practical training for intermediate level skills in all phases of beauty culture. 3007.00

**COSM 220LE****Cosmetology Laboratory II**

5 units, 15 hours laboratory (GR)

Prerequisite: Cosm 210, 210LE, 211, 212, 213, 214, 215

Corequisite: Cosm 220, 221, 222, 223, 224, 225

Practical training for intermediate level skills in all phases of beauty culture. 3007.00

**COSM 221****Manicuring and Pedicuring II**

1 unit, 1 hour lecture (GR)

Prerequisite: Cosm 210, 210L or 210LE, 211, 212, 213, 214, 215

Corequisite: Cosm 220, 220L or 220LE, 222, 223, 224, 225

Intermediate level manicuring and pedicuring: Terminology and definitions, disinfection and sanitation, tools and equipment, nail cosmetics, public health, safety, onychology structure and function, disorders and disease, nail shapes, water and oil manicures, nail mending and repairs, silk and paper wraps, artificial nails, hazardous waste disposal, men's manicures, arm and hand massage, pedicuring, foot and ankle massage. 3007.00

**COSM 222****Chemical Services/Haircutting II**

1 unit, 1 hour lecture (GR)

Prerequisite: Cosm 210, 210L or 210LE, 211, 212, 213, 214, 215

Corequisite: Cosm 220, 220L or 220LE, 221, 223, 224, 225

Intermediate level chemical services and haircutting: Terminology and definitions; permanent wave and relaxer chemistry; rod selection and sectioning patterns; physical and chemical actions; wrapping, timing, and text curls; neutralizing; strand testing; base and no-base relaxers; virgin and retouch applications; application methods; smoothing; processing and neutralizing; stature, facial and head shapes; hair growth patterns; tools and equipment; sectioning; blunt and tapered haircutting; low and high elevation haircutting. 3007.00

**COSM 223****Hairstyling Services/Haircutting II**

1 unit, 1 hour lecture (GR)

Prerequisite: Cosm 210, 210L or 210LE, 211, 212, 213, 214, 215

Corequisite: Cosm 220, 220L or 220LE, 221, 222, 224, 225

Intermediate level hairstyling and haircutting: Terminology and definitions; scalp treatments and conditioners; brushing and manipulation; chemical styling tools; wet and thermal hairstyling; stature, facial and head shapes; hair growth patterns and distribution; tools and equipment; sectioning; blunt and tapered haircutting; low and high elevation haircutting, clipper cutting; texturizing and slithering. 3007.00

**COSM 224****Haircolor Services/Haircutting II**

1 unit, 1 hour lecture (GR)

Prerequisite: Cosm 210, 210L or 210LE, 211, 212, 213, 214, 215

Corequisite: Cosm 220, 220L or 220LE, 221, 222, 223, 225

Intermediate level haircolor and haircutting: Terminology and definitions; history of haircolor; scalp and hair analysis; haircolor classifications; haircolor chemistry; color developers; consultation, predisposition and strand testing; record cards; tint applications; bleach and toner application; dying back to natural; dye removers; stature, facial and head shapes; hair growth patterns; tools and equipment; sectioning; blunt and tapered haircutting; low and high elevation haircutting, clipper cutting; texturizing and slithering. 3007.00

**COSM 225****Facials II**

1 unit, 1 hour lecture (GR)

Prerequisite: Cosm 210, 210L or 210LE, 211, 212, 213, 214, 215

Corequisite: Cosm 220, 220L or 220LE, 221, 222, 223, 224

Intermediate level facial and skin care: Disinfection sanitation, public health, safety precautions, tools and equipment, skin care cosmetics, draping and client protection, skin analysis, terminology and definitions, skin cleansing, massage, plain facials, eyebrow arching, packs and masks, daytime make-up, lash and brow tinting, hair removal, false lashes, evening and corrective make-up, electrical facials. 3007.00

**COSM 230****Cosmetology Theory III**

5 units, 5 hours lecture (GR)

Prerequisite: Cosm 220, 220L or 220LE, 221, 222, 223, 224, 225

Corequisite: Cosm 230L or 230LE, 231, 232, 233, 234, 235

Advanced level cosmetology theory: Bacteriology, public health and safety, disinfection and sanitation, hygiene and grooming; professionalism and ethics; State Board Rules and Regulations Act and Performance Criteria; dermatology, trichology, onychology structure and function, disorders and diseases, related anatomy, physiology, chemistry; laboratory technician training; MSDS requirements; hazardous waste disposal; desk and receptionist training; career exploration and planning; salon management; sales and marketing. 3007.00

**COSM 230L****Cosmetology Laboratory III**

7 units, 22.5 hours laboratory (GR)

Prerequisite: Cosm 220, 220L, 221, 222, 223, 224, 225

Corequisite: Cosm 230, 231, 232, 233, 234, 235

Practical training for advanced level skills in all phases of beauty culture: Preparation for California State Board of Cosmetology examination for licensure as a cosmetologist. 3007.00

**COSM 230LE****Cosmetology Laboratory III**

5 units, 15 hours laboratory (GR)

Prerequisite: Cosm 220, 220LE, 221, 222, 223, 224, 225

Corequisite: Cosm 230, 231, 232, 233, 234, 235

Practical training for advanced level skills in all phases of beauty culture: Preparation for California State Board of Cosmetology examination for licensure as a cosmetologist. 3007.00

**COSM 231****Manicuring and Pedicuring III**

1 unit, 1 hour lecture (GR)

Prerequisite: Cosm 220, 220L or 220LE, 221, 222, 223, 224, 225

Corequisite: Cosm 230, 230L or 230LE, 232, 233, 234, 235

Advanced level manicuring and pedicuring: Terminology and definitions, disinfection and sanitation, tools and equipment, nail cosmetics and chemistry, public health, safety, onychology structure and function, disorders and disease, nail shapes, water and oil manicures, nail mending and repairs, silk and paper wraps, artificial nails, fiberglass and gel nails, nail art and design, hazardous waste disposal, men's manicures, arm and hand massage, pedicuring, foot and ankle massage. 3007.00

**COSM 232****Chemical Services/Haircutting III**

1 unit, 1 hour lecture (GR)

Prerequisite: Cosm 220, 220L or 220LE, 221, 222, 223, 224, 225

Corequisite: Cosm 230, 230L or 230LE, 231, 233, 234, 235

Advanced level chemical services and haircutting: Terminology and definitions; permanent wave and relaxer chemistry; rod selection and sectioning patterns; physical and chemical actions; wrapping, timing, and text curls; neutralizing; heat, ph balanced, and men's perms; strand testing; end, spiral, loop, stacked, dropped and partial perms; base and no-base relaxers; virgin and retouch applications; application methods; smoothing; processing and neutralizing; soft curl perms; chemical blow outs; texturizers; stature, facial and head shapes; hair growth patterns; tools and equipment; sectioning; blunt and tapered haircutting; low and high elevation haircutting; clipper cutting; texturizing and slithering; combination elevation haircutting. 3007.00

**COSM 233****Hairstyling Services/Haircutting III**

1 unit, 1 hour lecture (GR)

Prerequisite: Cosm 220, 220L or 220LE, 221, 222, 223, 224, 225

Corequisite: Cosm 230, 230L or 230LE, 231, 232, 234, 235

Advanced level hairstyling and haircutting: Terminology and definitions; scalp treatments and conditioners; brushing and manipulation; chemical styling tools; wet and thermal hairstyling; stature, facial and head shapes; hair growth patterns and distribution; tools and equipment; sectioning; blunt and tapered haircutting; low and high elevation haircutting, clipper cutting; texturizing and slithering; combination elevation haircutting. 3007.00

**COSM 234****Haircolor Services/Haircutting III**

1 unit, 1 hour lecture (GR)

Prerequisite: Cosm 220, 220L or 220LE, 221, 222, 223, 224, 225

Corequisite: Cosm 230, 230L or 230LE, 231, 232, 233, 235

Advanced level haircolor and haircutting: Terminology and definitions; history of haircolor; scalp and hair analysis; haircolor classifications; haircolor chemistry; color developers; consultation, predisposition and strand testing; record cards; tint applications; bleach and toner applications; dyeing back to natural; dye removers; hennas; special effects; stature, facial and head shapes; hair growth patterns; tools and equipment; sectioning; blunt and tapered haircutting; low and high elevation haircutting, clipper cutting; texturizing and slithering; combination elevation haircutting. 3007.00

**COSM 235****Facials III**

1 unit, 1 hour lecture (GR)

Prerequisite: Cosm 220, 220L or 220LE, 221, 222, 223, 224, 225

Corequisite: Cosm 230, 230L or 230LE, 231, 232, 233, 234

Advanced level facial and skin care: Disinfection sanitation, public health, safety precautions, tools and equipment, skin care cosmetics, skin analysis, terminology and definitions, skin cleansing, massage, plain facials, eyebrow arching, packs and masks, daytime make-up, lash and brow tinting, hair removal, false lashes, evening and corrective make-up, electrical facials, high fashion and fantasy make-up, comedone removal, chemical skin peels. 3007.00

**COSM 240LE****Cosmetology Laboratory IV**

5 units, 15 hours laboratory (GR)

Prerequisite: Cosm 230, 230LE, 231, 232, 233, 234, 235  
Practical training for advanced level skills in all phases of beauty culture: Preparation for California State Board of Cosmetology examination for licensure as a cosmetologist. 3007.00

**COSM 245****Introduction to Cosmetology**

2 units, 2 hours lecture (GR)

Topics of interest to prospective Cosmetology students: History of cosmetology, career paths for a cosmetologist, personality development and attitude, effective communication, goal setting, time management, and ethics. 3007.00

### **COSM 248GA-MZ**

#### **Selected Topics in Cosmetology**

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR)

See section on Selected Topics. 3007.00

### **COSM 252**

#### **Advanced Hairstyling**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Recommended preparation: Current California Cosmetology License

Non-degree applicable

Course study under this section may be repeated three times.

Advanced hairstyling theory and practice: Current methods and techniques used in hairstyling, haircutting, coloring and permanent waving of hair; professionalism; salesmanship; attitudes and ethics. 3007.00

### **COPED 458A**

#### **Occupational Work Experience in Cosmetology**

1-4 units, hours to be arranged (GR) 3007.00



## **COUNSELING (COUN)**

### **COUN 24**

#### **College Success**

3 units, 3 hours lecture (GR or P/NP)

Recommended preparation: Engl 201B or ESL 21B

Not open for credit to students who have completed Lrnre 24.

Acceptable for credit: CSU, UC

Identification and development of resources that facilitate college success: High-performance learning utilizing information organization and management, critical-thinking and problem-solving skills, effective time management, learning styles and strategies and memory theory, goal setting and educational planning, and campus/community resources. 4930.10

CSU area E

### **COUN 30**

#### **Personal Growth and Development**

3 units, 3 hours lecture (GR or P/NP)

Recommended preparation: Engl 201B or ESL 21B

Acceptable for credit: CSU

Examination of the psycho-social dynamics of personal growth: Focus on self exploration, learning to make choices, stress and coping, interpersonal relationships, origin and resolution of conflicts and the role of emotions in behavior and health; includes active personal involvement, group interaction, and self-study. 4930.10

AA/AS Area 2; CSU Area, E

### **COUN 57**

#### **Career and Life Planning**

3 units, 3 hours lecture (GR or P/NP)

Recommended preparation: Engl 201B or ESL 21B

Not open for credit to students who have completed Lrnre 57.

Acceptable for credit: CSU, UC

In-depth career and life planning: Self-exploration, identifying values, interests, needs and goals; development of skills for assuming careers and lifestyles over the life span, influence of career choice on the quality of life, and the development of a career action plan. Designed to assist those students considering the transition of a career change or undecided about the selection of a college transfer major. 4930.10

CSU area E

**COUN 200A****Orientation to College**

.5 unit, .5 hour lecture (GR or P/NP)

Information for new students: College programs, policies and procedures, campus resources and assessment. 4930.10

**COUN 200B****Orientation to College**

.5 unit, .5 hour lecture (GR or P/NP)

Recommended preparation: Coun 200A

Educational planning and college success skills: Development of a Student Educational Plan (SEP) with a counselor and introduction to topics such as time management, study skills, note-taking, and test-taking techniques. 4930.10

**COUN 202****Orientation to American Culture and College**

1 unit, 1 hour lecture (GR or P/NP)

Introduction to American collegiate life to immigrant and international students: Cultural issues, interpersonal communication skills, navigation of the educational system and campus resources, and strategies of effective study patterns. 4930.10

**COUN 207****Career Exploration**

3 units, 3 hours lecture (GR or P/NP)

Not open for credit to students who have completed or are currently enrolled in Coun 207A, 207B, or 207C. Career decision-making, occupational assessment, and job search: Exploration of values, skills, and goals leading to realistic career choices; practice in networking, employment research, resume preparation, and interviewing techniques. 4930.10

**COUN 207A****Career Exploration**

1 unit, 1 hour lecture (GR or P/NP)

Not open for credit to students who have completed or are currently enrolled in Coun 207.

Career decision making: Exploration and clarification of values, skills, and goals to facilitate informed and realistic career choices, and introduction to personal and occupational assessment tools. 4930.10

**COUN 207B****Career Exploration**

1 unit, 1 hour lecture (GR or P/NP)

Not open for credit to students who have completed or are currently enrolled in Coun 207.

Occupational assessment tools: Practice in networking, informational interviews, research on employment opportunities and trends, and resources used in job search. 4930.10

**COUN 207C****Career Exploration**

1 unit, 1 hour lecture (GR or P/NP)

Not open for credit to students who have completed or are currently enrolled in Coun 207.

Job search skills: Resumes, cover letters, telephone skills, and interviewing techniques. 4930.10

**COUN 221****Preparing for College/University Transfer**

.5-1 unit, .5-1 hour lecture (GR or P/NP)

In-depth information and assistance with the transfer process to four-year colleges and universities: Lower-division major and general education requirements, college/university selection, admission procedures, application deadlines, financial aid, and scholarship information. Students will receive the information necessary to develop a Student Educational Plan (SEP) for transfer. 4930.10

**COUN 224****College Preparedness**

2-3 units, 2-3 hours lecture (GR or P/NP)

Recommended preparation: Coun 200A and 200B

Acquisition of college success skills: Time management, good study habits, effective note taking, goal-setting strategies, educational planning, and use of library and other learning resources. 4930.10

**COUN 230****Strategies for Personal Development**

3 units, 3 hours lecture (GR or P/NP)

Examination of theories and principles of personal growth and interpersonal effectiveness: Dynamics of relationships in the areas of friendship, love, family, school, occupations and other group relations; emphasis on self exploration and developing positive coping strategies. 4930.10

AA/AS Area 2

**COUN 260****Career Preparation for Project Bridge**

1 unit, 1 hour lecture (GR or P/NP)

Also offered as Lrnre 260. Not open for credit to students who have completed or are currently enrolled in Lrnre 260.

Non-degree applicable

Course study under this section may be repeated three times.

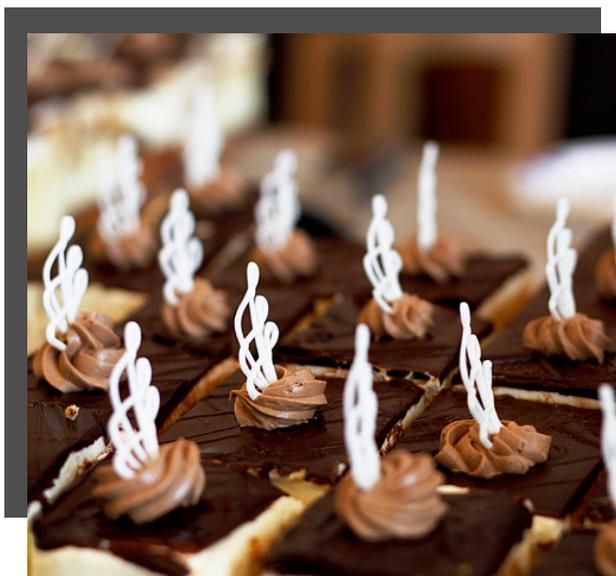
Preparation for work and career success: Analysis, evaluation, and discussion of the skills, personal attributes, and education required for the world of work and career achievement. 4930.10

## COUN 501

### Counseling Learning Lab (Non-Credit)

0 unit, 1-5 hours laboratory (Not graded)

Success and retention strategies offered in small groups: Provides supervised tutoring to students in overcoming barriers in reaching their educational goals and increasing their successful completion of college courses and programs. 4930.13



## CULINARY ARTS (CULIN)

The two certificate programs (majors) in this department are **Baking and Pastry** and **Restaurant Management**. They provide students with the knowledge, skills, and attitudes which enhance successful employment in the various job classifications of the Culinary Arts industry. The programs include pre-employment courses, supervised experience prior to employment, extension classes, and short-term workshops for upgrading skills. Many classes are approved by Retail Bakers Association (RBA) and National Restaurant Association (NRA).

### BAKING AND PASTRY

The major in **Baking and Pastry** prepares students for employment in retail bakeries, and in industrial and commercial establishments as pastry cooks or bakers.

Note: This program includes frequent application of fractions, decimals, and percents. Mathematics 251A-B is recommended for students who want a review.

#### Degree Major/Certificate Requirements:

Dept/No.	Title	Units
<b>FIRST SEMESTER</b>		
CULIN 203	Introduction to Baking	4
CULIN 204	Basic Patisserie	4
CULIN 215	Culinary Math Fundamentals	1
CULIN 216	Introduction to Food Science and Nutrition	1
CULIN 219	Introduction to Sanitation	1
<b>SECOND SEMESTER</b>		
CULIN 205	Artisan Breads	5
CULIN 206	Advanced Cake Decorating	5
<b>THIRD SEMESTER</b>		
CULIN 207	International Patisserie	6
CULIN 208	Confiserie (Candy and Chocolate Making)	5
<b>FOURTH SEMESTER</b>		
CULIN 33	Managing Food Sanitation	2
CULIN 209	Contemporary Plated Desserts	6
CULIN 229	Culinary Career Success Strategies	2
CULIN 217	Recipe, Formulas and Food Costs	1
<b>Total required units:</b>		<b>43</b>

For Associate Degree General Education requirements, refer to page 100.

## RESTAURANT MANAGEMENT

The major in **Restaurant Management** offers technical trade theory and practical laboratory experiences in basic restaurant management and cooking procedures which prepare students for entry into the various job classifications of the industry. Students have the opportunity to demonstrate their capabilities in the operations and supervision of the food preparation facility at Laney College.

Note: This program includes frequent application of fractions, decimals, and percents. Mathematics 251A B is recommended for students who want a review.

### Degree Major/Certificate Requirements:

Dept/No.	Title	Units
<b>FIRST SEMESTER</b>		
CULIN 212	Introduction to Culinary Arts Fundamentals Lab	4
CULIN 214	Hospitality Careers and Skills Development	1
CULIN 215	Culinary Math Fundamentals	1
CULIN 216	Introduction to Food Science and Nutrition	1
CULIN 217	Recipe, Formula, and Food Costs	1
CULIN 218	Ingredients and Equipment	1
CULIN 219	Introduction to Sanitation	1
<b>SECOND SEMESTER</b>		
CULIN 223	Stocks, Soups and Sauces	1
CULIN 224	Dynamics of Heat Cooking	1
CULIN 225	Introduction to Garde Manger and Food Presentation	1
CULIN 226	Introduction to Baking for Chefs	3
CULIN 227	Quantity Food Production Lab	3
<b>THIRD SEMESTER</b>		
CULIN 31	Garde Manger and Contemporary American Bistro Cooking	7
CULIN 33	Managing Food Sanitation	2
CULIN 53	Nutrition for the Culinary Professionals	3
CULIN 232	Dining Room Service and Management	2
<b>FOURTH SEMESTER</b>		
CULIN 41	International Cuisine	7
CULIN 50	Principles of Food, Beverage, and Labor Controls	3
CULIN 51	Supervision in the Hospitality Industry	3
<b>Total Required Units:</b>		<b>46</b>

For Associate Degree General Education requirements, refer to page 100.

## COOKING

### Certificate of Proficiency Requirements:

Dept/No.	Title	Units
<b>FIRST SEMESTER</b>		
CULIN 212	Introduction to Culinary Arts Fundamentals Lab	4
CULIN 214	Hospitality Careers and Skills Development	1
CULIN 215	Culinary Math Fundamentals	1
CULIN 216	Introduction to Food Science and Nutrition	1
CULIN 217	Recipe, Formula, and Food Costs	1
CULIN 218	Ingredients and Equipment	1
CULIN 219	Introduction to Sanitation	1
<b>SECOND SEMESTER</b>		
CULIN 223	Stocks, Soups and Sauces	1
CULIN 224	Dynamics of Heat Cooking	1
CULIN 225	Introduction to Garde Manger and Food Presentation	1
CULIN 227	Quantity Food Production Lab	3
<b>Total Required Units:</b>		<b>16</b>

### CULIN 10

#### Meat Analysis

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Introduction to meat analysis: The prime cuts of beef, veal, lamb and pork; techniques and skills to bone and tie poultry and cutfish, and prepare shellfish. 1306.32

### CULIN 11

#### Introduction to Hospitality Management

3 units, 3 hours lecture (GR)

NRA ProMgt approved

Acceptable for credit: CSU

Philosophy of management in the hospitality and food services industry: Leadership styles. 1307.00

### CULIN 31

#### Garde Manger and Contemporary American Bistro Cooking

7 units, 3 hours lecture, 12 hours laboratory (GR)

Prerequisite: Culin 223, 224, 225, 226, 227

Corequisite: Culin 33, 53, 232

Appropriate department dress code and T.B. clearance required.

Acceptable for credit: CSU

Introduction to professional fine-dining restaurant food service: Emphasis on a la carte cooking and garde manger; hands-on lab experience in a working restaurant incorporating contemporary American cooking techniques and theories. 1306.32

**CULIN 33****Managing Food Sanitation**

2 units, 2 hours lecture (GR)  
 Prerequisite: Culin 223, 224, 225, 226, 227  
 Corequisite: Culin 31, 53, 232  
 TB clearance required.

Acceptable for credit: CSU  
 Advanced theory and principles of food sanitation: Safe food handling and storage, HACCP program planning, OSHA regulations, and personal hygiene and safety; preparation for NRA SERVSAFE certification exam. 1306.30

**CULIN 41****International Cuisine**

7 units, 3 hours lecture, 12 hours laboratory (GR)  
 Prerequisite: Culin 31, 33, 53, 232  
 Corequisite: Culin 50, 51  
 Appropriate department dress code and T.B. clearance required.

Acceptable for credit: CSU  
 Introduction to professional fine-dining restaurant food service: Emphasis on a la carte cooking; hands-on lab experience in a working restaurant incorporating international cooking techniques and theories. 1306.32

**CULIN 48GA-MZ****Selected Topics in Culinary Arts**

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR)  
 Acceptable for credit: CSU  
 See section on Selected Topics. 1306.30

**CULIN 50****Principles of Food, Beverages, and Labor Controls**

3 units, 3 hours lecture (GR)  
 Prerequisite: Culin 31, 33, 53, 232  
 Corequisite: Culin 41, 51  
 TB clearance required.  
 Course can lead to National Restaurant Association Education Foundation certification.  
 Open to non-degree hospitality and culinary arts industry professionals.  
 Acceptable for credit: CSU  
 Advanced theory and techniques of food-service management: Emphasis on food, beverage, and labor cost controls. 1306.32

**CULIN 51****Supervision in the Hospitality Industry**

3 units, 3 hours lecture (GR)  
 Prerequisite: Culin 31, 33, 53, 232  
 Corequisite: Culin 41, 50  
 TB clearance required.

Acceptable for credit: CSU

Advanced theory and techniques of food-service workforce management: Theories and principles of human relations and personnel management skills. 1307.10

**CULIN 53****Nutrition for Culinary Professionals**

3 units, 3 hours lecture (GR)  
 Prerequisite: Culin 223, 224, 225, 226, 227  
 Corequisite: Culin 31, 33, 232  
 TB clearance required.  
 Acceptable for credit: CSU

Introduction to the basic elements of nutrition: Nutritional menu planning, developing healthy recipes, and marketing good nutrition to the public. 1306.32

**CULIN 200****Special Projects Laboratory**

1-2 units, 3-6 hours laboratory (GR or P/NP)  
 Recommended preparation: Two semesters of any Culinary Arts baking courses  
 Course study under this section may be repeated three times.  
 Open laboratory for upgrading of specific culinary skills, and selected culinary projects. 1306.30

**CULIN 201****Front-Desk Hospitality Operations**

3 units, 2 hours lecture, 3 hours laboratory (GR)  
 Systematic approach to front-office hotel procedures: From the Reservations process to check-out and payment; effective management emphasizing planning and evaluation of operations; human resources management. 1307.20

**CULIN 202A****Supervision: Food Preparation and Service**

4 units, 12 hours laboratory (GR)  
 Basic principles and responsibilities of restaurant cooking, table service, and food-line service: Related terminology; ingredient uses and preparations. 1307.10

**CULIN 203****Introduction to Baking**

4 units, 2 hours lecture, 6 hours laboratory (GR)  
 Recommended preparation: ESL 203A or ESL 208A or Engl 268A  
 Fundamental theories, techniques, processes and methods in baking and pastry production: Basic principles including history of the industry, identification of equipment and ingredients, weights and measurements, safety and sanitation, basic formulas and production. 1306.31

**CULIN 204****Basic Patisserie**

4 units, 2 hours lecture, 6 hours laboratory (GR)  
Corequisite: Culin 203, 215, 216, and 219  
Recommended preparation: ESL 203A or ESL 208A or Engl 268A

Introduction to baking theory and practice: Organization of work and production; classical to modern techniques for cakes, pies, tarts, and cookie-making methods. 1306.31

**CULIN 205****Artisan Breads**

5 units, 2 hours lecture, 9 hours laboratory (GR)  
Prerequisite: Culin 203, 204, 215, 216, and 219  
Corequisite: Culin 206

Introduction to artisan bread making: Science of baking, vocabulary of bread, various mixing and baking methods, pre-ferments, sourdough starters with natural yeast, and flatbreads. 1306.31

**CULIN 206****Advanced Cake Decorating**

5 units, 2 hours lecture, 9 hours laboratory (GR)  
Prerequisite: Culin 203, 204, 215, 216, and 219  
Corequisite: Culin 205

Advanced cake-decorating techniques: Speed and accuracy of cake assembly, production of fillings and creams, design projection, salutations, borders, floral piping, and wedding cakes. 1306.31

**CULIN 207****International Patisserie**

6 units, 2 hours lecture, 12 hours laboratory (GR)  
Prerequisite: Culin 205 and 206  
Corequisite: Culin 208

Application of advanced baking and pastry methods: Set up, design and preparation of buffet; preparation of international pastries including French, Italian, Austrian, and Asian. 1306.31

**CULIN 208****Confiserie (Candy and Chocolate Making)**

5 units, 2 hours lecture, 9 hours laboratory (GR)  
Prerequisite: Culin 205 and 206  
Corequisite: Culin 207

Introduction to the principles involved in candy and chocolate making: Tempering chocolate, creating confections with a variety of centers, techniques in creating brittles, nougats, and marshmallows. 1306.31

**CULIN 209****Contemporary Plated Desserts**

6 units, 2 hours lecture, 12 hours laboratory (GR)  
Prerequisite: Culin 207 and 208  
Corequisite: Culin 33, 217, and 229

Capstone course requiring creation and presentation of plated desserts: Application of advanced frozen desserts and ice creams, seasonally attractive presentations, and specialized diet modifications. 1306.31

**CULIN 212****Culinary Arts Fundamentals Lab**

4 units, 12 hours laboratory (GR)  
Corequisite: Culin 214, 215, 216, 217, 218, 219  
TB clearance required.

Introductory practical experience in food production: Breakfast cookery, cold-food production, grill and fry cooking, and retail service. 1306.32

**CULIN 214****Hospitality Careers and Skills Development**

1 unit, 1 hour lecture (GR)  
Corequisite: Culin 212, 215, 216, 217, 218, 219  
TB clearance required.

Introduction to the hospitality industry: Culinary and hospitality industry vocabulary, basic culinary math principles, careers in the field, and job retention skills. 1307.00

**CULIN 215****Culinary Math Fundamentals**

1 unit, 1 hour lecture (GR)  
Corequisite: Culin 212, 214, 216, 217, 218, 219  
Culinary math fundamentals: Theory and application of mathematics used in the hospitality industry. 1306.32

**CULIN 216****Introduction to Food Science and Nutrition**

1 unit, 1 hour lecture (GR)  
Corequisite: Culin 212, 214, 215, 217, 218, 219  
TB clearance required.

Theory and application of chemistry and physics to the storage, processing, preparation and cooking of food: Relationship of food to the biology of the human body. 1306.32

**CULIN 217****Recipe, Formula, and Food Costs**

1 unit, 1 hour lecture (GR)  
Corequisite: Culin 212, 214, 215, 216, 218, 219  
TB clearance required.

Development and standardization of food production: Techniques in relation to planning and quality. 1306.32

**CULIN 218****Ingredients and Equipment**

1 unit, 1 hour lecture (GR)

Corequisite: Culin 212, 214, 215, 216, 217, 219

TB clearance required.

Introduction to the tools and products of food production: Storage, and handling and processing of food. 1306.32

**CULIN 219****Introduction to Sanitation**

1 unit, 1 hour lecture (GR)

Corequisite: Culin 212, 214, 215, 216, 217, 218

TB clearance required.

Introduction to food sanitation in the hospitality industry: Safe food handling, HACCP plan development, and personal hygiene and safety. 1306.30

**CULIN 222****Banquet and Institutional Serving and Cooking Techniques**

4 units, 1 hour lecture, 9 hours laboratory (GR)

NRA ProStart class

Course study under this section may be repeated three times.

Introduction to banquet and institutional serving and cooking techniques: Food preparation, cooking, and service; terminology, sanitation and safety, and professional responsibilities. 1306.32

**CULIN 223****Soups, Stocks and Sauces**

1 unit, 1 hour lecture (GR)

Prerequisite: Culin 212, 214, 215, 216, 217, 218, 219

Corequisite: Culin 224, 225, 226, 227

TB clearance required.

Introduction to soups, stocks and sauces: Quantity hot-food production of basic stocks, sauces and soups. 1306.32

**CULIN 224****Dynamics of Heat Cooking**

1 unit, 1 hour lecture (GR)

Prerequisite: Culin 212, 214, 215, 216, 217, 218, 219

Corequisite: Culin 223, 225, 226, 227

TB clearance required.

Introduction to dry-heat and wet-heat cooking techniques: Boiling, braising, sautéing, grilling, baking, roasting, simmering, steaming, poaching, and broiling; fundamentals and methods of heat transfer. 1306.32

**CULIN 225****Introduction to Garde Manger and Food Presentation**

1 unit, 1 hour lecture (GR)

Prerequisite: Culin 212, 214, 215, 216, 217, 218, 219

Corequisite: Culin 223, 224, 226, 227

TB clearance required.

Introduction to quantity cold-food production, display, food art, and plate presentation: Salads, sandwiches, cheeses, deli meats, non-meat proteins, and restaurant dessert presentations. 1306.32

**CULIN 226****Introduction to Baking for Chefs**

3 units, 1.5 hours lecture, 4.5 hours laboratory (GR)

Prerequisite: Culin 212, 214, 215, 216, 217, 218, 219

Corequisite: Culin 223, 224, 225, 227

TB clearance required.

Introduction to baking for chefs: Basic doughs and batters, yeast products, and cookies and cakes. 1306.32

**CULIN 227****Quantity Food Production Lab**

3 units, 9 hours laboratory (GR)

Prerequisite: Culin 212, 214, 215, 216, 217, 218, 219

Corequisite: Culin 223, 224, 225, 226

TB clearance required.

Food preparation and cooking methods focusing on quantity hot-food production: Use of food production tools and equipment, use of standardized recipes, food display, and application of speed and accuracy in food production. 1306.32

**CULIN 229****Culinary Career Success Strategies**

2 units, 2 hours lecture (GR)

Preparation for work and career success in the Culinary Arts: Writing resumes with cover letters, interviewing techniques, filling out job applications, phone etiquette, investigating job search resources, and management responsibilities. 1306.31

**CULIN 232****Dining Room Service and Management**

2 units, 2 hours lecture (GR)

Prerequisite: Culin 223, 224, 225, 226, 227

Corequisite: Culin 31, 33, 53

Contemporary and classical dining service and management: Fine art of hospitality, dining room management, steps to "service progression," bar and beverage service, quick- and full-service restaurant operations, and management and supervision. 1307.00

**CULIN 233****How to Open a Baking Business**

2 units, 2 hours lecture (GR)

Preparation for opening a bakery business: Emphasis in math, accounting, investment, financing, budgeting, food cost and pricing. 1306.30

**CULIN 248GA-MZ****Selected Topics in Culinary Arts**

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR)

See section on Selected Topics. 1306.30

**CULIN 250****French Gourmet Cooking**

2 units, 2 hours lecture (GR)

Non-degree applicable

Chef-demonstration cooking class for the professional cook: Culinary methods and preparation of classical items including Cuisine Bourgeoise, Cuisine Minceur, and Cuisine Nouvelle. Students taste all food prepared to train the palate. 1306.32

**CULIN 251****Catering Process**

.5-2 units, 1.5-6 hours laboratory (GR)

TB test required by second week of class.

NRA ProMgt approved

Non-degree applicable

Course study under this section may be repeated three times.

Elementary principles in the catering process: Preparing set-ups, and serving foods and beverages for parties and other special occasions. 1306.32

**CULIN 252A****General Baking I**

2 units, 1 hour lecture, 4 hours laboratory (GR)

TB test required by second week of class.

Non-degree applicable

Basic principles of baking: Responsibilities of a baker, baking terminology, ingredient use, sanitation, and shop safety. 1306.31

**CULIN 252B****General Baking II**

2 units, 1 hour lecture, 4 hours laboratory (GR)

Prerequisite: Culin 252A

Non-degree applicable

Baking theories and materials: Basic processes and formula development. 1306.31

**CULIN 252C****General Baking III**

2 units, 1 hour lecture, 4 hours laboratory (GR)

Prerequisite: Culin 252B

Non-degree applicable

Intermediate level study of formula development in baking: Principles, mixing methods, and basic business practices used in retail bakeries. 1306.31

**CULIN 252D****General Baking IV**

2 units, 1 hour lecture, 4 hours laboratory (GR)

Prerequisite: Culin 252C

Non-degree applicable

Advanced level theory and laboratory practice in retail baking: Product development, and supervisory skills in the bake shop. 1306.31

**CULIN 254A****Cake Decorating I**

1 unit, 1 hour lecture, 2 hours laboratory (GR)

TB test required by second week of class.

Non-degree applicable

Principles and techniques of cake icing and decorating:

Basic floral designs, borders, and writing. 1306.31

**CULIN 254B****Cake Decorating II**

1 unit, 1 hour lecture, 2 hours laboratory (GR)

Prerequisite: Culin 254A

Non-degree applicable

Advanced level principles and techniques of cake icing and decorating: Balanced designs of borders, flowers and writing, and special projects. 1306.31

**CULIN 254C****Cake Decorating III**

1 unit, 1 hour lecture, 2 hours laboratory (GR or P/ NP)

Prerequisite: Culin 254B

Non-degree applicable

Professional level of cake decorating: Principles and techniques of wedding cake designs with fresh flower arrangements, and principles in cake air-brushing. 1306.31

**CULIN 255A****Commercial Baking**

4 units, 2 hours lecture, 6 hours laboratory (GR)

Offered Summer Session.

TB test required by second week of class.

Non-degree applicable

Principles of commercial baking: Terminology, ingredients, use of equipment, safety, and shop sanitation. 1306.31

**CULIN 255B****Commercial Baking**

4 units, 2 hours lecture, 6 hours laboratory (GR)

Offered Summer Session.

TB test required by second week of class.

Prerequisite: Culin 255A

Non-degree applicable

Continuation of CULIN 255A: Materials used in commercial baking, basic processes, and formula development. 1306.31

**CULIN 255C****Commercial Baking**

4 units, 2 hours lecture, 6 hours laboratory (GR)

Offered Summer Session.

TB test required by second week of class.

Prerequisite: Culin 255B

Non-degree applicable

Continuation of CULIN 255B: Intermediate level study of formula development, mixing methods, and basic business practices used in commercial bakeries. 1306.31

**CULIN 255D****Commercial Baking**

4 units, 2 hours lecture, 6 hours laboratory (GR)

Offered Summer Session.

TB test required by second week of class.

Prerequisite: Culin 255C

Non-degree applicable

Continuation of CULIN 255C: Advanced methods of baking, product development, cost controls, and supervisory skills. 1306.31

**COPED 472B****Occupational Work Experience in Culinary Arts/Baking**

1-4 units, hours to be arranged (GR) 1306.31

**COPED 472C****Occupational Work Experience In Culinary Arts/Cooking**

1-4 units, hours to be arranged (GR) 1306.32

**DANCE  
(DANCE)**

The Dance major offers an area of emphasis within the Liberal Arts education and/or preparation for professional work. Courses include the theoretical and technical aspects of dance as well as experience in related arts and science.

**Degree Major Requirements:**

Dept/No.	Title	Units
<b>FIRST SEMESTER</b>		
BIOL 24*+	Basic Human Anatomy and Physiology	4
DANCE 1**	History of Dance	3
DANCE 5**	Rhythmic Analysis	2
<b>Select one course from the following:</b>		
DANCE 10	Ballet 1	
DANCE 20	African-Haitian Dance (1)	
DANCE 22	West African Dance (1)	
DANCE 24	Ballroom Dance (1)	
DANCE 30	Jazz Dance (1)	
DANCE 40	Modern Dance (1)	
DANCE 44	Salsa (1)	
DANCE 50	Jazz Tap (1)	
DANCE 55	Polynesian Dance (1)	1
<b>SECOND SEMESTER</b>		
DANCE 3**	Dance Composition	2
DANCE 6**	Dance Production	2
<b>Select one course from the following:</b>		
DANCE 10	Ballet (1)	
DANCE 20	African-Haitian Dance (1)	
DANCE 22	West African Dance (1)	
DANCE 24	Ballroom Dance (1)	
DANCE 30	Jazz Dance (1)	
DANCE 40	Modern Dance (1)	
DANCE 44	Salsa (1)	
DANCE 50	Jazz Tap (1)	
DANCE 55	Polynesian Dance (1)	1
<b>THIRD SEMESTER</b>		
DANCE 5**	Rhythmic Analysis	2
THART 40+	Stagecraft	3
<b>Select one course from the following:</b>		
DANCE 10	Ballet (1)	
DANCE 20	African-Haitian Dance (1)	
DANCE 22	West African Dance (1)	
DANCE 24	Ballroom Dance (1)	
DANCE 30	Jazz Dance (1)	
DANCE 40	Modern Dance (1)	
DANCE 44	Salsa (1)	
DANCE 50	Jazz Tap (1)	
DANCE 55	Polynesian Dance (1)	1

#### FOURTH SEMESTER

DANCE 3**	Dance Composition	2
DANCE 6**	Dance Production	2
THART 40	Stagecraft	3

#### Select one course from the following:

DANCE 10	Ballet (1)	
DANCE 20	African-Haitian Dance (1)	
DANCE 22	West African Dance (1)	
DANCE 24	Ballroom Dance (1)	
DANCE 30	Jazz Dance (1)	
DANCE 40	Modern Dance (1)	
DANCE 44	Salsa (1)	
DANCE 50	Jazz Tap (1)	
DANCE 55	Polynesian Dance (1)	<u>1</u>
	<b>Total Required Units:</b>	<b>29</b>

\*Biol 2 and 4 OR Biol 20A and 20B may be substituted.

\*\*Course sequence may vary depending on semester offered.

+Course may be applied to Associate Degree General Education requirement.

For Associate Degree General Education requirements, refer to page 100.

#### Recommended:

Anthr 3  
Music 10, 15A, 15B  
Thart 10, 11

#### DANCE 1

##### History of Dance

3 units, 3 hours lecture (GR or P/NP)

Offered Fall Semester.

Acceptable for credit: CSU, UC

Theory and history of dance: Dance as an art form, educational medium, and therapeutic tool; contributions of choreographers and artists. 1008.00  
AA/AS area 3; CSU area C1; IGETC area 3A

#### DANCE 3

##### Dance Composition

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Offered Spring Semester

Acceptable for credit: CSU, UC

Course study under this section may be repeated one time.

Elements of dance composition: Improvisation, selection, organization and evaluation of choreographic ideas culminating in the presentation of original solo and group dance studies in a performance. 1008.00

#### DANCE 5

##### Rhythmic Analysis

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Offered Fall Semester.

Acceptable for credit: CSU, UC

Course study under this section may be repeated one time.

Rhythmic analysis of movement and musical forms accompanying dance: Moving rhythmic patterns and metric combinations. 1008.00

CSU area C1

#### DANCE 6

##### Dance Production

2-3 units, 1 hour lecture, 3-6 hours laboratory (GR or P/NP)

Offered Spring Semester.

Acceptable for credit: CSU, UC

Course study under this section may be repeated one time.

Staging of student and faculty compositions: Emphasis on lighting, staging, costuming, music and publicity. 1008.00

#### DANCE 10

##### Ballet

1 unit, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Study and development of the skills and techniques of ballet. 1008.00

#### DANCE 20

##### African-Haitian Dance

1 unit, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Study and development of the skills and techniques of African-Haitian dance: Emphasis on the Katherine Dunham technique. 1008.00

#### DANCE 22

##### West African Dance

1 unit, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Study and development of the skills and techniques of West African dance forms: Traditional West African dance forms reflecting history, folklore, culture, language, and costumes of various ethnic groups with development of proficiency in the various forms. 1008.00

**DANCE 24****Ballroom Dance**

1 unit, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Study and development of the skills and techniques of ballroom dance: Latin-American dances which range from familiar social dances popular in past decades: (Rumba, Cha-Cha, Tango, Samba, Merengue, and Pachanga) to the pulsating and physically exciting contemporary Hispanic dances, such as Lambada, Salsa, and the Macarena. 1008.00

**DANCE 30****Jazz Dance**

1 unit, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Study and development of the skills and techniques of jazz dance: Development of proficiency in skills related to rhythm, dance production, stagecraft and choreography. 1008.00

**DANCE 40****Modern Dance**

1 unit, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Study and development of the skills and techniques of modern dance. 1008.00

**DANCE 44****Salsa**

1 unit, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Study and development of the skills and techniques of salsa dance: Examination of the roots of salsa; rumba, cha-cha-cha, mambo, merengue, rueda, casino and club-style dancing; emphasis on dance technique, rhythmic training and culture. 1008.00

**DANCE 48GA-MZ****Selected Topics in Dance**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC◆

See section on Selected Topics. 1008.00

**DANCE 49****Independent Study in Dance**

.5-5 units (GR or P/NP)

Acceptable for credit: CSU, UC◆

See section on Independent Study. 1008.00

**DANCE 50****Jazz Tap**

1 unit, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Study and development of the skills and techniques of jazz tap dance: Evolution of tap dance from its African origins to the present; influence on jazz dance; study and development of related skills and techniques. 1008.00

**DANCE 55****Polynesian Dance**

1 unit, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Study and development of the skills and techniques of traditional Pacific Island dances forms: Emphasis on Hula, Tahitian, New Zealand Maori, and Samoan dances. 1008.00

**DANCE 200****Non-strenuous Stretch and Strength for Dancers**

1 unit, 3 hours laboratory (GR or P/NP)

Course study under this section may be repeated three times.

Stretch and strengthening exercises for the entire body: Designed for students desiring less strenuous activity. 1008.00

**DANCE 248GA-MZ****Selected Topics in Dance**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

See section on Selected Topics. 1008.00

## **ECONOMICS (ECON)**

Economics is the social scientific study of how individuals, organizations and societies produce and consume goods, services and resources now and in the future. Through the economics courses offered at Laney College, students will develop a better understanding of the choices we make as individuals and societies regarding the development and use of resources and their multifarious impacts in the microsphere and macrosphere.

### **ECON 1**

#### **Principles of Economics (Macro-Economics)**

3 units, 3 hours lecture (GR)

Prerequisite: Math 203

Acceptable for credit: CSU, UC

Introductory economic concepts: Measurements of national income and production; causes of inflation, recession and depression; money and banking; government monetary and fiscal (spending and taxation) policies; stabilization techniques; economic growth; history of economic thought and philosophy. 2204.00

AA/AS area 2; CSU area D; IGETC area 4

### **ECON 2**

#### **Principles of Economics (Micro-Economics)**

3 units, 3 hours lecture (GR)

Prerequisite: Math 203

Econ 1 is not prerequisite to Econ 2.

Acceptable for credit: CSU, UC

Principles of micro-economics: Forms of business organization, theory of the firm within competitive and noncompetitive markets, distribution of income, poverty, labor issues, agriculture. 2204.00

AA/AS area 2; CSU area D; IGETC area 4

### **ECON 48GA-MZ**

#### **Selected Topics in Economics**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

Acceptable for credit: CSU, UC♦

See section on Selected Topics. 2204.00

### **ECON 49**

#### **Independent Study in Economics**

.5-5 units (GR)

Acceptable for credit: CSU, UC♦

See section on Independent Study. 2204.00

### **ECON 248GA-MZ**

#### **Selected Topics in Economics**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

See section on Selected Topics. 2204.00



## **EDUCATION (EDUC)**

### **EDUC 1**

#### **Introduction to the Field of Education**

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC

Historical and sociological analysis of the education system and careers in teaching; Study of principles of effective instructional models with emphasis on student-centered and culturally-relevant methods, research of resources for curriculum and instruction, and observation of teaching practices in local schools.

0801.00

AA/AS area 2

### **EDUC 48GA-MZ**

#### **Selected Topics in Education**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC♦

See section on Selected Topics. 0801.00

### **EDUC 248GA-MZ**

#### **Selected Topics in Education**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

See section on Selected Topics. 0801.00

## **ELECTRICITY/ELECTRONICS TECHNOLOGY (E/ET)**

The Electricity/Electronics offerings are designed to provide a knowledge-base and practical skills necessary to many careers. A fundamental knowledge of electricity and electronics are part of what drives all technology of the 21<sup>st</sup> century. In particular, anyone desiring careers in telecommunications, electronics product development (including computers and micro-processor driven equipment), Bio-Science Technologies (including anyone using medical equipment), construction, manufacturing, engineering and transportation must consider one or more of these classes. These courses are necessary for anyone involved with facility or plant maintenance, Homeowners and consumers will find many of the courses useful to aid them in selection of consumer products and effecting general household repairs.

Preparation of students for employment on new and remodeled electrical systems work in residential, light commercial and heavy commercial installations: Employability skills, residential and commercial wiring methods, and electrical system design and estimating skills. Students gain broad-based background skills and hands-on experience wiring typical residential and commercial scenarios. Basic to all topics is the observance and practice of electrical safety for workers and installation of electrical in accordance with the National Electrical Code.

#### **Career Opportunities**

Graduates will be employed as apprentice “inside journeyman” electricians, lighting installers, photovoltaic (solar electrical) system installers, in residential developments, home remodel, light commercial installations such as stores and strip-malls, as well as manufacturing facilities where they will install power, lighting, machine wiring and controls, and motor control systems.

**ELECTRICIAL TECHNOLOGY**  
(Pending state approval)

**Degree Major/Certificate of Achievement Requirements:**

Dept/No.	Title	Units
<b>FIRST SEMESTER</b>		
E/ET 203	Basic Electricity	3
E/ET 204	Technical Mathematics for Electricians	3
E/ET 223	CAL-OSHA 30-Hour Construction Industry Training	2
<b>SECOND SEMESTER</b>		
E/ET 208	Introduction to Photovoltaics	3
E/ET 217	Residential House Wiring	3
E/ET 226	Lighting Efficiency Technology	3
<b>THIRD SEMESTER</b>		
E/ET 207A	National Electrical Code for Electronics 1	3
E/ET 218	Commercial Electrical Wiring	3
E/ET 221	Motors and Drives	2
<b>FOURTH SEMESTER</b>		
E/ET 207B	National Electrical Code for Electricians 2	3
E/ET 227	Customer Service for the Building Trades	2
<b>Total Required Units:</b>		<b>30</b>

**SOLAR PHOTOVOLTAICS DESIGN, SALES AND INSTALLATION**  
(Pending state approval)

The Solar Photovoltaic Design, Sales and Installation program prepares students for careers in the growing solar industry. Students will learn to design solar PV systems, estimate the costs and savings for the client, formulate and deliver a sales pitch on the benefits of an investment in solar, and install PV systems. Students will be prepared to take the NABCEP certification test upon completion.

**Career Opportunities**

Solar installer, Solar sales and estimation, Solar design and engineering, Solar manufacturing and Solar entrepreneurship.

**Certificate of Achievement Requirements:**

Dept/No.	Title	Units
CARP 204	The Sustainable Built Environment	3
E/ET 203	Basic electricity	3
E/ET 204	Technical Mathematics for Electricians	3
E/ET 208	Introduction to Photovoltaics	3
E/ET 222	Photovoltaic NABCEP Test Preparation	2
E/ET 227	Customer Service for the Building Trades	2
<b>Total Required Units:</b>		<b>16</b>

**E/ET 11**

**Commercial Electricity for HVAC**

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR)  
Recommended preparation: E/ET 202 and ECT 214  
Acceptable for credit: CSU

Introduction to advanced commercial electricity for heating and air conditioning: High voltage single-phase and three-phase, transformers, capacitors, HVAC system controls, motor controls, HVAC electrical schematic diagrams, instrumentation, national codes and safety. 0946.00

**E/ET 31****Introduction to DDC Hardware for Building Automation Systems**

3 units, 2 hours lecture, 3 hours laboratory (GR)  
 Prerequisite: E/ET 202 and ECT 214  
 Not open for credit to students who have completed or are currently enrolled in ECT 31.  
 Acceptable for credit: CSU  
 Introduction to basic microprocessor/microcontroller operations: Analog and digital, input and output interfaces. Microprocessor and microcontroller hardware and some simple process control software routines. Introduction to Programmable Logic Controllers (PLCs). 0946.00

**E/ET 33****Control Systems Networking for Building Automation**

3 units, 2 hours lecture, 3 hours laboratory (GR)  
 Prerequisite: E/ET 37 or ECT 37  
 Not open for credit to students who have completed or are currently enrolled in ECT 33.  
 Acceptable for credit: CSU  
 Introduction to global and local communication networks: Emphasis on design, installation and troubleshooting for building control systems using direct digital control systems. 0946.00

**E/ET 37****Introduction to PC Hardware and Software for Building Technicians**

3 units, 2 hours lecture, 3 hours laboratory (GR)  
 Not open for credit to students who have completed or are currently enrolled in ECT 37.  
 Acceptable for credit: CSU  
 Introduction to computer hardware and software: Practical computer skills, including computer components and functions; basics of Windows competency and file structure system; Excel, Visio and databases; Internet protocols and Ethernet cabling basics. 0946.00  
 AA/AS area 4c

**E/ET 202****Fundamentals of Electricity for ECT**

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR)  
 Corequisite: ECT 214  
 Introduction to basic concepts of electricity: Ohm's law, power, electrical circuits, electrical diagrams, magnetism and electromagnetism, instruments and tools used in the industry, safety procedures, and controls and motors. 0934.40

**E/ET 203****Basic Electricity**

3 units, 2 hours lecture, 3 hours laboratory (GR)  
 Recommended preparation: E/ET 204  
 Introduction to basic concepts of electricity: Ohm's law, power, electrical circuits, electrical diagrams, magnetism and electromagnetism, controls and motors, instruments and tools used in the industry, and safety procedures. 0934.40

**E/ET 204****Technical Math for Electricians**

3 units, 3 hours lecture (GR)  
 Recommended preparation: Math 201  
 Topics in mathematics with specific application to the electrical/electronics industry: Decimals and fractions, ratios and proportions, unit conversions, areas and volumes, application of algebraic equations in Ohm's and Kirchoff's Laws, solving for circuit resistance and reactance, relevant trigonometric functions, and use of graphs to represent and analyze data. 0934.40

**E/ET 206****Cabling Technician**

4 units, 2 hours lecture, 6 hours laboratory (GR or P/NP)  
 Various kinds of cables used in the telecommunication industry: Emphasis on installation application of connectors. 0934.30

**E/ET 207A****National Electrical Code for Electricians 1**

3 units, 3 hours lecture (GR or P/NP)  
 Recommended preparation: E/ET 218  
 Introduction to the first half of the current National Electrical Code: General wiring including "Wiring and Protection", "Wiring Methods and Materials," and "Equipment for General Use". 0934.40

**E/ET 207B****National Electrical Code for Electricians 2**

3 units, 3 hours lecture (GR or P/NP)  
 Recommended preparation: E/ET 218  
 Introduction to the second half of the National Electrical Code: "Special Occupancies", "Special Equipment", "Special Conditions", "Communications Systems", and "Tables". 0934.40

**E/ET 208****Introduction to Photovoltaics**

3 units, 2 hours lecture, 3 hours laboratory (GR)  
Recommended preparation: E/ET 101 and 102  
Introduction to basic principles of photovoltaics: Arrays, the electrical power they generate, and their inclusion in the electrical system; power sources and energy storage techniques, and system attachment to structures. Hands on practice with photovoltaic (PV) power generation and its present and future applications. 0934.40

**E/ET 214A****Electronics I**

4 units, 3 hours lecture, 3 hours laboratory (GR)  
Basic concepts of electronics: Semiconductor and zener diodes, junction field-effect and metallic-oxide semiconductor field-effect transistors, bipolar and unijunction transistors. 0934.20

**E/ET 214B****Electronics II**

4 units, 3 hours lecture, 3 hours laboratory (GR)  
Prerequisite: E/ET 214A  
Basic concepts of electronics: Programmable unijunction transistors (PUT), silicon-controlled rectifiers, diacs/triacs (THYRISTORS), optoelectronic devices, operational amplifiers, and 555 precision timer IC. 0934.20

**E/ET 216A****Industrial Control I**

4 units, 3 hours lecture, 3 hours laboratory (GR)  
Principles of industrial control: Motor controls, motor starters, and pilot devices; relays and contactors; installing control systems; DC and AC motor controls. 0934.40

**E/ET 216B****Industrial Control II**

4 units, 3 hours lecture, 3 hours laboratory (GR)  
Prerequisite: E/ET 216A  
Continuation of E/ET 216A: Controller input/output and programming, processor unit numbering system, ladder logic diagrams, timers and counters, and troubleshooting. 0934.40

**E/ET 217****Residential House Wiring**

3 units, 2 hours lecture, 3 hours laboratory (GR)  
Safely wiring a single-family dwelling per the National Electrical Code using laboratory mock-up walls: Lighting and appliance branch circuits, special purpose outlets, service-entrance calculations, and grounding; project estimating and pricing. 0934.40

**E/ET 218****Commercial Electrical Wiring**

3 units, 2 hours lecture, 3 hours laboratory (GR)  
Commercial electrical wiring: Emphasis on safety and branch circuit requirements and installation for both power and lighting; main electrical services and calculations, grounding, fault current, transformers and motors (both single and three-phase), and motor controls. 0934.40

**E/ET 221****Motors and Drives**

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR)  
Prerequisite: ECT 11  
Introduction to the application of motors and drives used in commercial and industrial refrigeration, air conditioning, heating and ventilation: Different types of motors and drives and their applications, including electric and magnetic (VFD) variable frequency drives for improved efficiency control and energy savings. 0934.40

**E/ET 222****Photovoltaic NABCEP Test Preparation**

2 units, 2 hours lecture (GR)  
Recommended preparation: E/ET 208  
Preparation of NABCEP certification exam: Comprehension and application of key terms and concepts of photovoltaic (solar electric) system operation. 0934.40

**E/ET 223****CAL-OSHA 30-Hour Construction Industry Training**

2 units, 2 hours lecture (GR)  
CAL-OSHA 30-hour training: Industry Standards for regulations covered by the Occupational Safety and Health Administration (OSHA) Standards for the Construction Industry 29 CFR 1926. 0934.40

**E/ET 224****Introduction to Security and Fire Alarm Systems**

3 units, 2 hours lecture, 3 hours laboratory (GR)  
Recommended preparation: E/ET 203  
Introduction to Security and Fire Alarm systems: Security and Fire Alarm systems design, installation, commissioning, and troubleshooting. 0934.40

**E/ET 225****Sound and Communication Technology**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Recommended preparation: E/ET 203

Introduction to Sound and communication Industry: Electrical code, system wiring methods, fastening devices, electrical conductors, circuits, voltage and data communication, and system devices. 0934.40

**E/ET 226****Lighting Efficiency Technology**

3 units, 3 hours lecture (GR)

Recommended preparation: E/ET 203

Current technology in energy efficient lighting control and systems: Latest advances in lamp, ballast, luminaire and control technologies as well as recent developments in energy legislation. 0934.40

**E/ET 227****Customer Service for the Building Trades**

2 units, 2 hours lecture (GR)

Introduction to basic concepts of Customer Service as applied to the building trades: Installers, designers, estimators, and sales persons. Creating a rapport with the client recognizing and responding to the clients needs, going beyond client expectations. 0934.40

**E/ET 248GA-MZ****Selected Topics in Electricity/Electronics Technology**

.5-0 units, 0-9 hours lecture, 0-27 hours laboratory (GR)

See section on Selected Topics. 0934.00

**ENGINEERING  
(ENGIN)**

Engineers design the systems, structures and products that keep the world running. Engineers specialize in one of a wide range of fields such as electrical engineering, mechanical engineering, chemical engineering, materials engineering, industrial engineering, civil engineering, and more. Depending on specialization, engineers can find work in a wide range of different settings from a manufacturing plant in Silicon Valley or energy efficient construction project in San Francisco to road building in Africa, petroleum exploration in the North Sea, or design of new nanotechnology products at a national laboratory.

Laney College offers the lower division engineering major preparation courses for transfer in good standing to colleges and universities across California and the U.S. Engineering involves the application of scientific and mathematical principles to solve practical technical problems. In addition to the engineering courses, the preparation typically includes coursework in the sciences and mathematics, for example: Chemistry 1A and 1B (additional courses required for chemical Engineering), Physics 4A, 4B, and 4C, and Math 2A, 3A, 3B, 3C, 3E, and 3F. Because specific requirements vary among colleges and universities and between majors in different branches of engineering, students seeking transfer with an engineering major should consult with a Laney counselor to develop an appropriate Student Education Plan (SEP) and review CSU and UC engineering articulation agreements via the ASSIST website ([www.assist.org](http://www.assist.org)) to ensure that all required courses for the major are completed.

**ENGIN 17****Introduction to Electrical Engineering**

3 units, 3 hours lecture (GR)

Prerequisite: Phys 4B

Prerequisite or corequisite: Math 3F or 3D

Acceptable for credit: CSU, UC

Introduction to electrical engineering: Basic circuit elements, modeling, critical laws and network theorems; techniques for analysis of lumped, linear circuits including operational amplifiers; analysis of AC circuits and power; semiconductor diodes and rectifier design. 0901.00

**ENGIN 22****Engineering Graphics**

3 units, 1 hour lecture, 6 hours laboratory (GR)

Acceptable for credit: CSU, UC

Fundamentals of engineering graphics: Technical drawings and design, description geometry, vector geometry, and graphical computation; CAD techniques used in solving problems. 0901.00

**ENGIN 35****Engineering Mechanics—Statics**

3 units, 3 hours lecture (GR)

Prerequisite: Math 3C and Phys 4A

Acceptable for credit: CSU, UC

Vectorial treatment of principles of the static of particles and rigid bodies: Applications to problem of two- and three-dimensional systems; centroids and moments of inertia, structures, friction, and principles of virtual work. 0901.00

**ENGIN 36****Engineering Mechanics—Mechanics of Materials**

3 units, 3 hours lecture (GR)

Prerequisite: Engin 35

Acceptable for credit: CSU, UC

Application of principles of statics to materials: Concepts of stress, strain, and material behavior used to analyze simple structural members under axial, bending, and torsional loadings; multi-axial treatment of stresses and strains, tensor transformations, yielding and failure. 0901.00

**ENGIN 45****Properties of Materials**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Prerequisite: Chem 1A and Phys 4A

Recommended preparation: Engl 1A

Acceptable for credit: CSU, UC

Study of the properties of materials: Crystalline and non-crystalline structure and the microstructure that determines the thermodynamic, mechanical, electronic, magnetic, and environmental properties of metallic, ceramic, polymeric, composite, and electronic materials. 0901.00

**ENGIN 77****Computer Programming for Engineers Using MATLAB**

4 units, 3 hours lecture, 3 hours laboratory (GR)

Recommended preparation: Math 3A

Acceptable for credit: CSU, UC

Introduction to computer programming techniques and the use of MATLAB for solving computer-based engineering problems: Basic programming techniques including loops, conditionals, and procedural programming; data analysis and graphing; linear algebra and matrices, solutions to systems of linear equations; numerical integration and differentiation, graphic interpolations. 0901.00

AA/AS area 4c

**ENGIN 100****Earth Systems: Sustainability, Ecology and Environmental Justice for Technicians and Engineers**

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC (pending)

Introduction to earth's ecological systems: The built environment and principles of sustainability with a focus on ecology, systems theory, the application of technology, and environmental justice. Investigation of green collar jobs in construction, renewable energy, and building performance fields. Designed for students of Architecture and Engineering Technology, Carpentry, Construction Management, Electricity/Electronics Technology, Engineering, and Environmental Control Technology. 0901.00

AA/AS area 1, 2

## **ENGLISH (ENGL)**

### **English Course Numbering Guide:**

Non-Degree Applicable and Non-Transferable:  
English 253, through 269B

Associate Degree Applicable and Non-Transferable:  
English 201AB, through 248GA-MZ

Transferable to UC and/or CSU, and Associate  
Degree Applicable: English 1A through 138

### **LANEY EDUCATIONAL/AFTER- SCHOOL PATHWAYS (LEAP)** See Learning Resources Department

#### **ENGL 1A**

##### **Composition and Reading**

4 units, 4 hours lecture (GR)

Prerequisite: Engl 201B or ESL 21B or appropriate  
placement through multiple-measures assessment  
process

Acceptable for credit: CSU, UC

Reading and writing expository prose: Critical  
thinking, identifying logical fallacies, and reasoning  
inductively and deductively. 1501.00

AA/AS area 4a, 4d; CSU area A2; IGETC area 1A

#### **ENGL 1B**

##### **Composition and Reading**

4 units, 4 hours lecture (GR)

Prerequisite: Engl 1A

Acceptable for credit: CSU, UC

Continued expository writing: Careful reading of  
selected plays, poems, and novels. 1501.00

AA/AS area 3, 4a, 4d; CSU area C2, IGETC area 3B

#### **ENGL 2**

##### **Advanced Expository Writing**

3 units, 3 hours lecture (GR)

Prerequisite: Engl 1A

Acceptable for credit: CSU, UC

Advanced expository writing: Writing, discussing,  
editing, and analyzing expository prose. 1501.00

AA/AS area 3, 4a, 4d

#### **ENGL 5**

##### **Critical Thinking in Reading and Writing**

3 units, 3 hours lecture (GR)

Prerequisite: Engl 1A

Acceptable for credit: CSU, UC

Development of the ability to analyze, criticize and  
advocate ideas: Relationship of language to logic,  
induction and deduction, facts, inferences, judgments,  
and formal and informal fallacies of language and  
thought. Instructs in writing about issues of critical  
thinking to develop both thinking and writing skills.  
1501.00

AA/AS area 4a, 4d; CSU area A3; IGETC area 1B

#### **ENGL 10A**

##### **Creative Writing**

3 units, 3 hours lecture (GR)

Prerequisite: Engl 1A

Acceptable for credit: CSU, UC

Writing fiction, poetry, and drama: Careful analysis  
of the techniques used by established writers. 1507.00

AA/AS area 3, 4d; CSU area C2

#### **ENGL 10B**

##### **Creative Writing**

3 units, 3 hours lecture (GR)

Prerequisite: Engl 1A

Engl 10A is not prerequisite to Engl 10B.

Acceptable for credit: CSU, UC

Continuation of writing fiction, poetry, and drama:  
Careful analysis of the techniques used by established  
writers. 1507.00

AA/AS area 3, 4d; CSU area C2

#### **ENGL 12**

##### **Film: The Twentieth Century Medium**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Film as a contemporary medium and a means  
of communication: Viewing and reviewing the  
history and language of factual and fictional films;  
filmmaking and its effect on contemporary society.  
1501.00

AA/AS area 3, 4d; CSU area C2; IGETC area 3B

#### **ENGL 17A**

##### **Shakespeare**

3 units, 3 hours lecture (GR)

Prerequisite: Engl 1A

Acceptable for credit: CSU, UC

Study of selected works of Shakespeare. 1503.00

AA/AS area 3, 4d; CSU area C2; IGETC area 3B

**ENGL 17B****Shakespeare**

3 units, 3 hours lecture (GR)

Prerequisite: Engl 1A

Engl 17A is not prerequisite to Engl 17B.

Acceptable for credit: CSU, UC

Continued study of selected works of Shakespeare. 1503.00

AA/AS area 3, 4d; CSU area C2; IGETC area 3B

**ENGL 20****Introduction to Dramatic Literature**

3 units, 3 hours lecture (GR)

Prerequisite: Engl 1A

Acceptable for credit: CSU, UC

Survey of history and literature of the theater focusing on major theatrical periods: Classical, Elizabethan, Restoration, and twentieth century. 1503.00

AA/AS area 3, 4d; CSU area C2; IGETC area 3B

**ENGL 26****Survey of the Bible as Literature**

3 units, 3 hours lecture (GR)

Prerequisite: Engl 1A

Acceptable for credit: CSU, UC

Close reading and discussion of the Old Testament, New Testament, and Apocrypha: Emphasis on literary forms, philosophical ideas, literary themes, and symbolism; nonsectarian. 1503.00

AA/AS area 3, 4d; CSU area C2; IGETC area 3B

**ENGL 30A****Introduction to American Literature**

3 units, 3 hours lecture (GR)

Prerequisite: Engl 1A

Engl 30A is not prerequisite to Engl 30B

Acceptable for credit: CSU, UC

Survey of American literature: From pre-colonial beginnings to Walt Whitman. 1503.00

AA/AS area 3, 4d; CSU area C2; IGETC area 3B

**ENGL 30B****Introduction to American Literature**

3 units, 3 hours lecture (GR)

Prerequisite: Engl 1A

Engl 30A is not prerequisite to Engl 30B.

Acceptable for credit: CSU, UC

Survey of American literature: From American romanticism to literature of the twentieth century. 1503.00

AA/AS area 3, 4d; CSU area C2; IGETC area 3B

**ENGL 31****Survey of African-American Literature**

3 units, 3 hours lecture (GR)

Prerequisite: Engl 1A

Acceptable for credit: CSU, UC

Major works in African-American literature: From the earliest literature through the Harlem Renaissance to the present. 1503.00

AA/AS area 3, 4d, 5; CSU area C2; IGETC area 3B

**ENGL 32A****Contemporary Women Writers**

3 units, 3 hours lecture (GR)

Prerequisite: Engl 1A

Acceptable for credit: CSU, UC

Survey of contemporary fiction, poetry, and autobiography by women writers: Emphasis on cross-cultural perspectives and the works of African, African-American, Asian, Native American, Hispanic, Jewish, and Northern European women writers. 1503.00

AA/AS area 3, 4d; CSU area C2

**ENGL 32B****Contemporary Women Writers**

3 units, 3 hours lecture (GR)

Prerequisite: Engl 1A

Engl 32A is not prerequisite to Engl 32B.

Acceptable for credit: CSU, UC

Continuation of survey of contemporary fiction, poetry, and autobiography by women writers: Emphasis on cross-cultural perspectives and the works of African, African-American, Asian, Native American, Hispanic, Jewish, and Northern European women writers. 1503.00

AA/AS area 3, 4d; CSU area C2

**ENGL 33A****Introduction to Contemporary Literature**

3 units, 3 hours lecture (GR)

Prerequisite: Engl 1A

Acceptable for credit: CSU, UC

Study of selected literature of the twentieth century: Thematic and stylistic aspects of the individual works; emphasis on European writers to 1970. 1503.00

AA/AS area 3, 4d; CSU area C2; IGETC area 3B

**ENGL 33B****Introduction to Contemporary Literature**

3 units, 3 hours lecture (GR)

Prerequisite: Engl 1A

Engl 33A is not prerequisite to Engl 33B.

Acceptable for credit: CSU, UC

Study of selected literature of the twentieth century:

Thematic and stylistic aspects of the individual works;

1970 to the present with emphasis on American and

British writers. 1503.00

AA/AS area 3, 4d; CSU area C2; IGETC area 3B

**ENGL 39****Latin American Literature in Translation**

3 units, 3 hours lecture (GR)

Prerequisite: Engl 1A

Acceptable for credit: CSU, UC

Survey of Latin-American literature translated and

published in English: Emphasis on social, historical,

and cultural perspectives from Mexico, the Caribbean,

Central and South America. 1503.00

AA/AS area 3, 4d; CSU area C2

**ENGL 43****Introduction to the Study of Poetry**

3 units, 3 hours lecture (GR)

Prerequisite: Engl 1A

Acceptable for credit: CSU, UC

Introduction to the elements of poetry: Imagery,

sound, form, tone, and diction. 1503.00

AA/AS area 3, 4d; CSU area C2; IGETC area 3B

**ENGL 44A****Masterpieces of World Literature**

3 units, 3 hours lecture (GR)

Prerequisite: Engl 1A

Acceptable for credit: CSU, UC

Study of selected masterpieces of world literature

from classics to the present. 1503.00

AA/AS area 3, 4d; CSU area C2; IGETC area 3B

**ENGL 44B****Masterpieces of World Literature**

3 units, 3 hours lecture (GR)

Prerequisite: Engl 1A

Engl 44A is not prerequisite to Engl 44B.

Acceptable for credit: CSU, UC

Continued study of selected masterpieces of world

literature from classics to the present. 1503.00

AA/AS area 3, 4d; CSU area C2; IGETC area 3B

**ENGL 48GA-MZ****Selected Topics in English**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory

(GR or P/NP)

Acceptable for credit: CSU, UC♦

See section on Selected Topics. 1501.00

**ENGL 49****Independent Study in English**

.5-5 units (GR)

Acceptable for credit: CSU, UC♦

See section on Independent Study. 1501.00

**ENGL 53****Technical Writing**

3 units, 3 hours lecture (GR)

Prerequisite: Engl 1A

Acceptable for credit: CSU

Analysis of the organization, style, and format of

both technical and non-technical writing: Training in

preparation of informal and formal reports related to

the student's field of interest; research and progress

reports, proposals, status reports, and user manuals.

1501.00

AA/AS area 4d

**ENGL 110****Academic Reading and Writing**

6 units, 6 hours lecture (GR)

Prerequisite: Engl 201B or ESL 21B

Not open for credit to students who have completed

or are currently enrolled in ESL 110.

Acceptable for credit: CSU

Introduction in writing and reading of expository

prose: Critical thinking, identifying logical fallacies,

and evaluating sources; introduction to writing a

research paper. 1501.00

AA/AS area 4a, 4d

**ENGL 138****Survey of Asian-American Literature**

3 units, 3 hours lecture (GR or P/NP)

Prerequisite: Engl 1A

Acceptable for credit: CSU, UC

Survey of Asian-American literature: Chinese-

American, Filipino-American, Japanese-American,

Southeast Asian-American writers, and others; current

and historic issues as influenced by immigration,

national boundaries, hybridity, and culture. 1503.00

AA/AS area 3, 4d, 5; CSU area C2; IGETC 3B

**ENGL 201A****Preparation for Composition and Reading**

4 units, 4 hours lecture (GR)

Prerequisite: Engl 250D/267B or 252B or 259D/269B or 292B or satisfactory multiple-measures assessment of writing skills, and Engl 251D/268B or 252B or 259D/269B or 293B or satisfactory multiple-measures assessment of reading skills.

Introduction to college-level reading and writing of expository prose: Development of college-level reading skills; analysis of texts with an emphasis on non-fiction; expository writing including various modes of developing essays, essay organization; paragraph development; sentence development; and practice in editing/proofreading. 1501.00

AA/AS area 4d

**ENGL 201B****Preparation for Composition and Reading**

4 units, 4 hours lecture (GR)

Prerequisite: Engl 201A

Continuation of college-level reading and writing of expository prose: Development of college-level reading skills; analysis of texts with an emphasis on non-fiction; expository writing including various modes of developing essays, essay organization; paragraph development; sentence development; and practice in editing/proofreading. 1501.00

AA/AS area 4d

**ENGL 206A****English Grammar**

3 units, 3 hours lecture (GR)

Review of basic principles of grammar: Sentence patterns including compound-complex sentence patterns, functions of parts of speech and punctuation, and development of paragraph structure. 1501.00

**ENGL 206B****English Grammar**

3 units, 3 hours lecture (GR)

Prerequisite: Engl 206A

Continued review of basic principles of grammar: Sentence patterns including compound-complex sentence patterns, functions of parts of speech and punctuation, and development of paragraph structure. 1501.00

**ENGL 208A****Writing Workshop**

1 unit, .5 hour lecture, 1.5 hours laboratory (GR or P/ NP)

Individualized instruction in writing: Thesis control and essay organization. 1501.00

**ENGL 208B****Writing Workshop**

1 unit, .5 hour lecture, 1.5 hours laboratory (GR or P/ NP)

Individualized instruction in writing: Thesis control, essay organization, and idea development. 1501.00

**ENGL 208C****Writing Workshop**

1 unit, .5 hour lecture, 1.5 hours laboratory (GR or P/ NP)

Individualized instruction in writing: Thesis control, essay organization, idea development and sentence structure. 1501.00

**ENGL 208D****Writing Workshop**

1 unit, .5 hour lecture, 1.5 hours laboratory (GR or P/ NP)

Individualized instruction in writing: Thesis control, essay organization, idea development, sentence structure and editing/proofreading. 1501.00

**ENGL 209****Writing the Research Paper**

1-2 units, 1-2 hours lecture (GR)

Course study under this section may be repeated one time.

Designed to provide the skills for compiling a term (library research) paper: Development of researchable questions; organization and narrowing of topics, methods of outlining, writing a bibliography, taking notes, documenting with footnotes, and using library research materials. 1501.00

**ENGL 210A****Creative Writing**

3 units, 3 hours lecture (GR)

Writing fiction, poetry, and drama: Careful analysis of the techniques used by established writers. 1507.00  
AA/AS area 3, 4d

**ENGL 210B****Creative Writing**

3 units, 3 hours lecture (GR)

Engl 210A is not prerequisite to Engl 210B.

Continuation of writing fiction, poetry, and drama: Careful analysis of the techniques used by established writers. 1507.00

AA/AS area 3, 4d

**ENGL 217A****Shakespeare**

3 units, 3 hours lecture (GR)

Study of selected works of Shakespeare. 1503.00

AA/AS area 3, 4d

**ENGL 217B****Shakespeare**

3 units, 3 hours lecture (GR)

Engl 217A is not prerequisite to Engl 217B.

Continued study of selected works of Shakespeare. 1503.00

AA/AS area 3, 4d

**ENGL 220****Introduction to Dramatic Literature**

3 units, 3 hours lecture (GR)

Survey of history and literature of the theater focusing on major theatrical periods: Classical, Elizabethan, Restoration, and twentieth century. 1503.00

AA/AS area 3, 4d

**ENGL 226****Survey of the Bible as Literature**

3 units, 3 hours lecture (GR)

Close reading and discussion of the Old Testament, New Testament, and Apocrypha: Emphasis on literary forms, philosophical ideas, literary themes, and symbolism; nonsectarian. 1503.00

AA/AS area 3, 4d

**ENGL 230A****Introduction to American Literature**

3 units, 3 hours lecture (GR)

Survey of American literature: From pre-colonial beginnings to Walt Whitman. 1503.00

AA/AS area 3, 4d

**ENGL 230B****Introduction to American Literature**

3 units, 3 hours lecture (GR)

Engl 230A is not prerequisite to Engl 230B.

Survey of American literature: From American romanticism to literature of the twentieth century. 1503.00

AA/AS area 3, 4d

**ENGL 231****Survey of African-American Literature**

3 units, 3 hours lecture (GR)

Major works in African-American literature: From the earliest literature through the Harlem Renaissance to the present. 1503.00

AA/AS area 3, 4d, 5

**ENGL 232A****Contemporary Women Writers**

3 units, 3 hours lecture (GR)

Survey of contemporary fiction, poetry, and autobiography by women writers: Emphasis on cross-cultural perspectives and the works of African, African-American, Asian, Native American, Hispanic, Jewish, and Northern European women writers. 1503.00

AA/AS area 3, 4d

**ENGL 232B****Contemporary Women Writers**

3 units, 3 hours lecture (GR)

Engl 232A is not prerequisite to Engl 232B.

Continuation of survey of contemporary fiction, poetry, and autobiography by women writers: Emphasis on cross-cultural perspectives and the works of African, African-American, Asian, Native American, Hispanic, Jewish, and Northern European women writers. 1503.00

AA/AS area 3, 4d

**ENGL 233A****Introduction to Contemporary Literature**

3 units, 3 hours lecture (GR)

Study of selected literature of the twentieth century: Thematic and stylistic aspects of the individual works; emphasis on European writers to 1970. 1503.00

AA/AS area 3, 4d

**ENGL 233B****Introduction to Contemporary Literature**

3 units, 3 hours lecture (GR)

Engl 233A is not prerequisite to Engl 233B.

Study of selected literature of the twentieth century: Thematic and stylistic aspects of the individual works; 1970 to the present with emphasis on American and British writers. 1503.00

AA/AS area 3, 4d

**ENGL 238****Survey of Asian-American Literature**

3 units, 3 hours lecture (GR or P/NP)

Survey of Asian-American literature: Chinese-American, Filipino-American, Japanese-American, Southeast Asian-American writers, and others; current and historic issues as influenced by immigration, national boundaries, hybridity, and culture. 1503.00

AA/AS area 3, 4d, 5

**ENGL 239****Latin American Literature in Translation**

3 units, 3 hours lecture (GR)  
 Survey of Latin-American literature translated and published in English: Emphasis on social, historical, and cultural perspectives from Mexico, the Caribbean, Central and South America. 1503.00  
 AA/AS area 3, 4d

**ENGL 243****Introduction to the Study of Poetry**

3 units, 3 hours lecture (GR)  
 Introduction to the elements of poetry: Imagery, sound, form, tone, and diction. 1503.00  
 AA/AS area 3, 4d

**ENGL 244A****Masterpieces of World Literature**

3 units, 3 hours lecture (GR)  
 Study of selected masterpieces of world literature from classics to the present. 1503.00  
 AA/AS area 3, 4d

**ENGL 244B****Masterpieces of World Literature**

3 units, 3 hours lecture (GR)  
 Engl 244A is not prerequisite to Engl 244B.  
 Continued study of selected masterpieces of world literature from classics to the present. 1503.00  
 AA/AS area 3, 4d

**ENGL 248GA-MZ****Selected Topics in English**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)  
 See section on Selected Topics. 1501.00

**ENGL 253****Computer-Assisted Composition**

.5-1 unit, 1.5-3 hours laboratory (GR)  
 Non-degree applicable  
 Course study under this section may be repeated one time.  
 Introduction to writing using the computer: Practice in writing and revising essays and other related writing exercises. 1501.00

**ENGL 258A****Writing Workshop**

1 unit, .5 hour lecture, 1.5 hours laboratory (GR or P/NP)  
 Individualized instruction in writing: Thesis control and essay organization. 1501.00

**ENGL 258B****Writing Workshop**

1 unit, .5 hour lecture, 1.5 hours laboratory (GR or P/NP)  
 Individualized instruction in writing: Thesis control, essay organization, and idea development. 1501.00

**ENGL 258C****Writing Workshop**

1 unit, .5 hour lecture, 1.5 hours laboratory (GR or P/NP)  
 Individualized instruction in writing: Thesis control, essay organization, idea development and sentence structure. 1501.00

**ENGL 258D****Writing Workshop**

1 unit, .5 hour lecture, 1.5 hours laboratory (GR or P/NP)  
 Individualized instruction in writing: Thesis control, essay organization, idea development, sentence structure and editing/proofreading. 1501.00

**ENGL 267A****Basic Writing**

1-3 units, 1-3 hours lecture (GR)  
 Not open for credit to students who have completed or are currently enrolled in Engl 252A-B or 259A-D/269A-B.  
 Non-degree applicable  
 Course study under this section may be repeated two times.  
 Review of writing skills: Spelling, grammar and punctuation, organizing strategies, and use of the writing process. 4930.21

**ENGL 267B****Basic Writing**

1-3 units, 1-3 hours lecture (GR)  
 Prerequisite: Engl 267A (or 250A-C)  
 Not open for credit to students who have completed or are currently enrolled in Engl 252A-B or 259A-D/269A-B  
 Non-degree applicable  
 Continuation of ENGL 267A with further review of writing skills: Spelling, grammar and punctuation, organizing strategies, and use of the writing process. 4930.21

**ENGL 268A****Basic Reading**

1-3 units, 1-3 hours lecture (GR)

Not open for credit to students who have completed or are currently enrolled in Engl 252A-B or 259A-D/269A-B

Non-degree applicable

Course study under this section may be repeated two times.

Practice in techniques to improve basic reading skills: Fundamentals of basic reading and analysis and correction of individual reading problems. 4930.70

**ENGL 268B****Basic Reading**

1-3 units, 1-3 hours lecture (GR)

Prerequisite: Engl 268A (or 251A-C)

Not open for credit to students who have completed or are currently enrolled in Engl 252A-B or 259A-D/269A-B

Non-degree applicable

Continuation of ENGL 268A with further practice in techniques to improve basic reading skills: Fundamentals of basic reading and analysis and correction of individual reading problems. 4930.70

**ENGL 269A****Foundations in Reading and Writing**

6 units, 6 hours lecture (GR)

Not open for credit to students who have completed or are currently enrolled in Engl 250A-D/267A-B or 251A-D/268A-B.

Non-degree applicable

Foundations in reading and writing to prepare students for success in college: Reading strategies including prereading, summarizing, paragraph analysis, study techniques, scanning, and note taking; and writing strategies including prewriting, essay organization, paragraph development, sentence combining, editing, and proofreading. 4930.20

**ENGL 269B****Foundations in Reading and Writing**

6 units, 6 hours lecture (GR)

Prerequisite: Engl 269A or (259A-C)

Not open for credit to students who have completed or are currently enrolled in Engl 250A-D/267A-B or 251A-D/268A-B.

Non-degree applicable

Continuation of ENGL 269A with further study in reading and writing strategies to prepare students for success in college: Reading strategies including prereading, summarizing, paragraph analysis, study techniques, scanning, and note taking; and writing strategies including prewriting, essay organization, paragraph development, sentence combining, editing, and proofreading. 4930.20



# ENGLISH AS A SECOND LANGUAGE (ESL)

The English as a Second Language (ESL) Department offers courses designed to develop reading, writing, listening and speaking skills at the beginning, intermediate and advanced levels to students whose native language is not English. The ESL Program will enable ESL students to develop the language proficiency needed to succeed in their academic as well as vocational course work in order to help them make a more meaningful transition to life in the United States.

## Suggested Guideline for Student Level of Difficulty

Subject Area	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
Speaking	250A	250B	200A	200B	200C	
Writing	251A	251B	201A	201B	21A	21B
Grammar	252A	252B	202A	202B	202C	
Reading	253A	253B	203A	203B	23	
Vocabulary & Context			205A	205B		
Spelling & Phonics	256A	256B	206			
Pronunciation			257A	257B		
Conversation		258	208A	208B		
Listening			209A	209B		

### ESL 21A

#### Writing 5 (Composition/Reading)

5 units, 5 hours lecture (GR or P/NP)

Prerequisite: ESL 201B or appropriate placement through multiple-measures assessment process

Recommended preparation: ESL 202C

Acceptable for credit: CSU, UC

Advanced level of writing: Focus on reading, developing ideas, and writing expository essays. 4930.84

AA/AS area 4d

### ESL 21B

#### Writing 6 (Composition/Reading)

5 units, 5 hours lecture (GR or P/NP)

Prerequisite: ESL 21A or appropriate placement through multiple-measures assessment process

Recommended preparation: ESL 202C

Recommended for ESL students taking, or planning to take Engl 1A.

Acceptable for credit: CSU, UC

High advanced level of reading and writing: Focus on developing critical thinking skills, writing expository essays, and introduction to writing a research paper. 4930.84

AA/AS area 4d

### ESL 23

#### Reading 5

4 units, 4 hours lecture (GR or P/NP)

Recommended for ESL students who are taking English1A.

Prerequisite: ESL 203B or appropriate placement through multiple-measures assessment process

Acceptable for credit: CSU

Advanced level of reading for students planning to take ENGL 1A: Analytical and critical reading of college-level materials. 4930.85

### ESL 48GA-MZ

#### Selected Topics in English as a Second Language

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

Acceptable for credit: CSU

See section on Selected Topics. 4930.81

### ESL 49

#### Independent Study in English as a Second Language

.5-5 units (GR or P/NP)

Acceptable for credit: CSU

See section on Independent Study. 4930.87

### ESL 110

#### Academic Writing and Reading

6 units, 6 hours lecture (GR)

Prerequisite: Engl 201B or ESL 21B

Not open for credit to students who have completed or are currently enrolled in Engl 110.

Acceptable for credit: CSU

Instruction in writing and reading of expository prose: Critical thinking, identifying logical fallacies, and evaluating sources; introduction to writing a research paper. 4930.87

AA/AS area 4A, 4d

**ESL 200A**  
**Speaking 3**

5 units, 5 hours lecture (GR or P/NP)  
Prerequisite: ESL 250B or appropriate placement through multiple-measures assessment process  
Low intermediate level of speaking: Emphasis on grammar skills to improve both fluency and accuracy in American English. 4930.86

**ESL 200B**  
**Speaking 4**

5 units, 5 hours lecture (GR or P/NP)  
Prerequisite: ESL 200A or appropriate placement through multiple-measures assessment process  
High intermediate level of speaking: Emphasis on grammar skills to improve fluency and accuracy in American English. 4930.86

**ESL 200C**  
**Speaking 5 (Academic Speaking Skills)**

5 units, 5 hours lecture (GR or P/NP)  
Prerequisite: ESL 200B  
Continuation of high intermediate level of spoken American English: Through various forms of media, mini-lectures, problem solving, teacher-student presentations, role playing, and small-group discussions, students will apply learned English language patterns, structures, and vocabulary in everyday speech. 4930.86

**ESL 201A**  
**Writing 3**

5 units, 5 hours lecture (GR or P/NP)  
Prerequisite: ESL 251B or appropriate placement through multiple-measures assessment process  
Recommended preparation: ESL 202A  
Low intermediate level of writing: Introduction to basic academic writing skills, and expanding paragraphs into simple essays. 4930.84  
AA/AS Area 4d

**ESL 201B**  
**Writing 4**

5 units, 5 hours lecture (GR or P/NP)  
Prerequisite: ESL 201A or appropriate placement through multiple-measures assessment process  
Recommended preparation: ESL 202B  
High intermediate level of writing: Further development of academic writing skills with a focus on well-developed paragraphs and short essays. 4930.84  
AA/AS Area 4d

**ESL 202A**  
**Grammar 3**

5 units, 5 hours lecture (GR or P/NP)  
Prerequisite: ESL 252B or appropriate placement through multiple-measures assessment process  
Low intermediate level of English grammar: Introduction to complex grammar structures and sentence patterns. 4930.87

**ESL 202B**  
**Grammar 4**

5 units, 5 hours lecture (GR or P/NP)  
Prerequisite: ESL 202A or appropriate placement through multiple-measures assessment process  
High intermediate level of English grammar: Continuation and expansion of ESL 202A with further study of complex grammar structures and sentence patterns. 4930.87

**ESL 202C**  
**Grammar 5**

5 units, 5 hours lecture (GR or P/NP)  
Prerequisite: ESL 202B or appropriate placement through multiple-measures assessment process  
Advanced level of English grammar: Focus on expanding, refining, and applying complex grammar skills to formal writing. 4930.87

**ESL 203A**  
**Reading 3**

4 units, 4 hours lecture (GR or P/NP)  
Prerequisite: ESL 253B or appropriate placement through multiple-measures assessment process  
Low intermediate level of reading: Emphasis on development of academic vocabulary, and expanding critical skills essential for college-level reading. 4930.85

**ESL 203B**  
**Reading 4**

4 units, 4 hours lecture (GR or P/NP)  
Prerequisite: ESL 203A or appropriate placement through multiple-measures assessment process  
High intermediate level of reading: Further development of academic vocabulary and critical reading skills essential for reading literature and college textbooks. 4930.85

**ESL 205A**  
**Vocabulary and Idioms in Context 3**

3 units, 3 hours lecture (GR or P/NP)  
Prerequisite: Appropriate placement through multiple-measures assessment process  
Intermediate level of vocabulary: Study of words and idioms as used in context. 4930.87

**ESL 205B****Vocabulary and Word Analysis in Context 4**

3 units, 3 hours lecture (GR or P/NP)

Prerequisite: ESL 205A or appropriate placement through multiple-measures assessment process

High intermediate/low advanced level of vocabulary and content: Focus on vocabulary useful in academic courses; analysis of word derivations. 4930.87

**ESL 206****Spelling 3: Spelling and the Dictionary**

4 units, 4 hours lecture (GR or P/NP)

Prerequisite: ESL 252B or appropriate placement at ESL level 3 or higher based through multiple-measures process and ESL 256B

Study of the spelling of American English: Focus upon dictionary skills. 4930.87

**ESL 207****Reading and Writing 3**

8 units, 8 hours lecture (GR or P/NP)

Prerequisite: ESL 251B

Recommended preparation: ESL 202A

Not open for credit to students who have completed or are currently enrolled in ESL 201A and 203A.

Combined low intermediate course emphasizing the interdependence of reading and writing skills: Introduction to basic academic writing skills and expanding paragraphs into simple essays. Emphasis on development of academic vocabulary and expanding critical thinking skills essential for college level reading and writing. 4930.87

**ESL 208A****Conversation 3**

3 units, 3 hours lecture (GR or P/NP)

Prerequisite: ESL 258 or placement at the intermediate level through multiple-measures assessment process

Intermediate level of spoken English: Emphasis on conversational skills, necessary in extended conversations with native speakers; knowledge of American culture; discussing experiences and asking for advice. 4930.86

**ESL 208B****Conversation 4: Talking About U.S. American Culture**

3 units, 3 hours lecture (GR or P/NP)

Prerequisite: ESL 208A or placement at level 4 through multiple-measures assessment process

High intermediate level of spoken U.S. American English: Conversation practice focusing on learning about U.S. culture, lifestyles, and school system; and work on fluency when interacting with native English speakers and others. 4930.86

**ESL 209A****Listening 3**

3 units, 3 hours lecture (GR or P/NP)

Prerequisite: Appropriate placement through multiple-measures assessment process

Intermediate level of listening: Intensive study and practice in listening comprehension of both formal and informal English. 4930.86

**ESL 209B****Listening 4**

3 units, 3 hours lecture (GR or P/NP)

Upper intermediate level of listening: Intensive study and practice in listening comprehension of both formal and informal English, especially in academic lectures. 4930.86

**ESL 214****Technical Reading for Career Technical Students**

2 units, 2 hours lecture (GR or P/NP)

Prerequisite: ESL 203B

Support language skills for career technical students in reading English texts: Workplace terminology, comprehension, and efficient reading techniques. 4930.85

**ESL 218A****ESL Writing Workshop**

1.5 units, 1.25 hours lecture, 1.25 hours laboratory (GR or P/NP)

Individualized instruction in writing: Emphasis on pre-writing, thesis control, and essay organization. 4930.84

**ESL 218B****ESL Writing Workshop**

1.5 units, 1.25 hours lecture, 1.25 hours laboratory (GR or P/NP)

Recommended preparation: ESL 218A

Individualized instruction in writing: Emphasis on essay organization and idea development. 4930.84

**ESL 218C****ESL Writing Workshop**

1.5 units, 1.25 hours lecture, 1.25 hours laboratory (GR or P/NP)

Recommended preparation: ESL 218B

Individualized instruction in writing: Emphasis on sentence structure and mechanics. 4930.84

**ESL 218D****ESL Writing Workshop**

1.5 units, 1.25 hours lecture, 1.25 hours laboratory (GR or P/NP)

Recommended preparation: ESL 218C

Individualized instruction in writing: Emphasis on editing and proofreading strategies. 4930.84

**ESL 224****Writing for Career Technical Students**

2 units, 2 hours lecture (GR or P/NP)

Prerequisite: ESL 201B

Language skills for career technical students in writing for the workplace: Reports, instructions, memos, letters and other related materials.

Workplace terminology included. 4930.84

**ESL 248GA-MZ****Selected Topics in English as a Second Language**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

See section on Selected Topics. 4930.81

**ESL 250A****Speaking 1**

5 units, 5 hours lecture (GR or P/NP)

Recommended preparation: Appropriate placement through multiple-measures assessment process

Non-degree applicable

High beginning level of speaking: Emphasis on basic grammar skills; practice in speaking and understanding American English. 4930.86

**ESL 250B****Speaking 2**

5 units, 5 hours lecture (GR or P/NP)

Prerequisite: ESL 250A or appropriate placement through multiple-measures assessment process

Non-degree applicable

Continuation of listening and speaking skills introduced in ESL 250A: Emphasis on basic grammar skills; practice in speaking and understanding American English. 4930.86

**ESL 251A****Writing 1**

5 units, 5 hours lecture (GR or P/NP)

Prerequisite: ESL 252A

Non-degree applicable

High beginning level of writing: Emphasis on basic sentences, punctuation rules, and short narrative and descriptive paragraphs. 4930.84

**ESL 251B****Writing 2**

5 units, 5 hours lecture (GR or P/NP)

Prerequisite: ESL 251A or appropriate placement through multiple-measures assessment process

Recommended preparation: ESL 252B

Non-degree applicable

Continuation of writing skills introduced in ESL 251A:

Emphasis on basic sentences, punctuation rules, and short narrative and descriptive paragraphs. 4930.84

**ESL 252A****Grammar 1**

5 units, 5 hours lecture (GR or P/NP)

Recommended preparation: Appropriate placement through multiple-measures assessment process

Non-degree applicable

High beginning level of English grammar: Review and practice of basic grammar structures, sentence patterns, and parts of speech. 4930.87

**ESL 252B****Grammar 2**

5 units, 5 hours lecture (GR or P/NP)

Prerequisite: ESL 252A or appropriate placement through multiple-measures assessment process

Non-degree applicable

Continuation of basic grammar skills and sentence patterns introduced in ESL 252A: Review and practice of basic grammar structures, sentence patterns, and parts of speech. 4930.87

**ESL 253A****Reading 1**

3 units, 3 hours lecture (GR or P/NP)

Recommended preparation: Appropriate placement through multiple-measures assessment process

Non-degree applicable

High beginning level of reading: Focus on basic vocabulary development, and techniques for reading comprehension. 4930.85

**ESL 253B****Reading 2**

3 units, 3 hours lecture (GR or P/NP)

Prerequisite: ESL 253A or appropriate placement through multiple-measures assessment process

Non-degree applicable

Continuation of reading skills introduced in ESL 253A: Focus on basic vocabulary development, and techniques for reading comprehension. 4930.85

**ESL 255****Beginning Reading: Special Topics**

1 unit, 1 hour lecture (GR or P/NP)

Intensive reading program for high beginning or low intermediate ESL students: Reading comprehension, and discussion and written response work on a selected topic. 4930.85

**ESL 256A****Spelling 1: Spelling and Phonics**

5 units, 5 hours lecture (GR or P/NP)

Prerequisite: ESL 252A or appropriate placement at ESL level 2 or higher through multiple-measures assessment process

Non-degree applicable

Study of the spelling of American English: Focus upon sounds and patterns. 4930.84

**ESL 256B****Spelling 2: Difficult-to-Spell Words**

5 units, 5 hours lecture (GR or P/NP)

Prerequisite: ESL 252B or appropriate placement at ESL level 3 or higher through multiple-measures assessment process and ESL 256A

Non-degree applicable

Study of the spelling of American English: Focus upon difficult-to-spell words. 4930.84

**ESL 257A****Pronunciation 3**

3 units, 3 hours lecture (GR or P/NP)

Recommended preparation: ESL 256

Non-degree applicable

Beginning level pronunciation of American English: Improvement in pronunciation, intonation, and fluency in English for speakers of ESL with practice in the use of standard conversational expressions and styles. 4930.86

**ESL 257B****Pronunciation 4**

3 units, 3 hours lecture (GR or P/NP)

Prerequisite: ESL 257A or appropriate placement through multiple-measures assessment process

Non-degree applicable

Continuation of 257A: Improvement in pronunciation, intonation, and fluency in English for speakers of ESL with practice in the use of standard conversational expressions and styles. 4930.86

**ESL 258****Conversation 2**

3 units, 3 hours lecture (GR or P/NP)

Recommended preparation: Appropriate placement through multiple-measures assessment process

Non-degree applicable

Beginning level of spoken American English: Focus on self-expression and vocabulary needed for daily activities. 4930.86

**ESL 261****ESL for Job Readiness**

4 units, 4 hours lecture (GR or P/NP)

Recommended for the basic ESL student who is at level 1 or 2.

Non-degree applicable

ESL for job readiness: Emphasis on verbal communication skills and cultural knowledge needed for staying employed and advancing on the job. 4930.87

**ESL 262****ESL in the Workplace**

4 units, 4 hours lecture (GR or P/NP)

Recommended for the basic ESL student who is at level 1 or 2.

Non-degree applicable

ESL in the workplace: Emphasis on verbal communication skills and cultural knowledge needed for staying employed and advancing on the job. 4930.86

**ESL 263****ESL for Culinary Arts**

4 units, 4 hours lecture (GR or P/NP)

Non-degree applicable

English language skills for Culinary Arts: Vocabulary, safety and sanitation, and customer service; computer use encouraged. 4931.00

**ESL 264****ESL for the Skilled Trades**

3 units, 3 hours lecture (GR or P/NP)

Non-degree applicable

Development and strengthening of workplace English language skills in the skilled trades: Names of tools, safety, listening to instructions, reading diagrams, communication, safety, and workplace culture in the U.S. 4931.00

**ESL 265****ESL for Cosmetology**

3 units, 3 hours lecture (GR or P/NP)

Non-degree applicable

English language skills for Cosmetology: Vocabulary, test-taking skills, safety and sanitation, and customer service. 4931.00

**ESL 266****ESL for Customer Service**

3 units, 3 hours lecture (GR or P/NP)

Non-degree applicable

Development and strengthening of English language skills: Dealing with customers in service areas. 4931.00

**ESL 267****ESL for Workplace Communication**

2 units, 2 hours lecture (GR or P/NP)

Non-degree applicable

Development and strengthening of English language skills: Dealing with customers and work-related issues and relationships. 4931.00

**ESL 270****ESL Computer Laboratory**

.5-3 units, 1.5-9 hours laboratory (GR or P/NP)

Non-degree applicable

Designed for ESL students who have completed or are currently enrolled in ESL or vocational courses: Development of basic computer literacy skills such as keyboarding and word processing to complete class assignments. 4930.87

**ESL 274****Technical Reading for Environmental Control**

2 units, 2 hours lecture (GR or P/NP)

Designed for students in the Environmental Control Technology program who need help with reading, writing, and vocabulary skills in air conditioning/refrigeration. 4930.85

**ESL 275****ESL for Wood Technology**

3 units, 3 hours lecture (GR or P/NP)

Designed to provide speaking, grammar, reading, writing, and technical vocabulary skills to students enrolled in the Wood Technology program. 4931.00

**ESL 501****ESL Learning Lab (Non-Credit)**

0 unit, hours to be arranged (Not graded)

Course study under this section may be repeated as necessary.

ESL Learning Lab: Workshops and one-on-one tutoring on selected topics to help students overcome barriers to reaching their vocational and academic goals. 4930.87

# ENVIRONMENTAL CONTROL TECHNOLOGY (ECT)

Environmental Control Technology is a technical program offering the theoretical, technical, and problem-solving skills essential for employment in the heating, ventilation, air conditioning, and refrigeration industry. Students completing the suggested curriculum can seek employment as refrigeration technicians, heating, ventilation, air conditioning technicians, and building engineers and technicians.

## BUILDING AUTOMATION SYSTEMS

Building Automation Systems prepares students to install, service, operate, maintain, and troubleshoot building automation systems (BAS) in commercial buildings, controlling Heating, Ventilation, and Air Conditioning (HVAC) Systems, energy management systems, as well as lighting and security systems. Students who complete this program can significantly impact building energy consumption. Graduates can seek employment as building automation technicians and control systems technicians with manufacturers, vendors, service companies, and large facilities, such as government and education facilities, hospitals, and office buildings.

### Degree Major/Certificate of Achievement Requirements:

Dept/No.	Title	Units
<b>FIRST SEMESTER</b>		
E/ET 202	Fundamentals of Electricity for ECT	2
ECT 1	Physics for Building Science or	
PHYS 99	Physics for Building Science	4
ECT 37	Introduction to PC Hardware and Software for Building Technicians or	
E/ET 37	Introduction to PC Hardware and Software for Building Technicians	3
ECT 214	Technical Mathematics for ECT	3

### SECOND SEMESTER

E/ET 221	Motors and Drives	2
ECT 11	Mechanical and Electrical Devices	2
ECT 21	Introduction to Direct Digital Controls	2
ECT 22	Commercial HVAC Systems	2
ECT 24	Commercial HVAC System Troubleshooting	2
ECT 31	Introduction to DDC Hardware for Building Automation Systems or	
E/ET 31	Introduction to DDC Hardware for Building Automation Systems	3

### THIRD SEMESTER

ECT 12	Blueprint Reading and Interpretation For ECT	1.5
ECT 25	Introduction to Building Commissioning	2
ECT 27	Advanced Direct Digital Controls	2
ECT 32	Control Systems Design	2
ECT 33	Control Systems Networking for Building Automation or	
E/ET 33	Control Systems Networking for Building Automation	3
ECT 212	Testing, Adjusting and Balancing HVAC	2

### FOURTH SEMESTER

ECT 26	Advanced Building Commissioning	3
ECT 29	Data Analysis for Performance Monitoring	2
ECT 34	Control Routines for Energy Efficiency	2
ECT 35	Control Systems Integration	2
ECT 36	Energy Issues, Policies, and Codes	1.5
<b>Total Required Units:</b>		<b>48</b>

For Associate Degree General Education requirements, refer to page 100.



## BUILDING PERFORMANCE AND ENERGY EFFICIENCY

### Certificate of Achievement Requirements:

Dept/No.	Title	Units
<b>FIRST SEMESTER</b>		
A/ET 112	Building Systems Principles for Sustainable Residential Adaptation	2
CARP 205	Green Construction Techniques and Materials	2
CARP 233	Electrical for Carpenters	1.5
CARP 240A	Construction Rehabilitation	2
ECT 1	Physics for Building Science or	
PHYS 99	Physics for Building Science	4
ECT 28	Energy Management and Efficiency For Buildings	2
ECT 38	Measurement of Building Energy Efficiency	2
<b>SECOND SEMESTER</b>		
CARP 206	Energy Efficiency and Weatherization	3.5
CARP 232	Plumbing for Carpenters	1.5
E/ET 227	Customer Service for the Building Trades	2
ECT 16	Fundamentals of Heating and Air Conditioning	2
ECT 17	Heating and Air Conditioning Troubleshooting	1
ECT 18	HVAC Installation Practices	1
ECT 39	Energy Auditing and Computer Analysis of Building Efficiency	2
ECT 213	Indoor Air Quality	1
	<b>Total Required Units:</b>	<b>29.5</b>

## COMMERCIAL HVAC SYSTEMS

### Degree Major/Certificate Requirements:

Dept/No.	Title	Units
<b>FIRST SEMESTER</b>		
E/ET 202	Fundamentals of Electricity for ECT	2
ECT 11	Mechanical and Electrical Devices	2
ECT 12	Blueprint Reading and Interpretation for ECT	1.5
ECT 13	Fundamentals of Refrigeration	4
ECT 211	Mechanical and Electrical Codes	1.5
ECT 214	Technical Mathematics for ECT	3
WELD 215	Welding for ECT Technicians	1.5
<b>SECOND SEMESTER</b>		
E/ET 221	Motors and Drives	2
ECT 14	Advanced Refrigeration	2
ECT 15	Refrigeration Equipment Troubleshooting	2
ECT 16	Fundamentals of Heating and Air Conditioning	2
ECT 17	Heating and Air Conditioning Troubleshooting	1
ECT 18	HVAC Installation Practices	1
ECT 28	Energy Management and Efficiency in Building Systems	2
<b>THIRD SEMESTER</b>		
E/ET 11	Commercial Electricity for HVAC Applications	2
ECT 19	Psychrometrics and Load Calculations	2
ECT 21	Introduction to Direct Digital Controls	2
ECT 22	Commercial HVAC Systems	2
ECT 24	Commercial HVAC Systems Troubleshooting	2
ECT 25	Introduction to Building Commissioning	2
ECT 212	Testing, Adjusting, and Balancing HVAC Systems	2
<b>FOURTH SEMESTER</b>		
ECT 23	HVAC Systems Design	2
ECT 26	Advanced Building Commissioning	3
ECT 27	Advanced Direct Digital Controls	2
ECT 29	Data Analysis for Performance Monitoring	2
ECT 30	Introduction to Control Systems Networking	1
ECT 213	Indoor Air Quality and Building Envelope	1
	<b>Total Required Units:</b>	<b>52.5</b>

For Associate Degree General Education requirements, refer to page 100.

## **ENERGY EFFICIENCY SALES AND AUDITING**

*(Pending state approval)*

The Energy Efficiency Sales and Auditing program prepares students for careers in the rapidly growing residential and light commercial energy efficiency sector. Students will learn building science, how to make the financial case for an investment in energy efficiency, and energy auditing to national Building Performance Institute (BPS) standards. Students will be prepared to take the BPI certification course and test upon completion.

### **Certificate of Achievement Requirements:**

<b>Dept/No.</b>	<b>Title</b>	<b>Units</b>
CARP 204	The Sustainable Built Environment	3
E/ET 227	Customer Service for the Building Trades	2
ECT 28	Energy Management and Efficiency in Building Systems	2
ECT 38	Measurement of Building Energy Efficiency	2
ECT 39	Energy Auditing and Computer Analysis Of Building Efficiency	2
ECT 203	The Financial Case for Clean Energy	<u>2.5</u>
	<b>Total Required Units:</b>	<b>13.5</b>

## **RESIDENTIAL AND LIGHT COMMERCIAL HVAC & R**

### **Degree Major/Certificate Requirements:**

<b>Dept/No.</b>	<b>Title</b>	<b>Units</b>
<b>FIRST SEMESTER</b>		
E/ET 202	Fundamentals of Electricity for ECT	2
ECT 11	Mechanical and Electrical Devices	2
ECT 12	Blueprint Reading and Interpretation for ECT	1.5
ECT 13	Fundamentals of Refrigeration	4
ECT 211	Mechanical and Electrical Codes	1.5
ECT 214	Technical Mathematics for ECT	3
WELD 215	Welding for Technicians	1
<b>SECOND SEMESTER</b>		
E/ET 221	Motors and Drives	2
ECT 14	Advanced Refrigeration	2
ECT 15	Refrigeration Equipment Troubleshooting	2
ECT 16	Fundamentals of Heating and Air Conditioning	2
ECT 17	Heating and Air Conditioning Troubleshooting	1
ECT 18	HVAC Installation Practices	1
ECT 28	Energy Management and Efficiency in Building Systems	<u>2</u>
	<b>Total Required Units:</b>	<b>27</b>

For Associate Degree General Education requirements, refer to page 100.

## REFRIGERATION TECHNOLOGY

### Certificate of Proficiency Requirements:

Dept/No.	Title	Units
E/ET 202	Fundamentals of Electricity for ECT	2
ECT 11	Mechanical and Electrical Devices	2
ECT 13	Fundamentals of Refrigeration	4
ECT 14	Advanced Refrigeration	2
ECT 15	Refrigeration Equipment Troubleshooting	2
ECT 211	Mechanical and Electrical Codes	1.5
ECT 214	Technical Mathematics for ECT	3
<b>Total Required Units:</b>		<b>16.5</b>

### ECT 1

#### Physics for Building Science

4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)

Recommended preparation: Math 200B or 201 or 210D

Not open for credit to students who have completed or are currently enrolled in Phys 99.

Acceptable for credit: CSU

Principles of physics relevant to environmental control technologies: Thermodynamics, electricity and power conversion, and properties of light; emphasis on laboratory applications and safe practices for working with chemicals, electrical devices, and compressed gases. 0946.00

AA/AS area 1

### ECT 11

#### Mechanical and Electrical Devices

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR)

Corequisite: ECT 13

Acceptable for credit: CSU

Introduction to fundamentals of electricity and electronics as applied to HVAC&R operations: Ohm's law, power and electrical instruments, basic electrical AC and DC circuits, electrical and mechanical devices, and electrical and electronic controls. 0946.00

### ECT 12

#### Blueprint Reading and Interpretation for ECT

1.5 units, 1.5 hours lecture (GR)

Corequisite: ECT 13

Acceptable for credit: CSU

Basic techniques for reading and interpreting typical design documents, drawings, and specifications: Emphasis on interpreting HVAC mechanical and electrical drawings, symbols and abbreviations. 0946.00

### ECT 13

#### Fundamentals of Refrigeration

4 units, 3 hours lecture 3 hours laboratory (GR)

Recommended preparation: ECT 1

Acceptable for credit: CSU

Principles and processes of refrigeration systems: Thermodynamics, heat transfer, refrigeration cycle, types of systems and piping, energy efficiency, electrical and mechanical components, tools and instruments, brazing and soldering; methods for charging, recovering, and evacuating refrigerants; EPA laws and regulations, and safe handling of refrigerants. 0946.00

### ECT 14

#### Advanced Refrigeration

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR)

Recommended preparation: E/ET 202

Acceptable for credit: CSU

Introduction to more complex and detailed methods of investigating and servicing refrigeration system components: Heat pumps, low-temp defrost methods, evaporative condensers, capacity controls, multiplex and multistage systems. 0946.00

### ECT 15

#### Refrigeration Equipment Troubleshooting

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR)

Recommended preparation: ECT 14

Acceptable for credit: CSU

Introduction to troubleshooting practices on commercial refrigeration equipment: Electrical diagrams, service diagnostic procedures, maintenance, troubleshooting and repair, proper charging, leak testing, evacuating and recovering methods, including safety practices. 0946.00

### ECT 16

#### Fundamentals of Heating and Air Conditioning

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR)

Corequisite: ECT 14

Acceptable for credit: CSU

Introduction to residential and light commercial heating and air conditioning components and functions: Natural gas, propane gas, forced air, and hydronic equipment; emphasis on reading electrical diagrams, tracking sequences of operation, mechanical principles of operation, and application and safety procedures. 0946.00

**ECT 17****Heating and Air Conditioning Troubleshooting**

1 unit, .5 hour lecture, 1.5 hours laboratory (GR)

Corequisite: ECT 16

Acceptable for credit: CSU

Troubleshooting heating and air conditioning equipment: Components and accessories and their relation to the functions of residential and light commercial heating and air conditioning; practical instruction on electrical diagrams, sequence of operation, service diagnosis procedures, and maintenance; special emphasis on safety procedures. 0946.00

**ECT 18****HVAC Installation Practices**

1 unit, .5 hour lecture, 1.5 hours laboratory (GR)

Recommended preparation: ECT 16

Acceptable for credit: CSU

Introduction to practical applications of residential and light commercial HVAC systems: Proper procedures for sizing and installing electrical and mechanical devices, HVAC equipment, ventilation, filtration, flue pipes (flex, square and rigid duct pipes). 0946.00

**ECT 19****Psychrometrics and Load Calculations**

2 units, 2 hours lecture (GR)

Corequisite: ECT 22

Analysis of the physical properties of air in refrigeration and air conditioning: Use of proper analytical instruments and manual load calculation, and software for calculating cooling and heating loads. 0946.00

**ECT 21****Introduction to Direct Digital Controls**

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR)

Recommended preparation: ECT 11

Acceptable for credit: CSU

Introduction to direct digital control systems and building automation systems: Basic electricity and electronics and overview of the various approaches to system architecture, hardware, software, and system components. 0946.00

**ECT 22****Commercial HVAC Systems**

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR)

Recommended preparation: ECT 16

Acceptable for credit: CSU

Introduction to the physical properties, interactive components, and methods for operating and controlling commercial HVAC systems: Thermodynamic principles of pressure, specific heat, specific volume, density and enthalpy; hydronic systems including boilers, chillers, cooling towers, water pumps, ventilation, filtration, air distribution, controls and instruments. 0946.00

**ECT 23****HVAC System Design**

2 units, 2 hours lecture (GR)

Prerequisite: ECT 22 and 214

Acceptable for credit: CSU

Introduction to concepts and principles for the design of commercial HVAC systems and system controls: All-air systems, all-water systems, and air-water systems. 0946.00

**ECT 24****Commercial HVAC System Troubleshooting**

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR)

Recommended preparation: ECT 22

Acceptable for credit: CSU

Introduction to troubleshooting procedures for commercial HVAC systems: Methods used for repairing, servicing and installing electrical and mechanical devices, including ventilation, filtration, air distribution, and air and water treatment systems. 0946.00

**ECT 25****Introduction to Building Commissioning**

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR)

Corequisite: ECT 22

Acceptable for credit: CSU

Introduction to fundamentals of commissioning, re-commissioning, retro-commissioning, and mechanical and electrical building systems: Review of building equipment and building control systems and the commissioning, re-commissioning and retro-commissioning process. 0946.00

**ECT 26****Advanced Building Commissioning**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Prerequisite: ECT 25

Corequisite: ECT 29

Acceptable for credit: CSU

Advanced processes and applications of building commissioning, re-commissioning and retro-commissioning: Conceptual design through the construction process, acceptance testing, writing final commissioning reports, and training of building maintenance and operations personnel. 0946.00

**ECT 27****Advanced Direct Digital Controls**

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR)

Prerequisite: ECT 21

Introduction to advanced concepts and operation of DDC controls: Input and output devices, programming strategies and translating sequence of operation documents for an HVAC system into an operations program for a DDC system. 0946.00

**ECT 28****Energy Management and Efficiency in Building Systems**

2 units, 2 hours lecture (GR)

Recommended preparation: ECT 16

Acceptable for credit: CSU

Introduction to technical and economic operating principles of electrical and mechanical devices for making cost-effective decisions and energy-efficient choices: Use of energy analysis software tools such as Energy+, Cal Arch, DOE 2, and others. 0946.00

**ECT 29****Data Analysis for Performance Monitoring**

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR)

Prerequisite: ECT 25

Corequisite: ECT 26

Acceptable for credit: CSU

Introduction to the methods of acquiring HVAC equipment performance data to improve operations and reduce energy consumption: Emphasis on data acquisition through the use of portable data loggers and DDC control systems; methods of trending and visualizing data through the use of electronic databases and spreadsheets such as Microsoft Excel. 0946.00

**ECT 30****Introduction to Control Systems Networking**

1 unit, .5 hour lecture, 1.5 hours laboratory (GR or P/NP)

Prerequisite: ECT 21

Acceptable for credit: CSU

Installation and use of common digital control-system networks: Practices for the installation of some of the standards, such as MS/TP, ARCNET, LONWORKS, Ethernet networks, etc.; benefits of each type of network and diagnosis of common network problems. 0946.00

**ECT 31****Introduction to DDC Hardware for Building Automation Systems**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Prerequisite: E/ET 202 and ECT 214

Not open for credit to students who have completed or are currently enrolled in E/ET 31.

Acceptable for credit: CSU

Introduction to basic microprocessor/microcontroller operations: Analog and digital, input and output interfaces. Microprocessor and microcontroller hardware and some simple process control software routines. Introduction to Programmable Logic Controllers (PLCs). 0946.00

**ECT 32****Control Systems Designs**

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR)

Prerequisite: ECT 21

Acceptable for credit: CSU

Introduction to control systems documentation practices: HVAC system schematics, I/O tables, network diagrams, logic diagrams and other drawings. Use of Microsoft Visio and Auto CAD, and documentation of control sequences of operation. 0946.00

**ECT 33****Control Systems Networking for Building Automation**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Prerequisite: E/ET 37 or ECT 37

Not open for credit to students who have completed or are currently enrolled in E/ET 33.

Acceptable for credit: CSU

Introduction to global and local communication networks: Emphasis on design, installation and troubleshooting for building control systems using direct digital control systems. 0946.00

**ECT 34****Control Routines for Energy Efficiency**

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR)

Prerequisite: ECT 26

Acceptable for credit: CSU

Methods and practices for developing energy saving control routines: Energy efficient operating sequences for programming, testing, and troubleshooting; optimizing systems interaction; using metrics to drive sequence, fault detection diagnostics, and measurement and validation techniques. 0946.00

**ECT 35****Control Systems Integration**

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR)

Prerequisite: ECT 27

Acceptable for credit: CSU

Introduction to control system integration practices: Common open protocols such as BACNET, Modbus and Lonworks. Use of integration platforms such as Tridium Niagara, FieldBus device translators, and wireless protocol integration. Review of whole building systems integration strategies. 0946.00

**ECT 36****Energy Issues, Policies, and Codes**

1.5 units, 1.5 hours lecture (GR)

Prerequisite: ECT 25

Acceptable for credit: CSU

Introduction to regional and global energy issues: Energy efficiency market sectors, impact of building energy use on environmental, social, and economy sustainability. Overview of national and regional codes and policies regulating energy efficiency in buildings. 0946.00

**ECT 37****Introduction to PC Hardware and Software for Building Technicians**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Not open for credit to students who have completed or are currently enrolled in E/ET 37.

Acceptable for credit: CSU

Introduction to computer hardware and software: Practical computer skills, including computer components and functions; basics of Windows competency and file structure system; Excel, Visio and databases; Internet protocols and Ethernet cabling basics. 0946.00

AA/AS area 4c

**ECT 38****Measurement of Building Energy Efficiency**

2 units, 1.5 hour lecture, 1.5 hours laboratory (GR or

P/NP)

Recommended preparation: ECT 28

Acceptable for credit: CSU

Quantitative study of typical residential energy conservation options: Introduction to elements of residential wood frame construction; testing and evaluation of strategies to optimize residential building envelope and systems efficiencies; introduction to residential energy analysis software. 0946.00

**ECT 39****Energy Auditing and Computer Analysis of Building Efficiency**

2 units, 1.5 hour lecture, 1.5 hours laboratory (GR or P/NP)

Recommended preparation: ECT 28 and 38

Acceptable for credit: CSU

Application of techniques and processes in residential energy auditing: Field analysis procedures; inventorying of governmental and utility incentives for energy conservation; use of ACCA Manual J design software, DOE2.2 and other related computer modeling software; verification and computer model results with data collected in the lab and field. 0945.00

**ECT 40****Introduction to Control System Networking**

1 unit, 1 hour lecture (GR or P/NP)

Prerequisite: ECT 21

Acceptable for credit: CSU

The installation and use of common digital control system networks is presented: Standards such as, MS/TP, ARCNET, LONWORKS, Ethernet networks; benefits of each type of network; and diagnosis of common network problems. 0434.00

**ECT 48GA-MZ****Selected Topics in Environmental Control Technology**

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR)

Acceptable for credit: CSU

See section on Selected Topics. 0946.00

**ECT 200****Special Projects Laboratory**

1-4 units, 3-12 hours laboratory (GR)

Prerequisite: ECT 11

Course study under this section may be repeated three times.

Open laboratory for individualized specialization within the area of environmental control systems. 0946.00

**ECT 203****The Financial Case for Clean Energy**

2.5 units, 2 hours lecture, 1.5 hours laboratory (GR)

Recommended preparation: Bus 43B, Bus 219, Math 201

Introduction to financial principles and policies for energy and renewable energy: Financial analysis software to identify cost-effective energy efficiency and renewable energy projects; effective sales strategies and presentation skills for energy efficiency and renewable energy investments. 0934.00

**ECT 211****Mechanical and Electrical Codes**

1.5 units, 1.5 hours lecture (GR)

Recommended preparation: ECT 12

Introduction to national, state and local regulations and standards that govern the design, installation and operation of air conditioning, heating, ventilation, and refrigeration systems: Code development process and its adoption and enforcement by local building authorities. 0946.00

**ECT 212****Testing, Adjusting and Balancing HVAC Systems**

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR)

Corequisite: ECT 22

Introduction to theory and practice necessary to properly test, adjust and balance HVAC systems: Air and water systems, and instruments used to properly balance the systems. 0946.00

**ECT 213****Indoor Air Quality and Building Envelope**

1 unit, 1 hour lecture (GR)

Recommended preparation: ECT 22

Introduction to building indoor air quality standards and maintenance procedures associated with comfort and health problems faced by workers and managers: Building envelope and testing procedures for proper service and maintenance of building heating, cooling and ventilation systems. 0946.00

**ECT 214****Technical Mathematics for ECT**

3 units, 3 hours lecture (GR)

Recommended preparation: Math 201 or 210D or 200B

Selected topics in mathematics with specific application to the HVAC & R industry: Decimals and fractions, ratios and proportions, unit conversions, areas and volumes, application of algebraic equations in gas laws and load calculations, relevant trigonometric functions, and use of graphs to represent and analyze data. 0946.00

**ECT 215****Preparation for BPI Certification**

2.5 units, 1.5 hours lecture, 3 hours laboratory (GR or P/NP)

Preparation for Building Performance Institute (BPI) certification: Application of the theory and practice of Building Performance science and Energy auditing according to BPI National Standards. 0946.00

**ECT 248GA-MZ****Selected Topics in Environmental Control Technology**

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR)

See section on Selected Topics. 0946.00

**COPED 466A****Occupational Work Experience in Environmental Control Technology**

1-4 units, hours to be arranged (GR) 0946.00

# ETHNIC STUDIES

The Ethnic Studies major is designed to assist all students develop an understanding and appreciation of other peoples and cultures in the United States. Students may elect among the following majors: African-American Studies, Asian/Asian-American Studies, Ethnic Studies, Mexican/Latin-American Studies or Native American Studies. Each program provides a sound background for students preparing to pursue a degree in Ethnic Studies or a related field on transfer to four-year institutions while also supporting the acquisition of skills that will enhance career opportunities in government and community-based agencies.

## Degree Major Requirements:

Dept/No.	Title	Units
<b>GROUP 1</b>		
<b>Select two courses from the following:</b>		
AFRAM 8	African-American Politics (3-4)	
AFRAM 23	Perceptions of African-American Women (3)	
AFRAM 32	African-American History: 1945 to the Present (3-4)	6
<b>GROUP 2</b>		
HIST 17	History of the Mexican-American	3
<b>Select one course from the following:</b>		
M/LAT 12	United States Relations with Mexico and Latin America (3)	
M/LAT 30A	Survey of Latin-American Films (3)	
M/LAT 30B	Survey of Latin-American Films (3)	3
<b>GROUP 3</b>		
<b>Select two courses from the following:</b>		
ASAME 21	Asian-American Communities (3)	
ASAME 30	Asians and Asian-American through Films (3)	
ASAME 32	Asian-American Psychology (3)	
ASAME 45A	Asian-American History to 1945 (3)	
ASAME 45B	Asian-American History from 1945 to the Present (3)	<u>6</u>
<b>Total Required Units:</b>		<b>18</b>

Courses may be applied to Associate Degree General Education requirement.  
For Associate Degree General Education requirements, refer to page 100.

# ETHST 1

## Introduction to Ethnic Studies

3 units, 3 hours lecture (GR)  
Acceptable for credit: CSU; UC  
Survey of the American experience of ethnic and racial relations: Exploration of American history and contemporary issues facing minority groups in the United States. Emphasis on Native, African, Mexican, and Asian American cultural experiences.  
2203.00  
AA/AS area 2, 5; CSU area D; IGETC area 4

## **FRENCH (FREN)**

### **FREN 1A**

#### **Elementary French**

5 units, 5 hours lecture (GR or P/NP)  
This course is equivalent to two years of high school study.

Acceptable for credit: CSU, UC

Study and practice in speaking, understanding, reading and writing French: Emphasis on understanding basic grammatical concepts. 1102.00  
AA/AS area 3; CSU area C2; IGETC area Language

### **FREN 1B**

#### **Elementary French**

5 units, 5 hours lecture (GR or P/NP)

Prerequisite: Fren 1A

Acceptable for credit: CSU, UC

Continuation of FREN 1A: Proficiency in the areas of listening, speaking, reading, writing, and cultural knowledge; emphasis on basic vocabulary and basic grammatical concepts. 1102.00  
AA/AS area 3; IGETC area Language

### **FREN 2A**

#### **Intermediate French**

5 units, 5 hours lecture (GR or P/NP)

Prerequisite: Fren 1B

Acceptable for credit: CSU, UC

Proficiency in French at an intermediate level: Listening, speaking, reading, and writing; emphasis on listening comprehension and speaking for communication. 1102.00  
AA/AS area 3; CSU area C2; IGETC area 3B & Language

### **FREN 2B**

#### **Intermediate French**

5 units, 5 hours lecture (GR or P/NP)

Prerequisite: Fren 2A

Acceptable for credit: CSU, UC

Continuation of FREN 2A: Grammar review, conversation, and composition based on readings in French. 1102.00

AA/AS area 3; CSU area C2; IGETC area 3B & Language

### **FREN 30A**

#### **Beginning Conversational French**

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU

Introduction to speaking simple, modern French and to modern French culture: Vocabulary and mastery of structure through focus on application rather than on traditional terminology. 1102.00

### **FREN 30B**

#### **Beginning Conversational French**

3 units, 3 hours lecture (GR or P/NP)

Recommended preparation: Fren 30A

Acceptable for credit: CSU

Continuation of FREN 30A: Introduction to speaking simple, modern French and to modern French culture; vocabulary and mastery of structure through focus on application rather than on traditional terminology. 1102.00

### **FREN 48GA-MZ**

#### **Selected Topics in French**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC♦

See section on Selected Topics. 1102.00

### **FREN 49**

#### **Independent Study in French**

.5-5 units (GR or P/NP)

Acceptable for credit: CSU, UC♦

See section on Independent Study. 1102.00

### **FREN 248GA-MZ**

#### **Selected Topics in French**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

See section on Selected Topics. 1102.00

## **GEOGRAPHY (GEOG)**

The discipline of Geography involves the study of the earth's surface and the spatial variations associated with both natural and human phenomena such as climate, vegetation, landforms, resource development and utilization, cultural diversity, etc. Through courses in physical and cultural geography, students will develop an understanding of the character of particular regions (e.g. California) and the many ways that humans, past and present, have used and impacted the earth's surface. By taking geography classes at Laney College, students will learn about the interrelationships between biological, physical, and human systems and the changes and consequences they engender on the global environment.

### **GEOG 1**

#### **Physical Geography**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Basic elements of the earth's physical systems and processes: Earth-sun relations, weather, climate, water, plate tectonics, landforms, soils, and ecosystems and their interrelationships and global distribution patterns. 2206.00

AA/AS area 1; CSU area B1, D; IGETC area 5A

### **GEOG 1L**

#### **Physical Geography Laboratory**

1 unit, 3 hours laboratory (GR)

Prerequisite or corequisite: Geog 1

Acceptable for credit: CSU, UC

Practical application of basic concepts and principles of physical geography: Earth-sun relationships, weather, climate, geologic processes, landforms, and field observation. 2206.00

CSU area B3; IGETC area 5A

### **GEOG 2**

#### **Cultural Geography**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Basic elements of cultural geography: Interrelationship of people and the land, including study of populations, cultural origins, migration, language and religion, ethnicity, systems of agriculture, urbanization, political units, economic organization and resource exploitation. 2206.00

AA/AS area 2; CSU area D; IGETC area 4

### **GEOG 3**

#### **World Regional Geography**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Introduction to the world's major geographic regions: Interconnections between regions, cultural and economic development, political organization, land uses, and the environment. 2206.00

AA/AS area 2; CSU area D; IGETC area 4

### **GEOG 6**

#### **Introduction to Mapping**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Introduction to mapping: Interpretation of topographic maps, map scale, map projections, symbols, grid systems, field methods, and analysis of remote-sensing images. 2206.00

### **GEOG 8**

#### **Geography of California**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Introduction to California's diverse physical and cultural geography: Landforms, natural hazards, climate, vegetation, water resources, Native Californians, social and economic development. 2206.00

AA/AS area 2; CSU area D; IGETC area 4

### **GEOG 9**

#### **Weather and Climate**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Introduction to the Earth's atmosphere: Solar radiation and energy balances, humidity, clouds and fog, air pressure, winds, air masses and fronts, cyclones, tornadoes, hurricanes, weather forecasting, climate classification, and climate change. 2206.00

AA/AS area 1; CSU area B1; IGETC area 5A

## GEOLOGY (GEOL)

### GEOL 10

#### Introduction to Geology

3 units, 3 hours lecture (GR)

Not open for credit to students who have completed or are currently enrolled in Geol 1.

Acceptable for credit: CSU, UC

Survey of the structure and materials that compose the earth's surface and geologic processes responsible for shaping the earth: Nature and role of rocks and minerals; environmental processes and problems; dynamics of volcanism, earthquakes, plate tectonics, metamorphism, running water, ground water, glaciation, weathering and erosion. 1914.00

AA/AS area 1; CSU area B1; IGETC area 5A



## GRAPHIC ARTS (GRART)

### APPLIED GRAPHIC DESIGN/ DIGITAL IMAGING

The AA degree and certificate in Applied Graphic Design/Digital Imaging offer hands-on experience for students interested in combining artistic creativity and computer technology. Students receive practical knowledge of processes, theory of design principles and elements, computer software applications, and personal communication skills. Opportunities of employment from an education in graphic design range widely in emphasis. Related industries integrating graphic designers, digital imaging specialists, and multimedia authors vary as much as commercial printing does from motion pictures. All mass visual communications require the skills and training of graphic design/digital imaging.

#### Degree Major/Certificate Requirements:

Dept/No.	Title	Units
<b>FIRST SEMESTER</b>		
GRART 111	Elements and Principles of Graphic Design	3
GRART 113	Typography	3
<b>Select one course from the following</b>		
GRART 131	Digital Documents (Quark XPress)	
GRART 132	Digital Documents (Adobe InDesign)	2.5
<b>SECOND SEMESTER</b>		
GRART 112	Creative Process and Solutions	3
GRART 121	Applied Graphic Design 1	3
GRART 134	Adobe Illustrator Basics	2.5
<b>THIRD SEMESTER</b>		
GRART 122	Applied Graphic Design 2	3
GRART 136	Adobe Photoshop Basics	2.5
<b>FOURTH SEMESTER</b>		
GRART 114	Graphic Design Technology	3
GRART 123	Applied Graphic Design 3	3
GRART 142	Web Graphics (Dreamweaver)	2.5
<b>Total Required Units:</b>		<b>31</b>

For Associate Degree General Education requirements, refer to page 100.

## **INTERACTIVE JOURNALISM**

See Journalism Department

### **GRART 48GA-MZ**

#### **Selected Topics in Graphic Arts**

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR)

Acceptable for credit: CSU

See section on Selected Topics. 1030.00

### **GRART 111**

#### **Elements and Principles of Graphic Design**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Recommended preparation: Bus 219 or CIS 205 or Grart 230, and Grart 131 or 132

Acceptable for credit: CSU

Introduction to elements, principles, and techniques of graphic design: Elements of point, line, space and volume; principles of balance, unity, and emphasis; image generation techniques of proportion, contrast, visual impact, rhythm, and illusion; use of graphics software for project presentation. 1030.00

### **GRART 112**

#### **Creative Process and Solutions**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Acceptable for credit: CSU

Introduction to the established sequential graphic design process: Process of client communications, project objectives, creative briefs, goal orientation, creative production, presentation, solutions, and evaluation; development of creative imaging skills such as abstracting, morphing, sketching, symbol development, contrary expectations, and visual variety as project solutions. 1030.00

### **GRART 113**

#### **Typography**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Prerequisite or corequisite: Grart 131 or 132

Recommended preparation: Grart 230

Acceptable for credit: CSU

Introduction to the importance of type as a graphic design factor: Traditions of communications through visual symbols and letterforms, historical development of alphabets to modern computer-type technologies, type terminology, measurement, composition, and layout using traditional and computer page-layout software; hands-on projects demonstrating typographical concepts. 1030.00

### **GRART 114**

#### **Graphic Design Technology**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Prerequisite: Grart 131 or 132, and 134 and 136

Acceptable for credit: CSU

Technology-based orientation to file preparation dependant upon final output method: Concepts of print and electronic display limitations, file formats, image resolution and correction, color modes, file inspection, packaging, and delivery to the graphic arts service provider. 1030.00

### **GRART 115**

#### **Web Site Design**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Prerequisite: Grart 142

Acceptable for credit: CSU

Introduction to web-site design from a planning perspective: Good elements of graphic design, process of design, goals of site, message, audience demographics and psychographics, content and architecture, pre-production, building and maintaining. 1030.00

### **GRART 121**

#### **Applied Graphic Design 1**

3 units, 1 hour lecture, 6 hours laboratory (GR)

Prerequisite: Grart 20 or 111 and 113

Corequisite: Grart 112

Recommended preparation: Bus 219 or CIS 205 or Grart 230

Acceptable for credit: CSU

Project-oriented class for the practical application of typographical theory: Impact of type on the audience, type composition, layout, emphasis, and characteristics for impact on readability, legibility and graphic design aesthetics; use of computer page-layout software in project completion. 1030.00

### **GRART 122**

#### **Applied Graphic Design 2**

3 units, 1 hour lecture, 6 hours laboratory (GR)

Prerequisite: Grart 111 and 112 and 10 or 113

Recommended preparation: Bus 219 or CIS 205 or Grart 230

Acceptable for credit: CSU

Project-oriented class for the practical application of design theory, procedures, and processes: Advertising design for publications such as newspapers and magazines, packaging and publication design for the layout of newsletters and magazines; student-generated art using both hand and computer techniques for creation of presentation designs. 1030.00

**GRART 123****Applied Graphic Design 3**

3 units, 1 hour lecture, 6 hours laboratory (GR)

Prerequisite: Grart 111 and 112 and 113

Recommended preparation: Bus 219 or CIS 205 or Grart 230

Acceptable for credit: CSU

Project-oriented class for the practical application of design theory, procedures, and processes: Business graphics and corporate design, poster design, and branding for product identity and acceptance; student-generated art using both hand and computer techniques for creation of presentation designs. 1030.00

**GRART 125A****Portfolio and Production Studio**

4 units, 12 hours laboratory (GR or P/NP)

Prerequisite: Grart 123

Acceptable for credit: CSU

Application of knowledge and skills obtained in the "Applied Graphic Design" or "Web Graphics" programs: Production of a student portfolio, career search and application, and production of actual graphic projects; attendance and work ethic emphasized; provides a transitional experience from college to a work environment. 1030.00

**GRART 125B****Graphic Production Studio**

4 units, 12 hours laboratory (GR or P/NP)

Prerequisite: Grart 125A or equivalent

Acceptable for credit: CSU

Additional application of knowledge and skills obtained in the "Applied Graphic Design" or "Web Graphics" programs: Production of actual graphic projects; attendance and work ethic emphasized; provides a transitional experience from college to a work environment. 1030.00

**GRART 131****Digital Documents (Quark XPress)**

2.5 units, 2 hours lecture, 2 hours laboratory (GR)

Recommended preparation: Bus 219 or CIS 205 or Grart 230

Acceptable for credit: CSU

Application of "page-layout" software utilized in the graphic arts/multimedia industries for digital document generation: Production of various basic publications, use of peripheral devices such as scanners and laser output devices, and efficient print-ready file preparation. 1030.00

AA/AS area 4c

**GRART 132****Digital Documents (Adobe InDesign)**

2.5 units, 2 hours lecture, 2 hours laboratory (GR)

Recommended preparation: Bus 219 or CIS 205 or Grart 230

Acceptable for credit: CSU

Application of "page-layout" software utilized in the graphic arts/multimedia industries for digital document generation: Production of various basic publications, use of peripheral devices such as scanners and laser output devices, and efficient print-ready file preparation. 1030.00

AA/AS area 4c

**GRART 133****Advanced Digital Documents (Quark XPress/Adobe InDesign)**

2.5 units, 2 hours lecture, 2 hours laboratory (GR or P/NP)

Prerequisite: Grart 131 or 132

Acceptable for credit: CSU

Application of software competencies learned in basic digital documents instruction: Production of "real world" digital documents using the professional page-layout programs, efficient file construction, advanced multi-page document construction, advanced style sheets, tabs and tables, advanced graphics and text controls, and drawing tools. 1030.00

**GRART 134****Adobe Illustrator Basics**

2.5 units, 2 hours lecture, 2 hours laboratory (GR)

Recommended preparation: Bus 219 or CIS 205 or Grart 230

Acceptable for credit: CSU

Skill-based approach to vector-based drawing software: Emphasis on graphic design, print and web graphics, and fine arts application; exploration through hands-on projects. 1030.00

AA/AS area 4c

**GRART 135****Advanced Adobe Illustrator**

2.5 units, 2 hours lecture, 2 hours laboratory (GR)

Prerequisite: Grart 134

Acceptable for credit: CSU

Application of "draw" software utilized in the graphic arts/multimedia industries for digitized illustration and drawing of imagery: Logos, posters, publication illustrations, custom environments, advanced typography, layers and appearances, drawing and coloring, brush techniques, blends, gradients and mesh, transparency, live effects and live 3D effects and other techniques; exploration through hands-on projects. 1030.00

AA/AS area 4c

**GRART 136****Adobe PhotoShop Basics**

2.5 units, 2 hours lecture, 2 hours laboratory (GR)  
Recommended preparation: Bus 219 or CIS 205 or Grart 230

Acceptable for credit: CSU

Introduction to imaging software utilized in the graphic arts for photo and tonal manipulations: Selecting, painting and filling, layers, editing images, color correction, typography, tools, masks and channels, converting and manipulating images, and filters; exploration through hands-on projects. 1030.00

AA/AS area 4c

**GRART 137****Digital Images for Photography and Print**

2.5 units, 2 hours lecture, 2 hours laboratory (GR or P/NP)

Prerequisite: Grart 136

Acceptable for credit: CSU

Implementation of imaging software (Adobe Photoshop) utilized in graphic arts and photography: Tonal manipulations, image editing, color correction, file resolution, sharpening, filters, and output methods utilized in hands-on projects. 1030.00

**GRART 141****Web Graphics (Photoshop/ImageReady)**

2.5 units, 2 hours lecture, 2 hours laboratory (GR)

Prerequisite: Grart 136

Acceptable for credit: CSU

Implementation of graphic design principles and elements from GRART 136 to electronic displays for visual appeal and communications: Application to world wide web, multimedia presentations, interactive designs, and other electronically-transmitted images; emphasis on publication of images using Photoshop and ImageReady with other software. 1030.00

AA/AS area 4c

**GRART 142****Web Graphics (Dreamweaver)**

2.5 units, 2 hours lecture, 2 hours laboratory (GR or P/NP)

Recommended preparation: Bus 219 or CIS 205 or Grart 230 or 136

Acceptable for credit: CSU

Introduction and application of software (Dreamweaver) used in web-page design and construction: Web-page construction with emphasis on graphic appearance. 1030.00

**GRART 143****Web Graphics (Flash)**

2.5 units, 2 hours lecture, 2 hours laboratory (GR or P/NP)

Recommended preparation: Bus 219 or CIS 205 or Grart 230 or 136

Acceptable for credit: CSU

Introduction and application of software (Flash) used in web-page design, construction and animation: Web-page animation graphics. 1030.00

**GRART 200****Special Projects Laboratory**

1-2 units, 3-6 hours laboratory (GR)

Prerequisite: Grart 132

Course study under this section may be repeated three times.

Open laboratory for working on selected projects: Provides opportunities for development of advanced and/or individual skills in graphic arts. 1030.00

**GRART 230**

Computer Basics for Graph1 unit, .75 hour lecture, .75 hour laboratory (GR)

Recommended preparation: Very basic keyboarding skill

Basic computer operations for beginners with an interest in graphics and multimedia: Introduction to basic and special graphic operations with emphasis on Macintosh operating systems, with some Windows basics for graphics. 1030.00

AA/AS area 4c

**GRART 231****Introduction to Graphic Design**

3 units, 3 hours lecture (GR or P/NP)

Recommended for majors and non-majors seeking a career path in Applied Graphic Design.

Introduction to the graphic arts industry and the role of the graphic designer: Historical aspect of graphic design, human communications, print and electronic documents, computer usage in graphic design, and design fundamentals and aesthetics. 1030.00

**GRART 248GA-MZ****Selected Topics in Graphic Arts**

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR)

See section on Selected Topics. 1030.00

**COPED 466K****Occupational Work Experience in Graphic Arts**

1-4 units, hours to be arranged (GR) 1030.00

## HEALTH EDUCATION (HLTED)

### **LANEY EDUCATIONAL/AFTER- SCHOOL PATHWAYS (LEAP)** See Learning Resources Department

#### **HLTED 1**

##### **Exploring Health Issues**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Examination of current problems related to individual and community health: Sexual behavior, birth control, sexually-transmitted diseases, drugs, consumerism, environment, psychosomatic health, nutrition, physical fitness, and preventive medicine. 0837.00

AA/AS area 2; CSU area E

#### **HLTED 6A**

##### **Health Education in Sports**

1 unit, 3 hours laboratory (GR)

Acceptable for credit: CSU, UC➤

Introduction to health education as it relates to sports activities. 0837.00

#### **HLTED 6B**

##### **Health Education in Sports**

1 unit, 3 hours laboratory (GR)

Hltd 6A is not prerequisite to Hltd 6B.

Acceptable for credit: CSU, UC➤

Introduction to health education as it relates to sports activities. 0837.00

#### **HLTED 9**

##### **First Aid and Safety**

2 units, 2 hours lecture (GR)

Meets American Red Cross/RTE (Responding to Emergency) as well as American Red Cross Adult CPR certification requirements.

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times for recertification.

Introduction to first aid and safety: Development of skills and knowledge for immediate and temporary care in case of an accident or sudden illness; preventive measures. 0837.00

#### **HLTED 20**

##### **Health and Wellness: Personal Change**

1 unit, 1 hour lecture (GR or P/NP)

Acceptable for credit: CSU, UC (pending)

Focus on increased awareness of health and personal responsibility in health maintenance: Role of nutrition, physical activity, psycho-social-economic influences and environmental factors. Influences of stress, addiction, environment, family, advertising and income status on health. 0837.00



## **HEALTH PROFESSIONS AND OCCUPATIONS (HLTOC)**

### **HLTOC 201**

#### **Medical Terminology I**

2 units, 2 hours lecture (GR)

Study of medical terminology: Basic structure of medical words including prefixes, suffixes, word roots, combining forms, plurals and abbreviations, pronunciation, spelling, and definition of medical terms. 1299.00

### **HLTOC 202**

#### **Medical Terminology II**

2 units, 2 hours lecture (GR)

Recommended preparation: HltoC 201

Continued study of medical terminology: Terminology related to body structure, pathological conditions and diseases; operative terms and techniques, including laboratory/radiological diagnostic procedures. 1299.00

## **HISTORY (HIST)**

Through Laney College courses in history, students will learn to think critically about ourselves and our world by studying both the remote and recent past. More than merely memorizing historical facts, students will acquire both analytic and research skills in their study of the human condition. Because everything has a history, everything can be studied from a historical perspective.

### **HIST 3**

#### **Modern World History**

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC

Survey of nineteenth- and twentieth-century world history tracing the developments of liberalism, industrialism, and nationalism: Modern civilization as shaped by social, economic, political, philosophical, and historical forces. 2205.00

AA/AS area 2; CSU area D; IGETC area 4

### **HIST 5**

#### **History of Mexico**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Interpretative survey of Mexican history from the Spanish Conquest to the present: Nature of the Mexican Revolution; problems of contemporary Mexico concentrating on political and economic development. 2205.00

AA/AS area 2; CSU area D; IGETC area 4

### **HIST 7A**

#### **History of United States to 1877**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

History of the United States from colonial days to Reconstruction (1877): Survey and interpretation of political, social, and economic factors contributing to the growth of the nation. 2205.00

AA/AS area 2; CSU area D; IGETC area 4

### **HIST 7B**

#### **History of United States Since 1865**

3 units, 3 hours lecture (GR)

Hist 7A is not prerequisite to Hist 7B.

Acceptable for credit: CSU, UC

History of the United States from the end of the Civil War to the present: Survey and interpretation of political, social, and economic factors contributing to the growth of the nation. 2205.00

AA/AS area 2; CSU area D; IGETC area 4

**HIST 17****History of the Mexican-American**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Also offered as M/Lat 19. Not open for credit to students who have completed or are currently enrolled in M/Lat 19.

History of the people of Mexican descent from colonial times to the present: Contemporary status and problems of Mexican-Americans in the United States. 2205.00

AA/AS area 2, 5; CSU area D; IGETC area 4

**HIST 19****History of California**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

California's multi-ethnic history from the pre-Spanish period to the present. Emphasis on the social and ethnic diversity of past and present California. 2205.00

AA/AS area 2, 5; CSU area D; IGETC area 4

**HIST 48GA-MZ****Selected Topics in History**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

Acceptable for credit: CSU, UC◆

See section on Selected Topics. 2205.00

**HIST 248GA-MZ****Selected Topics in History**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

See section on Selected Topics. 2205.00



## HUMANITIES (HUMAN)

Coursework in Humanities emphasizes the study of cultural and artistic expression. Students will learn to evaluate and interpret the ways in which people throughout history and across different cultures have represented themselves and the world around them through a variety of expressive forms. Further, students will develop their aesthetic sensibilities and increase their capacity to make informed value judgments.

For the Associate of Humanities, students must complete the General Education pattern and elective courses for an additional 42 units. Students must complete 18 units in the area of emphasis courses with a grade of "C" or better, 19 units of general education requirements, and an additional 23 units of elective courses for a total of 60 units. As this degree alone may not be complete preparation for transfer, students wishing to continue at the UC or CSU system should meet with a counselor to develop a transfer plan which addresses all general education and lower-division transfer requirements.

## Degree Major Requirements:

Dept/No	Units
<b>Select 18 units from at least two discipline areas:</b>	
African-American Studies 6A, 29, 45*	3 each
Anthropology 7	3
Art 1, 2, 3, 4, 5, 6, 7, 40, 141	3 each
Asian and Asian-American Studies 30	3
Chinese 1, 2, 3, 4, 40A***, 40B***	5 each
Communication 2A, 2B, 19	3 each
Dance 1 3	3
English 1B**, 2, 10A, 10B, 12, 17A, 17B, 20, 26, 30A, 30B, 31, 32A, 32B, 33A, 33B, 39, 43, 44A, 44B, 138, 210A, 210B, 217A, 217B, 220, 226, 230A, 230B, 231, 232A, 232B, 233A, 233B, 238, 239, 243, 244A, 244B	3 each
French 1A, 1B, 2A, 2B, 30A***, 30B***	5 each
Humanities 6, 7, 16, 30A, 30B, 31A, 31B, 40, 45*	3 each
Japanese 1A, 50A***, 50B***	5
Mexican and Latin-American Studies 30A, 30B	3 each
Music 1A, 1B, 2A, 2B, 9, 10, 12A, 12B, 15A, 15B	3 each
Philosophy 1, 2, 10, 20A, 20B, 30, 37	3 each
Sociology 30 3	3
Spanish 1A, 1B, 2A, 2B, 22A, 22B, 30A***, 30B***, 40***, 60A***, 60B***	5 each
Theatre Arts 1***, 10, 30	<u>3 each</u>
<b>Total Required Units (Minimum):</b>	<b>18</b>

\*Students will receive credit for one course only.

\*\* 4 units

\*\*\*3 units

\*\*\*\*2 units

For Associate Degree General Education requirements, refer to page 100.

### HUMAN 6

#### Introduction to the New Testament

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Introduction to the New Testament: Emphasis on the history, culture, teachings, and development of the New Testament and its impact on Western culture. 1599.00

AA/AS area 3; CSU area C2; IGETC 3B

### HUMAN 7

#### Introduction to the Old Testament

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Introduction to the texts and development of the Torah, Old Testament and Apocrypha: Emphasis on the history, cultural influences, language, authorship, events, and beliefs of ancient Israel. 1599.00

AA/AS area 3; CSU area C2; IGETC area 3B

**HUMAN 16****Introduction to Islam**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Introduction to Islam: Emphasis on the history, major figures, texts, and guiding principles of Islam. 1599.00

AA/AS area 3; CSU area C2; IGETC 3B

**HUMAN 30A****Human Values/Ethics**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Analysis of concepts of good and right in our society and of criteria of conduct: Various religious, philosophic, scientific, and aesthetic aspects of moral behavior integrated with reason and emotion of the individual. 1599.00

AA/AS area 3; CSU area C2; IGETC area 3B

**HUMAN 30B****Human Values/Aesthetics**

3 units, 3 hours lecture (GR)

Human 30A is not prerequisite to Human 30B.

Acceptable for credit: CSU, UC

Analysis of the nature of the beautiful as expressed in visual arts, music, and literature of Western and other cultures: Integration of various aspects of daily and transitory activities of the individual to permanent, recorded expression of the human spirit through the use of major works of art. 1599.00

AA/AS area 3; CSU area C2; IGETC area 3B

**HUMAN 31A****Arts and Ideas of Western Culture**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

History of ideas from ancient Greece to the Renaissance: Ideas as expressed in literature, theater, architecture, sculpture, and painting; the lasting importance of basic concepts and values. 1599.00

AA/AS area 3; CSU area C2; IGETC area 3B

**HUMAN 31B****Arts and Ideas of Western Culture**

3 units, 3 hours lecture (GR)

Human 31A is not prerequisite to Human 31B.

Acceptable for credit: CSU, UC

Search for order and freedom in Western civilization from the Renaissance to the present: Ideas as reflected in great works of literature, philosophy, science and the arts; the growth of democracy; basic concepts and values. 1599.00

AA/AS area 3; CSU area C2; IGETC area 3B

**HUMAN 40****Religions of the World**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Comparative study of the world's great religions: Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, and Islam; original sources stressed. 1599.00

AA/AS area 3; CSU area C2; IGETC area 3B

**HUMAN 45****Religion and the African-American Church in America**

3 units, 3 hour lecture (GR)

Also offered as Afram 45. Not open for credit to students who have completed or are currently enrolled in Afram 45.

Acceptable for credit: CSU, UC

Survey and analysis of the role of the church in the African-American community: Impact on social, political, economic, and psychological development of African-Americans. 1599.00

AA/AS area 2, 3, 5; CSU area C2; IGETC area 4

**HUMAN 48GA-MZ****Selected Topics in Humanities**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

Acceptable for credit: CSU, UC♦

See section on Selected Topics. 1599.00

**HUMAN 49****Independent Study in Humanities**

.5-5 units (GR)

Acceptable for credit: CSU, UC♦

See section on Independent Study. 1599.00

**HUMAN 248GA-MZ****Selected Topics in Humanities**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

See section on Selected Topics. 1599.00

# INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

If you plan to transfer to the California State University system (CSU) or the University of California system (UC), you are encouraged to pursue a **Certificate of Achievement in Liberal Arts**. You should consult with a counselor to develop your own program of study.

## UC or CSU Transfer

You are encouraged to pursue this certificate if you want to apply to transfer to either the University of California system or the California State University system and want to fulfill lower-division general education requirements by completing the Intersegmental General Education Transfer Curriculum (IGETC). You will select courses that fulfill the IGETC requirements (with a grade of “C” or better in each course), to total 37 transferable semester units (with an overall GPA of 2.0). Upon completion of these requirements you will file both a “Petition for a Certificate of Achievement” and a “Request for General Education or IGETC Certification” with the Admissions and Records Office.

## Certificate of Achievement

### Complete the following requirements:

- You must complete the course requirements for all areas to qualify for the Liberal Arts: IGETC Certificate of Achievement.
- You must complete all courses with grades of “C” or better.

### Area 1: English Communication

#### CSU:

Three courses required, one each from Groups A, B and C below.

#### UC:

Two courses required, one each from Groups A and B below.

**Group A: English Composition: One course, 3 semester (4-5 quarter) units.**  
English 1A

**Group B: Critical Thinking – English Composition: One course, 3 semester (4-5 quarter) units.**  
English 5

**Group C: Oral Communication (CSU requirement only): One course, 3 semester (4-5 quarter) units.**  
Communication 1A, 1B, 44, 45

### Area 2: Mathematical Concepts and Quantitative Reasoning

One course, 3 semester (4-5 quarter) units.

Mathematics 2, 3A, 3B, 3C, 3E, 3F, 11, 13, 15

### Area 3: Arts and Humanities

At least three courses, with at least one from the Arts and one from the Humanities, 9 semester (12-15 quarter) units.

#### Arts:

Art 1, 2, 3, 4, 5, 6, 7

Dance 1

Music 2A, 2B, 3A, 3B, 4A, 4B, 9, 10, 12A, 12B, 15A, 15B

#### Humanities:

African-American Studies 6A, 29

Asian/Asian-American Studies 30

Chinese 2+, 3+, 4+

English 1B, 12, 17A, 17B, 20, 26, 30A, 30B, 31, 33A, 33B, 43, 44A, 44B, 138

French 2A+, 2B+

Humanities 6, 7, 16, 30A, 30B, 31A, 31B, 40

Japanese 1B+

Mexican/Latin-American Studies 30A, 30B

Philosophy 1, 2, 20A, 20B, 37

Spanish 1B+, 2A+, 2B+, 22B, 40

### Area 4: Social and Behavioral Sciences

At least three courses from at least two disciplines or an interdisciplinary sequence, 9 semester (12-15 quarter) units.

African-American Studies 1, 5, 8, 9, 11, 12, 14A#, 14B#, 15, 17\*, 23, 30, 31, 32, 35\*\*, 38, 45\*

Anthropology 3, 5, 7, 14, 16

Asian/Asian-American Studies 17\*, 21, 26, 29, 32, 35\*\*, 45A, 45B

Biology 27\*\*\*

Communication 19

Economics 1, 2

Ethnic Studies 1

Geography 2, 3, 8

History 3, 5, 7A, 7B, 17, 19

Humanities 45\*

Journalism 62

Labor Studies 10

Mexican/Latin-American Studies 12, 17\*, 23, 31, 35\*\*

Native American Studies 1, 17\*, 35\*\*

Political Science 1, 2, 3, 6, 18

Psychology 1A, 1B, 6, 7A#, 7B, 7L#, 12\*\*\*, 24

Sociology 1, 2, 5, 13, 30

**Area 5: Physical and Biological Sciences**

**At least two courses, one from Physical Sciences and one from Biological Sciences; at least one course must include a laboratory (indicated by “L” in parentheses); 7-9 semester (9-12 quarter) units.**

**Physical Sciences:**

Astronomy 1, 10  
 Chemistry 1A(L), 1B(L), 12A(L)#, 12B(L)#, 25, 30A(L)#, 30B(L)#  
 Geography 1, 1L, 9  
 Geology 10  
 Physical Science 10#, 15#, 20, 20L, 22, 25  
 Physics 3A(L)#, 3B(L)#, 4A(L)#, 4B(L)#, 4C(L)#, 10#

**Biological Sciences:**

Anthropology 1, 1L  
 Biology 1A(L), 1B(L), 2(L)#, 3(L), 4(L)#, 10(L)#, 11#, 20A(L)#, 20B(L)#, 24L#

**Language Other Than English (UC Requirement Only)****You may demonstrate proficiency as follows:**

1. Completion of one course (4-5 semester units) at college level, that is considered equivalent to 2 years of high school language, with a grade of “C” or better; OR
2. Completion of two years of high school course work in one language other than English with a grade of “C-” or better (official transcript required); OR
3. Completion 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 required); OR
4. Satisfactory score on the College Board Subject Test (formerly SAT II) in a language other than English (see a counselor for required scores); OR
5. Score of 3 or better on the College Board Advanced Placement Examination in a language other than English; OR
6. Score of 5 or better on the International Baccalaureate Higher Level Examination in a language other than English; OR
7. Satisfactory completion of a proficiency test administered by a community college or university in a language other than English.

**Summary – Proficiency met by:**

1. Laney course(s) that meet the proficiency level: Chinese 1, French 1A, Japanese 1A, Spanish 1A, 22A (or more advanced level).
2. Course from other college (official transcript required).
3. Completed in high school or at institution where language of instruction is not English.
4. Competency Test or Proficiency Exam.

+Courses designated with “+” may be counted in Language other than English and one additional area, i.e.: Area 3: Humanities.

\*or \*\* or \*\*\* Student receives credit for one course only.

#Indicates that transfer credit may be limited.

**Total Minimum Required Units: 37**

## JAPANESE (JAPAN)

### JAPAN 1A

#### Elementary Japanese

5 units, 5 hours lecture (GR or P/NP)

Course is equivalent to two years of high school study.

Acceptable for credit: CSU, UC

Study of practical vocabulary, grammar, sentence patterns, and aural-oral skills in Japanese: Practice of reading, writing of hiragana, katakana and kanji; introduction to Japanese culture. 1108.00

AA/AS area 3; IGETC area Language

### JAPAN 1B

#### Elementary Japanese

5 units, 5 hours lecture (GR or P/NP)

Prerequisite: Japan 1A

Acceptable for credit: CSU, UC

Continuation of Japan 1A: Study and practice in speaking and understanding; vocabulary, grammar, and sentence patterns; practice of reading and writing hiragana and katakana; continued building of kanji vocabulary; Japanese culture. 1108.00

AA/AS area 3; CSU area C2; IGETC area 3B & Language

### JAPAN 50A

#### Conversational Japanese and Culture

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU

Speaking of simple modern Japanese: Basic knowledge of Japanese culture and its people. 1108.00

### JAPAN 50B

#### Conversational Japanese and Culture

3 units, 3 hours lecture (GR or P/NP)

Prerequisite: Japan 50A

Acceptable for credit: CSU

Continuation of JAPAN 50A: Emphasis on more proficient speaking patterns and appreciation of additional cultural aspects. 1108.00

## JOURNALISM (JOURN)

The Journalism Department offers practical newspaper experience and academic preparation for students preparing to transfer to four-year institutions. Emphasis is placed on new technologies and preparation for media jobs in a computer-oriented society. Additional areas of study include journalism history, ethics, law, and the role of the press in our society.

### Degree Major Requirements:

Dept/No.	Title	Units
<b>FIRST SEMESTER</b>		
BUS 230DEF*	Beginning Keyboarding (3)	
JOURN 18A**	Newspaper Production	3-5
JOURN 55	Introduction to Journalism	3
<b>SECOND SEMESTER</b>		
JOURN 18B**	Newspaper Production	3-5
JOURN 21	Newswriting	3
<b>THIRD SEMESTER</b>		
JOURN 18C**	Newspaper Production	3-5
JOURN 58	Publicity Writing and Newsletter Layout	3
JOURN 62+	Mass Media and Society	3
<b>Total Required Units:</b>		<b>21-27</b>

\*Should be taken by all first-semester students who cannot type at least 25 words per minute. Course is NOT required for the major.

\*\*A minimum of 12 units is required in Journ 18ABC.

+Course may be applied to Associate Degree General Education requirement.

For Associate Degree General Education requirements, refer to page 100.

### Recommended:

Bus 74

Engl 1A, 1B

Media 102A, 102B

Photo 20, 31A

## INTERACTIVE JOURNALISM

Digital news production skills for a mobile device oriented society: Newswriting, basic video production and editing, PhotoShop basics, digital photography, mass media and society, Flash basics, InDesign, website authoring, podcasting, iLife apps, newspaper production.

### Certificate of Proficiency Requirements:

Dept/No.	Title	Units
GRART 136	Adobe Photoshop Basics	2.5
JOURN 21	Newswriting	3
JOURN 62	Mass Media and Society	3
MEDIA 104	Beginning Digital Video Production	3
PHOTO 70	Introduction to Digital Photography	2

#### Select one course from the following:

GRART 132	Digital Documents (Adobe InDesign) (2.5)	
GRART 143	Web Graphics (Flash) (2.5)	
JOURN 18A	Newspaper Production (2-3)	
JOURN 18B	Newspaper Production (2-3)	
JOURN 18C	Newspaper Production (2-3)	
JOURN 18D	Newspaper Production (2-3)	
JOURN 65	Social media for Journalists (3)	
MEDIA 115	Media-based Computing: iLife and Mac OS X (3)	
MEDIA 151	Making Podcasts – The New Wave of Broadcasting (2)	
PHOTO 31A	Photojournalism II (3)	2-3
<b>Total Required Units:</b>		<b>15.5-16.5</b>

### JOURN 18A

#### Newspaper Production

2-5 units, 1-2 hours lecture, 3-9 hours laboratory (GR)

Prerequisite: Bus 219 or CIS 205

Recommended preparation: Grart 131 and Photo 10

Acceptable for credit: CSU

Introduction to reporting, photography, and production skills for the campus newspaper, the Laney Tower from initial story assignments to final camera-ready sequence: Computer applications for writing stories, desktop publishing, and photographic images. 0602.00

### JOURN 18B

#### Newspaper Production

2-5 units, 1-2 hours lecture, 3-9 hours laboratory (GR)

Prerequisite: Journ 18A

Acceptable for credit: CSU

Introduction to reporting, photography, and production skills for the campus newspaper, the Laney Tower from initial story assignments to final camera-ready sequence: Computer applications for writing stories, desktop publishing, and photographic images. 0602.00

### JOURN 18C

#### Newspaper Production

2-5 units, 1-2 hours lecture, 3-9 hours laboratory (GR)

Prerequisite: Journ 18B

Acceptable for credit: CSU

Introduction to reporting, photography, and production skills for the campus newspaper, the Laney Tower from initial story assignments to final camera-ready sequence: Computer applications for writing stories, desktop publishing, and photographic images. 0602.00

### JOURN 18D

#### Newspaper Production

2-5 units, 1-2 hours lecture, 3-9 hours laboratory (GR)

Prerequisite: Journ 18C

Acceptable for credit: CSU

Introduction to reporting, photography, and production skills for the campus newspaper, the Laney Tower from initial story assignments to final camera-ready sequence: Computer applications for writing stories, desktop publishing, and photographic images. 0602.00

### JOURN 21

#### Newswriting

3 units, 3 hours lecture (GR or P/NP)

Prerequisite: Engl 201B

Acceptable for credit: CSU, UC

Introduction to evaluating, gathering and writing news in accepted journalistic style: Feature and opinion writing emphasizing expository writing, logic, critical thinking, and points of view; role of the reporter, and legal and ethical issues related to newspaper writing. 0602.00

AA/AS area 4d

### JOURN 48GA-MZ

#### Selected Topics in Journalism

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

Acceptable for credit: CSU

See section on Selected Topics. 0602.00

### JOURN 49

#### Independent Study in Journalism

.5-5 units (GR)

Acceptable for credit: CSU

See section on Independent Study. 0602.00

## **JOURN 55**

### **Introduction to Journalism**

3 units, 3 hours lecture (GR or P/NP)

Prerequisite: Engl 201B

Acceptable for credit: CSU, UC

Survey of careers in journalism: Study of news media including history and philosophy of news dissemination, and theories of communication; analysis of daily news emphasizing political, historical, economic, and cultural forces which shape events; may include analysis of reporting and writing news. 0602.00

## **JOURN 58**

### **Publicity Writing and Newsletter Layout**

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU

Survey of public information and publicity practices for community groups: Gathering and assembling information; writing news releases, radio and television public service copy; effective publicity photography; design and layout of newsletters. 0602.00

## **JOURN 62**

### **Mass Media and Society**

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC

Communication techniques from personal to mass media: Human communication and the path to today's mass media including newspapers, TV, radio, magazines, movies, books and the internet; exploration of the role of advertising and public relations, along with cultural, social, and corporate influences on mass media content. 0602.00

AA/AS area 2; CSU area D; IGETC area 4

## **JOURN 65**

### **Social Media for Journalists**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Analysis and use of new media: Twitter, YouTube, Facebook, LinkedIn, Wordpress, and emerging social media platforms. 0602.00

AA/AS area 4d

## **JOURN 248GA-MZ**

### **Selected Topics in Journalism**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

See section on Selected Topics. 0602.00

## **LABOR STUDIES (LABST)**

This program is designed to offer both background and current trends in various aspects of labor-management issues and relations.

### **Degree Major/Certificate Requirements:**

<b>Dept/No.</b>	<b>Title</b>	<b>Units</b>
LABST 10	American Labor Movement	3
LABST 12	Collective Bargaining	3
LABST 13	Economics for Labor and Community Leadership	3
LABST 14	Grievance Handling and Arbitration	3
LABST 30	Labor Law	3
LABST	Labor Study Courses	<u>6</u>
	<b>Total Required Units:</b>	<b>21</b>

For Associate Degree General Education requirements, refer to page 100.

## **LABST 10**

### **American Labor Movement**

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC

Also offered as Hist 28 at Berkeley City College. Not open for credit to students who have completed or are currently enrolled Hist 28.

History of the American labor movement from colonial times to the present: First unions, creation of laws, beginnings of national union structures, rise of the AFL, development of the CIO, and current issues. 0516.00

AA/AS area 2; CSU area D; IGETC area 4

## **LABST 12**

### **Collective Bargaining**

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU

Structure, content, strategies, and relationships between the parties engaged in collective bargaining: Research analysis, computing costs, and simulated bargaining. 0516.00

**LABST 13**  
**Economics for Labor and Community Leadership**

3 units, 3 hours lecture (GR or P/NP)  
Acceptable for credit: CSU  
American and world economic forces which impact on employment, taxation, income distribution, public policy, and collective bargaining: Analysis of such issues as foreign and non-union competition, concession bargaining, plant closings and unemployment, and labor and community strategies to meet these challenges. 0516.00  
AA/AS area 2

**LABST 14**  
**Grievance Handling and Arbitration**

3 units, 3 hours lecture (GR or P/NP)  
Acceptable for credit: CSU  
Grievance handling as a continuation of the collective bargaining process: Investigative techniques and procedures, resolving issues at the grievance committee level, and arbitration as a means of resolution. 0516.00

**LABST 15**  
**Labor Leadership and Communication Skills**

3 units, 3 hours lecture (GR or P/NP)  
Acceptable for credit: CSU  
Responsibilities required of today's labor leader: Leadership, planning, organizing, communication and problem solving; development in effective communications; conducting meetings; strategic planning and team building. 0516.00

**LABST 16**  
**Rights and Discrimination in the Workplace**

3 units, 3 hours lecture (GR or P/NP)  
Acceptable for credit: CSU  
Practical guide to employee rights and how to protect them through legal channels and grievance procedures: Unjust termination, sexual harassment, race and sex discrimination, AIDS discrimination, drug testing, and immigration policy. 0516.00

**LABST 19**  
**Health and Safety on the Job**

3 units, 3 hours lecture (GR or P/NP)  
Acceptable for credit: CSU  
How to identify, evaluate and control job hazards: Protective laws and regulations, and workers' compensation for illness and injury. 0516.00

**LABST 20**  
**Organizing Across Borders: Unions in the Global Economy**

3 units, 3 hours lecture (GR or P/NP)  
Acceptable for credit: CSU  
Unions in the global economy: State of workers and unions in other countries, problems of globalization and runaway employers, and use of available technology to facilitate communication and solidarity. 0516.00  
AA/AS area 2

**LABST 21**  
**Workplace Organizing**

3 units, 3 hours lecture (GR or P/NP)  
Acceptable for credit: CSU  
Comprehensive survey of workplace organizing: Emphasis on legal background and current legal issues; group psychology, and employer and union campaign strategies. 0516.00  
AA/AS area 2

**LABST 22**  
**Labor Research Strategies**

3 units, 3 hours lecture (GR or P/NP)  
Acceptable for credit: CSU  
Survey of research strategies and methods for labor and other activists: Researching employers and unions, and local union and community history. 0516.00  
AA/AS area 2

**LABST 30**  
**Labor Law**

3 units, 3 hours lecture (GR or P/NP)  
Acceptable for credit: CSU  
Development of basic legal frameworks governing labor-management relations in union, non-union, and public sectors: Rights to organize and bargain collectively, legal framework of grievance/arbitration procedures, and overview of protective and income security legislation and agencies. 0516.00

**LABST 48GA-MZ**  
**Selected Topics in Labor Studies**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)  
Acceptable for credit: CSU  
See section on Selected Topics. 0516.00

**LABST 49****Independent Study in Labor Studies**

.5-5 units (GR or P/NP)

Acceptable for credit: CSU

See section on Independent Study. 0516.00

**LABST 201****Stewards' Training**

1 unit, 1 hour lecture (GR or P/NP)

Study of rights, responsibilities and duties of union shop stewards: Grievance handling and dispute resolution, interviewing and investigation techniques, and grievance presentation. 0516.00

**LABST 202****Union Organizing**

1 unit, 1 hour lecture (GR or P/NP)

Organizing strategies: Managerial and union perspectives, evaluating various approaches, the National Labor Relations Act, and other public sector laws. 0516.00

**LABST 205****Know Your Job Rights**

1 unit, 1 hour lecture (GR or P/NP)

Practical guide to workers' rights: Protection through legal channels and grievance procedures, and current employment discrimination issues. 0516.00

**LABST 208****East Bay Labor History**

.5 unit, .5 hour lecture (GR or P/NP)

Survey of labor events and problems in the East Bay over the last century: Emphasis on the interactions of class, gender, and race. 0516.00

**LABST 210****Assertiveness Training**

.5 unit, .5 hour lecture (GR or P/NP)

Effective communication in the workplace and in daily life: Techniques to present oneself clearly and directly, and role playing facilitated by a practicing psychologist. 0516.00

**LABST 212****Effective Meetings and Parliamentary Procedure**

.5 unit, .5 hour lecture (GR or P/NP)

How to build effective meetings that accomplish the group's goals: Rules of parliamentary procedure which make for effective meetings. 0516.00

**LABST 214****Labor Heritage/Rockin' Solidarity Chorus**

1 unit, .5 hour lecture, 1.75 hours laboratory (GR or P/NP)

Course study under this section may be repeated three times.

Study of labor history through songs: Songs which illustrate the struggles of diverse cultures and periods. 0516.00

**LABST 248GA-MZ****Selected Topics in Labor Studies**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

See section on Selected Topics. 0516.00

**COPED 456H****Occupational Work Experience in Labor Studies**

1-4 units, hours to be arranged (GR) 0516.00

# LANGUAGE ARTS

Coursework in Language Arts emphasizes both the form and content of linguistic communication. Students will learn to examine communicative acts within a wider social context, and to apply the principles of language and rhetoric toward the development of logical thought, precise and effective expression, and critical evaluation.

For the Associate of Arts Degree in Language Arts, students must complete the General Education pattern and elective courses for an additional 42 units. Students must complete 18 units in the area of emphasis courses with a grade of "C" or better, 19 units of general education requirements, and an additional 23 units of elective courses for a total of 60 units. As this degree alone may not be complete preparation for transfer, students wishing to continue at the UC or CSU system should meet with a counselor to develop a transfer plan which addresses all general education and lower-division transfer requirements.

## Degree Major Requirements:

Dept/No	Units
<b>Select a minimum of 18 units from the following:</b>	
Communication 1A, 1B, 2A, 2B, 15A, 15B, 19, 30A, 30B, 44, 45	3 each
English 1A*, 1B*, 2, 5, 10A, 10B, 12, 17A, 17B, 20, 26, 30A, 30B, 31, 32A, 32B, 33A, 33B, 39, 43, 44A, 44B, 138, 210A, 210B, 211, 217A, 217B, 220, 226, 230A, 230B, 231, 232A, 232B, 233A, 233B, 238, 239, 243, 244A, 244B	3 each
Foreign Languages:	
Chinese 1**, 2**, 3**, 4**, 40A, 40B	3 each
French 1A**, 1B**, 2A**, 2B**, 30A, 30B	3 each
Japanese 1A**, 50A, 50B	3 each
Spanish 1A**, 1B**, 2A**, 2B**, 22A**, 22B**, 30A, 30B, 40, 60A, 60B	3 each
Journalism 21, 55, 58, 62	<u>3 each</u>
<b>Total Required Units (Minimum):</b>	<b>18</b>

\*4 units

\*\*5 units

For Associate Degree General Education requirements, refer to page 100.

## LEARNING RESOURCES (LRNRE)

### LANEY EDUCATIONAL/AFTER-SCHOOL PATHWAYS (LEAP)

The Laney Educational/After-School Pathways (LEAP) Certificate of Proficiency program prepares students for employment in after school or youth development programs. Additionally, the core Learning Resource classes count toward the AA degree and provide a solid foundation for programs leading to a teaching certificate or career in human services.

#### Certificate of Proficiency Requirements:

Dept/No.	Title	Units
ENGL 201A*	Preparation for Composition and Reading (4)	
	or	
ENGL 201B*	Preparation for Composition and Reading (4)	4
HLTED 1	Exploring Health Issues (3)	
	or	
HLTED 20	Health and Wellness: Personal Change (1)	1-3
LRNRE 20	Introduction to Youth Development	3
LRNRE 30	Introduction to Tutoring	1
MATH 250**	Arithmetic (3)	
	or	
MATH 253**	Pre-Algebra (3)	3
	<b>Total Required Units:</b>	<b>12-14</b>

\*A more advanced ENGL course may substitute ENGL 201A or 201B.

\*\*A more advanced MATH course may substitute MATH 250 or 253.

#### LRNRE 20 Introduction to Youth Development

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU

Survey of issues and best practices in after school services for a diverse population: Emphasis on youth development theories and practices; identification of quality youth development programs; terminology of the field; cultural competency; career options. 4999.00

#### LRNRE 30 Introduction to Tutoring

1 unit, 1 hour lecture

Acceptable for credit: CSU

Introduction to the methods of effective tutoring: Responsibilities, questioning and modeling techniques, learning styles and strategies, study skills and strategies, leading small group sessions, cultural awareness, and tutoring in specific subject areas. 0802.00

#### LRNRE 31 Advanced Tutor Training

1 unit, 1 hour lecture (GR or P/NP)

Acceptable for credit: CSU

Course study under this section may be repeated three times.

Methods of effective tutoring: Questioning and modeling techniques, learning styles and strategies, study skills and strategies, leading small group sessions, cultural awareness, tutoring in specific subject areas and problem solving. 0802.00

#### LRNRE 48GA-MZ Selected Topics in Learning Resources

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

See section on Selected Topics. 4930.00

#### LRNRE 211 Computer Access

3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)

Recommended for students with disabilities.

No prior computer experience necessary.

Formerly offered as Lrnre 271A-B.

Course study under this section may be repeated as necessary per Title 5, Section 56029.

Word processing for individuals with visual, physical, or learning disabilities: Creating business letters, resumes, reports, and flyers using adaptive programs as appropriate, and use of screen-reading software to assist in editing and proofreading written work; introductory Internet skills, including e-mail, basic research, and locating resources on the web; and introduction to presentation software. 4930.30  
AA/AS area 4c

#### LRNRE 248GA-MZ Selected Topics in Learning Resources

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

See section on Selected Topics. 4930.00

**LRNRE 251****Peer Supportive Services**

1 unit, 1 hour lecture (GR)

Non-degree applicable

Course study under this section may be repeated three times.

Designed to acquaint the peer advisor with the rudiments of counseling and peer advising techniques. 4930.10

**LRNRE 260****Career Preparation for Project Bridge**

1 unit, 1 hour lecture (GR)

Also offered as Coun 260. Not open for credit to students who have completed or are currently enrolled in Coun 260.

Non-degree applicable

Course study under this section may be repeated three times.

Preparation for work and career success: Analysis, evaluation, and discussion of the skills, personal attributes, and education required for the world of work and career achievement. 4930.10

**LRNRE 272****Computer Access Projects**

.5-2 units, 1.5-6 hours laboratory (P/NP)

Open-entry/open-exit course

Recommended for students with disabilities. Enroll through Programs and Services for Students with Disabilities.

Non-degree applicable

Course study under this section may be repeated as necessary per Title 5, Sec 56029.

Introduction to assistive software: Use of screen-reading, image-enlargement, speech-recognition, scan/read or other software appropriate to the student's disability; application of assistive software to complete assignments for mainstream courses. 4930.30

**LRNRE 273A****Improving Learning Potential I**

1 unit, .67 hour lecture, 1 hour laboratory (GR or P/NP)

Modular, open-entry/open-exit course

Recommended for students with disabilities.

Non-degree applicable

Remediation of basic cognitive skills: Attention, memory, categorization, discrimination, and sequencing; deficits approached through retraining of basic reading, writing and mathematics skills; strategies for compensating for these impairments, and generalizing the compensation to everyday life. 4930.32

**LRNRE 273B****Improving Learning Potential I**

1 unit, .67 hour lecture, 1 hour laboratory (GR or P/NP)

Modular, open-entry/open-exit course

Recommended for students with disabilities.

Non-degree applicable

Remediation of basic cognitive skills: Attention, memory, categorization, discrimination, and sequencing; deficits approached through retraining of basic reading, writing and mathematics skills; strategies for compensating for these impairments, and generalizing the compensation to everyday life. 4930.32

**LRNRE 273C****Improving Learning Potential I**

1 unit, .67 hour lecture, 1 hour laboratory (GR or P/NP)

Modular, open-entry/open-exit course

Recommended for students with disabilities.

Non-degree applicable

Remediation of basic cognitive skills: Attention, memory, categorization, discrimination, and sequencing; deficits approached through retraining of basic reading, writing and mathematics skills; strategies for compensating for these impairments, and generalizing the compensation to everyday life. 4930.32

**LRNRE 274A****Improving Learning Potential II**

1 unit, 1 hour lecture (GR or P/NP)

Modular, open-entry/open-exit course

Recommended for students with disabilities.

Non-degree applicable

Advanced level remediation of cognitive/language tasks: Judgment, problem solving, analysis, synthesis, and the formulation and communication of abstract concepts. 4930.32

**LRNRE 274B****Improving Learning Potential II**

1 unit, 1 hour lecture (GR or P/NP)

Modular, open-entry/open-exit course

Recommended for students with disabilities.

Non-degree applicable

Advanced level remediation of cognitive/language tasks: Judgment, problem solving, analysis, synthesis, and the formulation and communication of abstract concepts. 4930.32

**LRNRE 280****Study Skills**

.5-3 units, 0-3 hours lecture, 0-9 hours laboratory (GR)

Non-degree applicable

Course study under this section may be repeated two times. Students with learning disabilities may exceed repeat limits with prior Disabled Students Programs and Services Counselor approval.

Systematic approach to understanding principles of learning for all academic disciplines: Effective study techniques to give confidence in coping with the college environment; psychological awareness and self-esteem. 4930.14

**LRNRE 295A****Diagnostic Learning**

1 unit, 1 hour lecture (GR)

Modular course

Recommended for students with learning disabilities.

Referral by a Disabled Students Programs and Services Counselor is recommended.

Non-degree applicable

Individualized assessment of learning strengths and weaknesses to determine eligibility for services as a learning disabled adult, and development of an Individualized Education Plan (IEP): Mandated tests (Woodcock-Johnson Psychoeducational Battery, Parts I and II, and/or Wechsler Adult Intelligence Scale, Revised, together with Wide Range Achievement Test); samples of reading, writing/spelling, and mathematics; and additional tests as required. 4930.32

**LRNRE 295B****Diagnostic Learning**

1 unit, 1 hour lecture (GR)

Modular course

Recommended for students with learning disabilities.

Referral by a Disabled Students Programs and Services Counselor is recommended.

Non-degree applicable

Individualized assessment of learning strengths and weaknesses to determine eligibility for services as a learning disabled adult, and development of an Individualized Education Plan (IEP): Diagnostically-oriented work in targeted academic skills areas. 4930.32

**LRNRE 295C****Diagnostic Learning**

1 unit, 1 hour lecture (GR)

Modular course

Recommended for students with learning disabilities.

Referral by a Disabled Students Programs and Services Counselor is recommended.

Non-degree applicable

Individualized assessment of learning strengths and weaknesses to determine eligibility for services as a learning disabled adult, and development of an Individualized Education Plan (IEP): Diagnostically-oriented work in use of adaptive strategies, appropriate support services, and classroom accommodations. 4930.32

**LRNRE 501****Supervised Tutoring (Non-Credit)**

0 unit, 1-15 hours laboratory (Not graded)

Course study under this section may be repeated as necessary.

Students may enroll for assistance in more than one college course per semester.

Supervised tutoring, either individually or in small groups, to improve student success in college courses.

4930.09

## LEGAL AND COMMUNITY INTERPRETATION (LCI)

### LEGAL COURT INTERPRETER (SPANISH LANGUAGE) (Pending state approval)

The Legal Court Interpreter Program provides students an opportunity to prepare for a career in Spanish Legal Interpretation. Courses within the program combine study of courtroom terms and protocol and methods of effective Spanish interpretation in varied legal environments and situations.

#### Certificate of Achievement Requirements:

Dept/No.	Title	Units
LCI 201	Introduction to Spanish-Language Legal Interpretation	3
LCI 202	Sight Translation	2
LCI 203	Consecutive Interpretation	2
LCI 204	Simultaneous Interpretation	3
LCI 205	Preparation for the California Court Interpreter Exam	2
POSCI 21	Overview of the California Court System and State Law	3

#### Select one course from the following:

ENGL 1A	Composition and Reading (4)	
POSCI 6	The U.S. Constitution and Criminal Due Process (3)	
SPAN 1A	Elementary Spanish (5)	
SPAN 1B	Elementary Spanish (5)	
SPAN 22A	Spanish for Bilingual Speakers I (5)	
SPAN 22B	Spanish for Bilingual Speakers II (5)	3-5
	<b>Total Required Units:</b>	<b>18-20</b>

#### LCI 201 Introduction to Spanish-Language Legal Interpretation

3 units, 3 hours lecture (GR or P/NP)  
 Recommend preparation: Span 1A or 22A  
 Principles of Spanish-Language interpretation: Modes of interpretation and key legal terms used in court proceedings. 2140.00

#### LCI 202 Sight Translation

2 units, 2 hours lecture (GR or P/NP)  
 Principles of sight translation (oral), skills and practices, legal terms used in court proceedings. Legal vocabulary development in English and Spanish, practice with documents in English and from a variety of Spanish-speaking countries. 2140.00

#### LCI 203 Consecutive Interpretation

2 units, 2 hours lecture (GR or P/NP)  
 Introduction to principles of consecutive interpretation; development of oral interpretation skills, legal vocabulary used in court proceedings and examination of lexical characteristics of Spanish used by participants in the legal process. 2140.00

#### LCI 204 Simultaneous Interpretation

3 units, 3 hours lecture (GR or P/NP)  
 Prerequisite: LCI 201 and 202  
 Principles of simultaneous interpretation: Legal terms used in court proceedings; lexical characteristics of Spanish used by participants in the legal process; preparation for the California court interpreter exam. 2140.00

#### LCI 205 Preparation for the California Court Interpreter Exam

2 units, 2 hours lecture (GR or P/NP)  
 Prerequisite: LCI 201, 202, 203, 204  
 Preparation for the California court interpreter exam. 2140.00

## LIBRARY INFORMATION STUDIES (LIS)

### LIS 48GA-MZ

#### Selected Topics in Library Information Studies

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC♦

See section on Selected Topics. 1699.00

### LIS 85

#### Introduction to Information Resources

2 units, 2 hours lecture (GR)

Recommended preparation: Engl 201A or appropriate placement through multiple-measures assessment, and CIS 1 or 200 or 205 or Bus 219

Acceptable for credit: CSU, UC

Introduction to the basic concepts and tools used in information research: Emphasis on how to develop a research topic and find, locate, evaluate, and use information; search strategies for print and online resources including reference books, catalogs, indexes, specialized databases, and the Internet. 1699.00

AA/AS area 4c

### LIS 200

#### Library Skills for College Students

1 unit, 1 hour lecture (P/NP)

Introduction to the college library: Emphasis on finding, evaluating, using, and citing books, journal articles, and websites for classroom assignments. 1699.00

AA/AS area 4c

### LIS 248GA-MZ

#### Selected Topics in Library Information Studies

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

See section on Selected Topics. 1699.00

### LIS 500

#### Computer Laboratory for Library Information Studies (Non-Credit)

0 unit, hours to be arranged (Not graded)

Course study under this section may be repeated as necessary.

Library information research computer laboratory. 1699.00

## MACHINE TECHNOLOGY (MACH)

The program prepares students for employment as a machinist apprentice, machinist, maintenance machinist, and CNC operator and/or programmer.

### Degree Major/Certificate Requirements:

Dept/No.	Title	Units
<b>FIRST SEMESTER</b>		
MACH 205	Engineering Drawings for Machinists, Welders, and Industrial Maintenance Techniques	3
MACH 210	Machine Technology I	5
MATH 220A*+	Technical Math with Algebra-Part 1 (Lab)	.5
MATH 220B*+	Technical Math with Algebra-Part 2 (Lab)	.5
MATH 220C*+	Technical Math with Algebra-Part 3 (Lab)	.5
MATH 220D*+	Technical Math with Algebra-Part 4 (Lab)	.5
<b>SECOND SEMESTER</b>		
MACH 20	CAD Solid Modeling with SolidWorks	4
MACH 220	Machine Technology II	5
MATH 220E*+	Technical Math with Geometry-Part 1 (Lab)	.5
MATH 220F*+	Technical Math with Geometry-Part 2 (Lab)	.5
<b>THIRD SEMESTER</b>		
MACH 30+	Introduction to CNC Programming and CAD/CAM Technology	4
MACH 230	Machine Technology III	5
<b>FOURTH SEMESTER</b>		
MACH 31+	Advanced CNC and CAD/CAM Programming	4
MATH 220G*+	Technical Math with Trigonometry (Lab)	1
WELD 205	Introduction to Welding	<u>3</u>
<b>Total Required Units:</b>		<b>37</b>

\*A more advanced Mathematics course may be substituted.

+Course may be applied to Associated Degree General Education requirement.

For Associate Degree General Education requirements, refer to page 100.

**MACH 20****CAD Solid Modeling with SolidWorks**

4 units, 3 hours lecture, 3 hours laboratory (GR or P/ NP)

Acceptable for credit: CSU

Fundamentals of computer-aided design (CAD) using SolidWorks software: Application of SolidWorks in creating manufacturing models including solid-part models, assembly models, and engineering drawings. 0956.30

AA/AS area 4c

**MACH 30****Introduction to CNC Programming and CAD/ CAM Technology**

4 units, 3 hours lecture, 3 hours laboratory (GR)

Prerequisite: Mach 210

Acceptable for credit: CSU

Introduction to programming of Computer Numerical Control (CNC) machines using standard programming methods and CAD/CAM software: Emphasis on safety procedures, tool and part setups, and machine and controller operation. 0956.30

AA/AS area 4c

**MACH 31****Advanced CNC and CAD/CAM Programming**

4 units, 3 hours lecture, 3 hours laboratory (GR)

Prerequisite: Mach 30

Acceptable for credit: CSU

Advanced CNC programming: Emphasis on standard programming language, conversational programming, and CAD/CAM programming using Mastercam; programming covers mill and lathe operations. 0956.30

AA/AS area 4c

**MACH 48GA-MZ****Selected Topics in Machine Technology**

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR)

Acceptable for credit: CSU

See section on Selected Topics. 0956.30

**MACH 75****Geometric Dimensioning and Tolerancing**

2 units, 2 hours lecture (GR or P/ NP)

Recommended preparation: Mach 210

Acceptable for credit: CSU

Interpretation of specifications and inspection standards related to ANSI/ASME Y 14.5M Geometric Dimensioning and Tolerancing (GD&T) standards: Demonstration and explanation of the standards in designing, machining, and inspection operations through defining the rules, symbols, and relationships covered by Geometric Dimensioning and Tolerancing. 0956.30

**MACH 200****Special Projects Laboratory**

1-4 units, 3-12 hours laboratory (GR)

Course study under this section may be repeated three times.

Open laboratory for working on selected projects: Provides the opportunity for development of individual interests. 0956.30

**MACH 201****Machine Technology for Other Majors**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Introduction to machine technology: Processes of manufacturing as applied to machining. 0956.30

**MACH 205****Engineering Drawings for Machinists, Welders, and Industrial Maintenance Technicians**

3 units, 3 hours lecture (GR or P/ NP)

Interpretation of engineering drawings and specification for machinists, welders, and industrial maintenance technicians: Explanation of the rules, symbols, and relationships covered in blueprints, assembly drawings and weldments. Emphasis on ANSI/ASME Y 14.5 Geometric Dimensioning and Tolerancing (GD&T) Standards and use of Coordinate Measuring Machine (CMM) for inspection of GDT specifications. 0956.30

**MACH 206**  
**Industrial Hydraulics**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/ NP)

Introduction to theory and operation of hydraulic systems: Hydraulic principles, components, symbols, and applications from systems development and troubleshooting perspectives. Emphasis on hydraulic components and their operation in hydraulic circuits. Maintenance and troubleshooting procedures for systems, system components and manufacturing assemblies. 0956.30

**MACH 210**  
**Machine Technology I**

5 units, 3 hours lecture, 6 hours laboratory (GR or P/ NP)

Introduction to the operation and theory of machine tools focusing on shop safety: Blueprint reading and engineering drawings, precision measurement, layout, tool grinding, speed and feed calculations, drill-press operation, lathe operation (turning and threading), and mill setup and operation. 0956.30

**MACH 220**  
**Machine Technology II**

5 units, 3 hours lecture, 6 hours laboratory (GR or P/ NP)

Recommended preparation: Mach 210  
Continuation of MACH 210: Internal lathe operations; vertical and horizontal mill setup, operation, and use of milling accessories; carbide tooling selection and geometries; surface grinding; introduction to Geometric Dimensioning and Tolerancing and properties of materials associated with machinability, heat treating, and hardness testing. 0956.30

**MACH 230**  
**Machine Technology III**

5 units, 3 hours lecture, 6 hours laboratory (GR or P/ NP)

Prerequisite: Mach 220  
Continuation of MACH 220: Advanced topics such as machine tool maintenance, tool and cutter grinding, gear cutting and theory, and shop trigonometry; projects based on multiple machining operations and multiple-part assemblies; more in-depth coverage of properties of materials and Geometric Dimensioning and Tolerancing, including the development of inspection gages. 0956.30

**MACH 248GA-MZ**  
**Selected Topics in Machine Technology**

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR)

See section on Selected Topics. 0956.30

**COPED 466L**  
**Occupational Work Experience in Machine Technology**

1-4 units, hours to be arranged (GR) 0956.30



# MANAGEMENT AND SUPERVISION (M/SVN)

The program of study combines management theory with day-to-day practical application. Classwork provides an opportunity for actual performance as well as the development of supervisory and management skills.

## Degree Major/Certificate Requirements:

Dept/No.	Title	Units
BUS 5	Human Relations in Business	3
BUS 56	Human Resources Management	3
M/SVN 60	Introduction to Management	3
M/SVN 61	Psychology of Management	3
M/SVN 64	Organization and Management	3
M/SVN 82	Essentials of Managerial Communications	<u>3</u>
<b>Total Required Units:</b>		<b>18</b>

For Associate Degree General Education requirements, refer to page 100.

### M/SVN 48GA-MZ Selected Topics in Management and Supervision

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR)  
Acceptable for credit: CSU  
See section on Selected Topics. 0506.30

### M/SVN 60 Introduction to Management

3 units, 3 hours lecture (GR)  
Acceptable for credit: CSU  
Introduction to management: Basic responsibilities of management such as directing, planning, controlling, and organizing; labor relations, human relations, performance appraisals, quality control, and employee development. 0506.30

### M/SVN 61 Psychology of Management

3 units, 3 hours lecture (GR)  
Acceptable for credit: CSU  
Psychological and emotional factors and processes involved in management and supervision. 0506.30

### M/SVN 64 Organization and Management

3 units, 3 hours lecture (GR)  
Acceptable for credit: CSU  
Organizational theory and its application in today's management: Responsibility in planning, organizing, directing, controlling and coordinating people and activities; management by objectives and evaluation of its strengths and weaknesses; leadership and development of leaders. 0506.30

### M/SVN 82 Essentials of Managerial Communications

3 units, 3 hours lecture (GR)  
Acceptable for credit: CSU  
Principles and forms of effective written and oral communications: Ability to convey ideas, and generic communications related to supervisory-management problems. 0506.30

### M/SVN 248GA-MZ Selected Topics in Management and Supervision

.5-9 units, 0-9 hours lecture, 0-27 hours lecture (GR)  
See section on Selected Topics. 0506.30

### BUS 456I Occupational Work Experience in Management and Supervision

1-4 units, hours to be arranged (GR) 0506.30

## MATHEMATICS (MATH)

Math assessment is a student-centered service to provide accurate and useful information. The objective of assessment is to assist students in selecting the most appropriate mathematics course for success.

All students must participate in math assessment before registering for any mathematics course except arithmetic (Mathematics 250 or 251ABCD), Project Bridge, and Learning Skills courses.

Math assessment appointments can be made in Building "A", Room 102.

### Degree Major Requirements:

Dept./No.	Title	Units
<b>Complete courses in both Group 1 and Group 2:</b>		
<b>GROUP 1</b>		
Math 3A	Calculus I	5
Math 3B	Calculus II	5
Math 3C	Calculus III	5
<b>GROUP 2</b>		
Math 13	Introduction to Statistics <b>and</b>	4
Math 3E	Linear Algebra (3) <b>or</b>	
Math 3F	Differential Equations (3)	<u>3</u>
	<b>Total Required Units:</b>	<b>22</b>

Courses may be applied to Associate Degree General Education requirement.  
For Associate Degree General Education requirements, refer to page 100.

### Mathematics Course Numbering Guide:

#### Non-Degree Applicable and Non-Transferable:

Math 250 through 295ABC

#### Associate Degree Applicable and Non-Transferable:

Math 200A, Math 200B, Math 201, Math 202, Math 203, Math 205A, Math 205B, Math 208  
Math 210ABCD, Math 211ABCD  
Math 220ABCDEFG

#### Transferable to CSU only and Associate Degree Applicable:

Math 50, Math 52ABC

#### Transferable to UC, CSU, and Associate Degree Applicable:

Math 2  
Math 3A, Math 3B, Math 3C, Math 3E, Math 3F  
Math 11, Math 13, Math 15

## LANEY EDUCATIONAL/ AFTER-SCHOOL PATHWAYS

### (LEAP)

See Learning Resources Department

### MATH 2

#### Precalculus with Analytic Geometry

5 units, 5 hours lecture (GR)

Prerequisite: Math 50 or 52C

Acceptable for credit: CSU, UC

Advanced algebra and analytic geometry: Linear, quadratic, polynomial, rational, exponential, logarithmic, and inverse functions; determinants, matrices and linear systems; zeros of polynomials, arithmetic and geometric sequences, mathematical induction; permutations and combinations, binomial theorem; vectors, conic sections, translation and rotation of axes, polar coordinates, lines and surfaces in space, and quadric surfaces. 1701.00

AA/AS area 4b; CSU area B4; IGETC area 2

### MATH 3A

#### Calculus I

5 units, 5 hours lecture (GR)

Prerequisite: Math 2; or Math 1, and 50 or 52C

Acceptable for credit: CSU, UC

Theorems on limits and continuous functions, derivatives, differentials and applications; Fundamental theorems of calculus and applications; properties of exponential, logarithmic, and inverse trigonometric functions, and hyperbolic functions. 1701.00

AA/AS area 4b; CSU area B4; IGETC area 2

### MATH 3B

#### Calculus II

5 units, 5 hours lecture (GR)

Prerequisite: Math 3A

Acceptable for credit: CSU, UC

Applications of the definite integral: Methods of integration, polar coordinates, parametric equations, infinite and power series. 1701.00

AA/AS area 4b; CSU area B4; IGETC area 2

### MATH 3C

#### Calculus III

5 units, 5 hours lecture (GR)

Prerequisite: Math 3B

Acceptable for credit: CSU, UC

Partial differentiation: Jacobians, transformations, multiple integrals, theorems of Green and Stokes, differential forms, vectors and vector functions, geometric coordinates, and vector calculus. 1701.00

AA/AS area 4b; CSU area B4; IGETC area 2

**MATH 3E****Linear Algebra**

3 units, 3 hours lecture (GR)

Prerequisite: Math 3A

Math 3E plus 3F are equivalent to Math 3D.

Not open for credit to students who have completed or are currently enrolled in Math 3D.

Acceptable for credit: CSU, UC

Linear algebra: Gaussian and Gauss-Jordan elimination, matrices, determinants, vectors in  $\mathbb{R}^2$  and  $\mathbb{R}^3$ , real and complex vector spaces, inner product spaces, linear transformations, eigenvalues, eigenvectors, and applications. 1701.00

AA/AS area 4b; CSU area B4; IGETC area 2

**MATH 3F****Differential Equations**

3 units, 3 hours lecture (GR)

Prerequisite: Math 3C

Math 3E plus 3F are equivalent to Math 3D.

Not open for credit to students who have completed or are currently enrolled in Math 3D.

Acceptable for credit: CSU, UC

Ordinary differential equations: First-order, second-order, and higher-order equations; separable and exact equations, series solutions, Laplace transformations, systems of differential equations. 1701.00

AA/AS area 4b; CSU area B4; IGETC area 2

**MATH 11****Discrete Mathematics**

4 units, 4 hours lecture (GR or P/NP)

Prerequisite: Math 3B

Acceptable for credit: CSU, UC

Discrete mathematics: Mathematical induction, finite series, sets, relations and functions, introduction to trees, combinatorics, algebraic structures, and probability. 1701.00

AA/AS area 4b; CSU area B4; IGETC area 2

**MATH 13****Introduction to Statistics**

4 units, 4 hours lecture (GR)

Prerequisite: Math 203 or 211D

Acceptable for credit: CSU, UC

Introduction to theory and practice of statistics. Collecting data: Sampling, observational and experimental studies. Organizing data: Univariate and bivariate tables and graphs, histograms. Describing data: Measures of location, spread, and correlation. Theory: Probability, random variables; binomial and normal distributions. Drawing conclusions from data: Confidence intervals, hypothesis testing, z-tests, t-tests, and chi-square tests; one-way analysis of variance. Regression and non-parametric methods. 1701.00

AA/AS area 4b; CSU area B4; IGETC area 2

**MATH 15****Mathematics for Liberal Arts Students**

3 units, 3 hours lecture (GR)

Prerequisite: Math 203 or 211D

Acceptable for credit: CSU, UC

Fundamental ideas underlying modern mathematics: Elements from logic, sets, and number systems; concepts of elementary algebra, geometry, topology, and combinatorics. 1701.00

AA/AS area 4b; CSU area B4; IGETC area 2

**MATH 48GA-MZ****Selected Topics in Mathematics**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

Acceptable for credit: CSU, UC♦

See section on Selected Topics. 1701.00

**MATH 49****Independent Study in Mathematics**

.5-5 units (GR)

Acceptable for credit: CSU, UC♦

See section on Independent Study. 1701.00

**MATH 50****Trigonometry**

3 units, 3 hours lecture (GR)

Prerequisite: Math 202, and 203 or 211D

Not open for credit to students who have completed or are currently enrolled in Math 52ABC.

Acceptable for credit: CSU

Introduction to functional trigonometry: Basic definitions, identities, graphs, inverse functions, trigonometric equations and applications, solution of triangles and applications, polar coordinates, complex numbers, and De Moivre's Theorem. 1701.00

AA/AS area 4b; CSU area B4

**MATH 52A****Trigonometry (Lab)**

1 unit, 3 hours laboratory (GR)  
Modular, open-entry/open-exit course  
Prerequisite: Math 202, and 203 or 211D  
Not open for credit to students who have completed or are currently enrolled in Math 50.  
Acceptable for credit: CSU  
Trigonometry Lab A: Introduction to functional trigonometry including basic definitions and properties. 1701.00  
AA/AS area 4b; CSU area B4

**MATH 52B****Trigonometry (Lab)**

1 unit, 3 hours laboratory (GR)  
Modular, open-entry/open-exit course  
Prerequisite: Math 52A  
Not open for credit to students who have completed or are currently enrolled in Math 50.  
Acceptable for credit: CSU  
Trigonometry Lab B: Graphs, identities, inverse functions, and trigonometric equations. 1701.00  
AA/AS area 4b; CSU area B4

**MATH 52C****Trigonometry (Lab)**

1 unit, 3 hours laboratory (GR)  
Modular, open-entry/open-exit course  
Prerequisite: Math 52B  
Not open for credit to students who have completed or are currently enrolled in Math 50.  
Acceptable for credit: CSU  
Trigonometry Lab C: Oblique triangles, vectors, polar coordinates, complex numbers, and De Moivre's Theorem. 1701.00  
AA/AS area 4b; CSU area B4

**MATH 200A****Elementary Algebra – Part 1**

2 units, 3 hours lecture (GR)  
Prerequisite: Math 250 or 251D or 253  
Not open for credit to students who have completed or are currently enrolled in Math 210ABCD or 201.  
Basic algebraic operations: Real number properties, the four basic operations with integers and rational numbers, solutions of linear equations, applications utilizing first-degree equations, the four basic operations with polynomials, integer exponents, factoring. 1701.00

**MATH 200B****Elementary Algebra – Part 2**

2 units, 3 hours lecture (GR)  
Prerequisite: Math 200A or 210B  
Not open for credit to students who have completed or are currently enrolled in Math 210CD or 201.  
Basic algebraic operations: Algebraic fractions, graphs of linear equations, solutions of linear systems, solutions of first-degree inequalities, graphs of linear inequalities in two variables, radical expressions, solutions to quadratic equations. 1701.00

**MATH 201****Elementary Algebra**

4 units, 5 hours lecture (GR)  
Prerequisite: Math 225 or 250 or 251D or 253 or appropriate placement through multiple-measures assessment process  
Not open for credit to students who have completed or are currently enrolled in Math 210ABCD.  
Basic algebraic operations: Linear equations and inequalities, relations and functions, factoring quadratic polynomials, solving quadratic equations, fractions, radicals and exponents, word problems, graphing, and number systems. 1701.00

**MATH 202****Geometry**

3 units, 3 hours lecture (GR)  
Prerequisite: Math 201 or 210D or appropriate placement through multiple-measures assessment process  
Introduction to plane geometry emphasizing mathematical logic and proofs: Geometric constructions, congruent triangles, parallel lines and parallelograms, proportions, similar triangles, circles, polygons, and area. 1701.00  
AA/AS area 4b

**MATH 203****Intermediate Algebra**

4 units, 5 hours lecture (GR)

Prerequisite: Math 201 or 210D or appropriate placement through multiple-measures assessment process

Recommended preparation: Math 202

Not open for credit to students who have completed or are currently enrolled in Math 211ABCD.

Intermediate algebraic operations: Real number properties and operations; solutions and graphs of linear equations in one and two variables; absolute value equations; advanced factoring; complex numbers; quadratic equations and systems of quadratic equations; conics; determinants; solutions and graphs of first-degree, quadratic, and rational inequalities; exponential and logarithmic functions; and sequences and series. 1701.00

AA/AS area 4b

**MATH 205A****Intermediate Algebra – Part 1**

2 units, 3 hours lecture (GR)

Prerequisite: Math 200B or 201 or 210D

Not open for credit to students who have completed or are currently enrolled in Math 211ABCD or 203.

Basic algebraic operations: Real number properties and operations, absolute value equations, solutions and graphs of linear equations in one and two variables, various equations of lines, polynomial operations and advanced factoring, rational expressions and equations, exponents and radicals, complex numbers. 1701.00

AA/AS Area 4b

**MATH 205B****Intermediate Algebra – Part 2**

2 units, 3 hours lecture (GR)

Prerequisite: Math 205A or 211B

Not open for credit to students who have completed or are currently enrolled in Math 211CD or 203.

Basic algebraic operations: Quadratic equations, conics, systems of linear and quadratic equations, determinants; solutions and graphs of first-degree, quadratic and rational inequalities; exponential and logarithmic functions, sequences and series. 1701.00

AA/AS Area 4b

**MATH 208****Mathematics for Laboratory Sciences**

3 units, 3 hours lecture (GR)

Prerequisite: Math 250 or 251D or 253

Applications of algebra specific to biology, biomanufacturing, and chemistry: Exponential and scientific notation, logarithms, unit analysis, solving formulas for specific variables, calculations of dosages, using percents and proportions to compute concentrations and dilutions, graphing linear and exponential equations, and descriptive statistics. 1701.00

**MATH 210A****Elementary Algebra (Lab)**

1 unit, 3 hours laboratory (GR)

Modular, open-entry/open-exit course

Prerequisite: Math 225 or 250 or 251D or 253 or appropriate placement through multiple-measures assessment process

Not open for credit to students who have completed or are currently enrolled in Math 201.

Elementary Algebra Lab A: Real number properties, the four basic operations with integers and rational numbers, solutions of linear equations. 1701.00

**MATH 210B****Elementary Algebra (Lab)**

1 unit, 3 hours laboratory (GR)

Modular, open-entry/open-exit course

Prerequisite: Math 210A

Not open for credit to students who have completed or are currently enrolled in Math 201.

Elementary Algebra Lab B: Applications utilizing first-degree equations, the four basic operations with polynomials, integral exponents, factoring. 1701.00

**MATH 210C****Elementary Algebra (Lab)**

1 unit, 3 hours laboratory (GR)

Modular, open-entry/open-exit course

Prerequisite: Math 210B

Not open for credit to students who have completed or are currently enrolled in Math 201.

Elementary Algebra Lab C: Algebraic fractions, graphs of linear equations, solutions of linear systems. 1701.00

**MATH 210D****Elementary Algebra (Lab)**

1 unit, 3 hours laboratory (GR)

Modular, open-entry/open-exit course

Prerequisite: Math 210C

Not open for credit to students who have completed or are currently enrolled in Math 201.

Elementary Algebra Lab D: Solutions of first-degree inequalities, graphs of linear inequalities in two variables, radical expressions, solutions to quadratic equations. 1701.00

**MATH 211A****Intermediate Algebra (Lab)**

1 unit, 3 hours laboratory (GR)

Modular, open-entry/open-exit course

Prerequisite: Math 201 or 210D or appropriate placement through multiple-measures assessment process

Recommended preparation: Math 202

Not open for credit to students who have completed or are currently enrolled in Math 203.

Intermediate Algebra Lab A: Real number properties and operations, absolute value equations, solutions and graphs of linear equations in one and two variables, various equations of lines. 1701.00

AA/AS area 4b

**MATH 211B****Intermediate Algebra (Lab)**

1 unit, 3 hours laboratory (GR)

Modular, open-entry/open-exit course

Prerequisite: Math 211A

Not open for credit to students who have completed or are currently enrolled in Math 203.

Intermediate Algebra Lab B: Polynomial operations and advanced factoring, rational expressions and equations, exponents and radicals, complex numbers. 1701.00

AA/AS area 4b

**MATH 211C****Intermediate Algebra (Lab)**

1 unit, 3 hours laboratory (GR)

Modular, open-entry/open-exit course

Prerequisite: Math 211B

Not open for credit to students who have completed or are currently enrolled in Math 203.

Intermediate Algebra Lab C: Quadratic equations, conics, systems of linear and quadratic equations, determinants. 1701.00

AA/AS area 4b

**MATH 211D****Intermediate Algebra (Lab)**

1 unit, 3 hours laboratory (GR)

Modular, open-entry/open-exit course

Prerequisite: Math 211C

Not open for credit to students who have completed or are currently enrolled in Math 203.

Intermediate Algebra Lab D: Solutions and graphs of first-degree, quadratic and rational inequalities, exponential and logarithmic functions, sequences and series. 1701.00

AA/AS area 4b

**MATH 220A****Technical Mathematics with Algebra - Part 1 (Lab)**

.5 unit, 1.5 hours laboratory (GR or P/NP)

Recommended preparation: Math 251ABC or 253 or appropriate placement through multiple-measures assessment process

Selected topics in algebra useful for the vocations: Signed numbers, exponents, roots, order of operations; applications to the trades. 1701.00

**MATH 220B****Technical Mathematics with Algebra - Part 2 (Lab)**

.5 unit, 1.5 hours laboratory (GR or P/NP)

Prerequisite: Math 220A

Selected topics in algebra useful for the vocations: Algebraic expressions, solving linear equations, formulas, ratio and proportion, word problems; applications to the trades. 1701.00

**MATH 220C****Technical Mathematics with Algebra - Part 3 (Lab)**

.5 unit, 1.5 hours laboratory (GR or P/NP)

Prerequisite: Math 220B

Selected topics in algebra useful for the vocations: Systems of equations, solving by substitution, solving by elimination, word problems; applications to the trades. 1701.00

**MATH 220D****Technical Mathematics with Algebra - Part 4 (Lab)**

.5 unit, 1.5 hours laboratory (GR or P/NP)

Prerequisite: Math 220C

Selected topics in algebra useful for the vocations: Multiplying and dividing simple algebraic expressions, negative exponents, scientific notation, quadratic equations, word problems; applications to the trades. 1701.00

**MATH 220E****Technical Mathematics with Geometry—Part 1 (Lab)**

.5 unit, 1.5 hours laboratory (GR or P/NP)  
 Recommended preparation: Math 220A and 220B, or 201 or 210D

Practical plane geometry: Angles, polygons, types of triangles, Pythagorean Theorem, circles, perimeter and area of plane figures; examples and problems drawn from the trades. 1701.00

**MATH 220F****Technical Mathematics with Geometry—Part 2 (Lab)**

.5 unit, 1.5 hours laboratory (GR or P/NP)  
 Prerequisite: Math 220E

Practical solid geometry and geometric constructions: Definitions, surface area; volumes of prisms, pyramids, cylinders, cones, spheres; constructions of specific lines, angles, and triangles. 1701.00

**MATH 220G****Technical Mathematics with Trigonometry (Lab)**

1 unit, 3 hours laboratory (GR or P/NP)  
 Prerequisite: Math 220E

Recommended preparation: Math 220B  
 Trigonometry useful for the vocations: Right triangle trigonometry, angle measurement in degrees and radians, basic trigonometric functions of acute and obtuse angles, solving triangles; applications to the trades. 1701.00

**MATH 248GA-MZ****Selected Topics in Mathematics**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)  
 See section on Selected Topics. 1701.00

**MATH 250****Arithmetic**

3 units, 3 hours lecture (GR)  
 Not open for credit to students who have completed or are currently enrolled in Math 251ABCD.  
 Non-degree applicable  
 Refresher course in the fundamental processes of arithmetic: Whole numbers, fractions, decimals and percents; metric system introduced and incorporated throughout the arithmetic material. 1702.00

**MATH 251A****Arithmetic**

1 unit, 1 hour lecture (GR or P/NP)  
 Modular, open-entry/open-exit course  
 Not open for credit to students who have completed or are currently enrolled in Math 250.  
 Non-degree applicable  
 Modular course in the fundamental processes of arithmetic: Arithmetic of whole numbers and fractions. 1702.00

**MATH 251B****Arithmetic**

1 unit, 1 hour lecture (GR or P/NP)  
 Modular, open-entry/open-exit course  
 Prerequisite: Math 251A or appropriate placement through multiple-measures assessment process  
 Not open for credit to students who have completed or are currently enrolled in Math 250.  
 Non-degree applicable  
 Modular course in the fundamental processes of arithmetic: Arithmetic of decimals and percents. 1702.00

**MATH 251C****Arithmetic**

1 unit, 1 hour lecture (GR or P/NP)  
 Modular, open-entry/open-exit course  
 Prerequisite: Math 251B or appropriate placement through multiple-measures assessment process  
 Not open for credit to students who have completed or are currently enrolled in Math 250.  
 Non-degree applicable  
 Modular course in the fundamental processes of arithmetic: Ratio, proportion, and arithmetic of measures including the English and metric systems. 1702.00

**MATH 251D****Arithmetic**

1 unit, 1 hour lecture (GR or P/NP)  
 Modular, open-entry/open-exit course  
 Prerequisite: Math 251C or appropriate placement through multiple-measures assessment process  
 Not open for credit to students who have completed or are currently enrolled in Math 250.  
 Non-degree applicable  
 Modular course in the fundamental processes of arithmetic: Application to consumer-oriented problems, and introduction to the solution of equations and formulas. 1702.00

**MATH 253****Pre-Algebra**

3 units, 3 hours lecture (GR)

Recommended preparation: Math 250 or 251D or appropriate placement through multiple-measures assessment process

Non-degree applicable

Fundamentals of pre-algebra: Properties of real numbers, factoring and multiples, ratio and proportion, signed numbers, linear equations and formulas, powers and roots, percents and averages, and English and metric measurements. 1701.00

**MATH 290****Arithmetic Workshop (Project Bridge I)**

1-3 units, 3 hours lecture (GR)

Not open for credit to students who have completed or are currently enrolled in Math 292E.

Recommended for students who are underprepared for the demands of college mathematics and who need specialized instruction in building basic mathematics skills.

Non-degree applicable

Course study under this section may be repeated two times.

Introduction to arithmetic: Concepts, terminology, symbols, basic facts, number sense, algorithms, and procedures for problem solving; emphasis on skill development, confidence building, and overcoming math anxiety. 1702.00

**MATH 291****Arithmetic Workshop (Project Bridge II)**

1-3 units, 3 hours lecture (GR)

Not open for credit to students who have completed or are currently enrolled in Math 292E.

Recommended for students who are underprepared for the demands of college mathematics and who need specialized instruction in building basic mathematics skills.

Non-degree applicable

Course study under this section may be repeated two times.

Concepts and algorithms for arithmetic operations: Whole numbers, fractions, decimals, percents, and practical applications. 1702.00

**MATH 292E****Arithmetic Workshop (Night Bridge)**

1-3 units, 3 hours lecture (GR)

Not open for credit to students who have completed or are currently enrolled in Math 290 or 291.

Recommended for students who are underprepared for the demands of college mathematics and who need specialized instruction in building basic mathematics skills.

Non-degree applicable

Course study under this section may be repeated two times.

Introduction to arithmetic: Concepts, terminology, symbols, basic facts, number sense, algorithms, and procedures for problem solving; emphasis on overcoming math anxiety, confidence building, and skill development in whole numbers, fractions, decimals, and percents; practical applications. 1702.00

**MATH 295****Prescriptive Mathematics**

1-3 units, 3 hours lecture (GR)

Recommended for students with learning disabilities.

Non-degree applicable

Course study under this section may be repeated two times. Students with learning disabilities may exceed repeat limits with prior Disabled Students Programs and Services Counselor approval.

Individualized course in fundamentals of arithmetic: Prescriptive instruction for students who have difficulty mastering basic arithmetic skills due to a specific learning disability. 4930.32

**MATH 501****Math Lab (Non-Credit)**

0 unit, 1-15 hours laboratory (Not graded)

Corequisite: Any Math course taught in the Peralta Community College District.

Course study under this section may be repeated as necessary.

Supervised tutoring of the learning objectives of courses offered by the Mathematics Department.

4930.41

## MEDIA COMMUNICATIONS (MEDIA)

The Media Communications program offers courses in HD video production, broadcasting, and post-production for digital video, film, radio and the broadcast arts. There are two major degrees and four certificates which offer entry into the industry or transfer to a four-year institution. In addition, the Media Communications Department is collaborating with the Journalism, Graphic Arts and Photography Departments on courses and certificates in cutting edge communications technology. Equipment and computers for production are supplied and the department is well known for its hands-on policies. Media courses cover the gamut of authoring, installation, producing and editing creative content for the continually evolving communications fields.

Students must complete the Core Curriculum as well as courses listed under each of the two major options.

### CORE CURRICULUM

Dept/No.	Title	Units
MEDIA 104	Beginning Digital Video Production	3
MEDIA 111	Basic Audio Production	3
MEDIA 115	Media-Based Computing: iLife and Mac OS X	3
MEDIA 129	Portfolio Development	1
COPEL 460A	Occupational Work Experience in Media Communications (1-4)	<u>1</u>
<b>Total Required Units (Core Curriculum):</b>		<b>11</b>

## PERFORMANCE AND PRODUCTION FOR VIDEO, BROADCAST AND DIGITAL CINEMATOGRAPHY

The major in Performance and Production for Video, Broadcast and Digital Cinematography offers the student a wide variety of acting, directing and producing for the digital screen arts, including experience in announcing, interactive journalism and reporting for broadcast, the web and other emerging digital communications, podcasting, scriptwriting, drama, voice-overs, news- and sports- casting.

### Degree Major/Certificate Requirements:

Dept/No.	Title	Units
Core Curriculum requirements:		11
MEDIA 100A	Broadcast Media Announcing and Performance	3
MEDIA 101A	Acting, Directing for the Camera	3
MEDIA 102A	Broadcast Journalism	3
MEDIA 102B	Broadcast Journalism	3
MEDIA 125	Scriptwriting for Video, Broadcast and Digital Cinematography	3

### Select one course from the following:

MEDIA 100B	Broadcast Media Announcing and Performance(3)	
MEDIA 101A	Acting, Directing for the Camera(3)	
MEDIA 109	Digital Media and Society(3)	
MEDIA 112	Media Freelancing and Entrepreneurship(3)	
MEDIA 121	Event Videography: Sports Video Production(3)	
MEDIA 150	Pro Tools: Sound Design/Aesthetics for Video, Broadcast and Digital Cinematography(3)	
MEDIA 151	Making Podcasts-The New Wave of Broadcasting(2)	<u>2-3</u>
<b>Total Required Units:</b>		<b>28-29</b>

For Associate Degree General Education requirements, refer to page 100.

## **VIDEO PRODUCTION FOR VIDEO, BROADCAST AND DIGITAL CINEMATOGRAPHY**

The major in Video Production for Video, Broadcast and Digital Cinematography covers the entire range of digital video media production, from script development, hands-on professional HD production equipment, current editing and other post-production applications, distribution, and media business management, including production of creative content for video, film, sports and broadcast TV, radio, cable, web display, mobile technology, and other emerging communications utilizing video and audio.

### **Degree Major/Certificate Requirements:**

Dept/No.	Title	Units
	Core Curriculum requirements:	11
MEDIA 125	Script Writing for Video, Broadcast and Digital Cinematography	3
MEDIA 130	Final Cut Pro I: Nonlinear Editing for Video, Broadcast and Digital Cinematography	3
MEDIA 145	DVD Design and Authoring: DVD Studio Pro	3

#### **Select two courses from the following:**

MEDIA 120	Making Documentaries (3)	
MEDIA 121	Event Videography: Sports Video Production (3)	
MEDIA 122	Music Video Production (3)	
MEDIA 123	Cameraswork for High Definition and Widescreen Video Production (3)	6

#### **Select one course from the following:**

MEDIA 112	Media Freelancing and Entrepreneurship (3)	
MEDIA 131	Final Cut Pro II: Nonlinear Editing for Video, Broadcast and Digital Cinematography(3)	
MEDIA 140	After Effects: Motion Graphics for Video, Broadcast and Digital Cinematography(3)	
MEDIA 150	Pro Tools: Sound Design/ Aesthetics for Video, Broadcast and Digital Cinematography(3)	
MEDIA 151	Making Podcasts--The New Wave of Broadcasting (2)	<u>2-3</u>
<b>Total Required Units:</b>		<b>28-29</b>

For Associate Degree General Education requirements, refer to page 100.

## **AUDIO PRODUCTION FOR VIDEO, BROADCAST AND DIGITAL CINEMATOGRAPHY**

### **Certificate of Proficiency Requirements:**

Dept/No.	Title	Units
<b>FIRST SEMESTER</b>		
MEDIA 111	Basic Audio Production	3
MEDIA 150	Pro Tools: Sound Design/ Aesthetics for Video, Broadcast and Digital Cinematography	3
MEDIA 155	Advanced Music Video Production: Basic Recording	3
<b>SECOND SEMESTER</b>		
MEDIA 104	Beginning Digital video Production	3
MEDIA 129	Portfolio Development	1
MEDIA 156	Advanced Music Video Production III: Mixing and Mastering	3
<b>Total Required Units:</b>		<b>16</b>

## **AV INSTALLATION TECHNICIAN** *(Pending state approval)*

### **Certificate of Achievement Requirements:**

Dept/No.	Title	Units
MEDIA 104	Beginning Digital Video Production	3
MEDIA 111	Basic Audio Production	3
MEDIA 115	Media-based Computing: iLife and Mac OS X	3
MEDIA 121	Event Videography: Sports Video Production	3
MEIDA 160	AudioVisual Essentials I	2
MEDIA 161	AudioVisual Essentials II	2
MEDIA 460	AV Work Experience	<u>1-4</u>
<b>Total Required Units:</b>		<b>17-21</b>

## **INTERACTIVE JOURNALISM**

### **See Journalism Department**

The Media Department is collaborating with the Journalism, Photography and Graphic Arts Departments in a Journalism Certificate of Proficiency called Interactive Journalism. Our MEDIA 104, Beginning Digital Video Production is a required course. We are also working on cross-listed curriculum with the Photography Department, since many cameras, such as HD SLRs are now used in both industry areas.

### **MEDIA 48GA-MZ**

#### **Selected Topics in Media Communications**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

Acceptable for credit: CSU

See section on Selected Topics. 0604.20

### **MEDIA 49**

#### **Independent Study in Media Communications**

.5-5 units (GR)

Acceptable for credit: CSU

See section on Independent Study. 0604.20

### **MEDIA 100A**

#### **Broadcast Media Announcing and Performance**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Acceptable for credit: CSU

Introduction to broadcast media announcing and performance: Techniques of voice and movement for television broadcasting, development of broadcast styles, preparation of programs; laboratory emphasis on rehearsal and performance, and evaluating work of others. 0604.20

AA/AS area 4d

### **MEDIA 100B**

#### **Broadcast Media Announcing and Performance**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Prerequisite: Media 100A

Acceptable for credit: CSU

Continuation of MEDIA 100A: Communicating from a written script to the television medium, and introduction to studio machinery; laboratory emphasis on wardrobe, props, music, sound effects, and lighting. 0604.20

AA/AS area 4d

### **MEDIA 100C**

#### **Broadcast Media Announcing and Performance**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Prerequisite: Media 100B

Acceptable for credit: CSU

Continuation of MEDIA 100B: Planning the elements of broadcast programs, thinking visually, internships and careers in the Bay Area; laboratory emphasis on guest selection, and production team building. 0604.20

AA/AS area 4d

### **MEDIA 100D**

#### **Broadcast Media Announcing and Performance**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Prerequisite: Media 100C

Acceptable for credit: CSU

Continuation of MEDIA 100C: Producing a variety of programs such as interviews, news, and public service announcements; laboratory emphasis on creation of a proposal to script and final production. 0604.20

AA/AS area 4d

### **MEDIA 101A**

#### **Acting, Directing for the Camera**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Recommended preparation: Engl 201A or ESL 201A

Acceptable for credit: CSU, UC

Introduction to acting and directing techniques for the screen performance environment: Development of media analysis and criticism skills; creation of an acting and directing performance reel. 0604.20

### **MEDIA 101B**

#### **Acting, Directing for the Camera**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Prerequisite: Media 101A

Acceptable for credit: CSU, UC

Continuing practice of acting and directing techniques for the screen performance environment: Development of media analysis and criticism skills; creation of an acting and directing performance reel; expanding the performer's range of emotional, intellectual, physical, and vocal expressiveness for the camera. 0604.20

**MEDIA 101C****Acting, Directing for the Camera**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Prerequisite: Media 101B

Acceptable for credit: CSU, UC

Continuation of MEDIA 101B: Planning the elements of entertainment with emphasis on casting and team building. 0604.20

**MEDIA 101D****Acting, Directing for the Camera**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Prerequisite: Media 101C

Acceptable for credit: CSU, UC

Continuation of MEDIA 101C: Creation of a story board, and elements of directing. 0604.20

**MEDIA 102A****Broadcast Journalism**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Introduction to broadcast journalism: Study of television news language, and research and practice in the creative writing of a total news program. 0604.20

AA/AS area 4d

**MEDIA 102B****Broadcast Journalism**

3 units, 3 hours lecture (GR)

Prerequisite: Media 102A

Acceptable for credit: CSU

Continuation of MEDIA 102A: Emphasis on writing and performance of news stories; split page wrap-arounds. 0604.20

AA/AS area 4d

**MEDIA 102C****Broadcast Journalism**

3 units, 3 hours lecture (GR)

Prerequisite: Media 102B

Acceptable for credit: CSU

Continuation of MEDIA 102B: On location production and performance of news stand-ups. 0604.20

**MEDIA 102D****Broadcast Journalism**

3 units, 3 hours lecture (GR)

Prerequisite: Media 102C

Acceptable for credit: CSU

Continuation of MEDIA 102C: Continued skills development. 0604.20

**MEDIA 103****Titling and Graphics for Broadcast Media**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Acceptable for credit: CSU

Introduction to titling and graphics for broadcast media: History of TV graphics; font styles and character generation in computer graphics. 0604.20

**MEDIA 104****Beginning Digital Video Production**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Recommended preparation: Media 110 and 115

Not open for credit to students who have completed or are currently enrolled in Media 104A or 104B.

Acceptable for credit: CSU

Introduction to digital video production techniques and terms: Camerawork, audio, scriptwriting, lighting, graphics, and editing; skills development in producing and directing video programs, and creative and safe operation of digital video equipment. 0604.20

**MEDIA 104A****Beginning Digital Video Production I**

1.5 units, 1 hour lecture, 1.5 hours laboratory (GR or P/NP)

Media 104A + 104B is equivalent to Media 104. Not open for credit to students who have completed or are currently enrolled in Media 104.

Acceptable for credit: CSU

Introduction to digital video production techniques and terms: Camerawork, audio, scriptwriting, lighting, safe operation of digital video equipment. 0604.20

**MEDIA 104B****Beginning Digital Video Production II**

1.5 units, 1 hour lecture, 1.5 hours laboratory (GR or P/NP)

Prerequisite: Media 104A

Media 104A + 104B is equivalent to Media 104. Not open for credit to students who have completed or are currently enrolled in Media 104.

Acceptable for credit: CSU

Continued introduction to digital video production techniques and terms: Camerawork, audio, scriptwriting, lighting, with emphasis on producing, directing, editing, graphics and distribution. 0604.20

**MEDIA 109****Digital Media and Society**

3 units, 3 hours lecture (GR)

Recommended preparation: Engl 201A, or ESL 201A and 203A (ESL Level 3)

Acceptable for credit: CSU

Exploration of new media development from its roots in traditional analog media forms (telephone, radio, television) to the evolved, digitized forms today: Media infrastructures and effects; media ethics; new broadcasting methods such as webcasting, podcasting, and streaming; where future digital media is headed. 0604.20

**MEDIA 110****Basic Writing Skills for Digital Broadcast Media**

2 units, 2 hours lecture (GR)

Recommended preparation: Engl 201A and ESL 201B

Acceptable for credit: CSU

Introduction to writing techniques for non-dramatic electronic media in the areas of television, radio, and webcast: Basic language skills of reading comprehension, grammar and composition; formatting of commercials, news scripts, public service announcements, and infomercials. 0604.20

**MEDIA 111****Basic Audio Production**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Recommended preparation: Media 110

Acceptable for credit: CSU

Theory and operation of audio production equipment for media professionals: Theoretical and aesthetic aspects of sound and acoustics; recording, editing and mixing as they pertain to broadcast, film, DVD, and other media production. 0604.20

**MEDIA 112****Media Freelancing and Entrepreneurship**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Prerequisite: Media 104 and 115

Acceptable for credit: CSU

Overview of the legal, professional, and personal requirements for a successful career as a media entrepreneur or freelancer: Completion of a customer-focused video project for an on-campus department or a local non-profit organization. 0604.20

**MEDIA 115****Media-Based Computing: iLife and Mac OS X**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Recommended preparation: Media 110

Acceptable for credit: CSU

Introduction to the creation and use of digital media: Digital video, digital music, digital photography, and DVD creation; provides a basic level introduction to operating and maintaining a media-based computer system using Mac OS X and iLife. 0604.20  
AA/AS area 4c

**MEDIA 120****Making Documentaries**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Prerequisite: Media 104

Recommended preparation: Media 110 and 115

Acceptable for credit: CSU

Production, direction, and editing of documentary projects: Hands-on production and history of documentary film in the United States designed for the advanced student. 0604.20

**MEDIA 121****Event Videography: Sports Video Production**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Prerequisite: Media 104 and 130

Recommended preparation: Media 125

Acceptable for credit: CSU

Exploration of production styles related to sports videography: Attention to camerawork, lighting, sound, engineering, editing, writing and announcement specific to the genre. 0604.20

**MEDIA 122****Music Video Production**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Prerequisite: Media 104 and 130

Recommended preparation: Media 110 and 115

Acceptable for credit: CSU

Completion of a quality music video: Pre-production, production, and post-production skills; emphasis on professional attitude and meeting deadlines. 0604.20

**MEDIA 123****Camerawork for High Definition and Widescreen Video Production**

3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)

Prerequisite: Media 104

Recommended preparation: Media 130

Acceptable for credit: CSU

Introduction to the technical and aesthetic requirements of high definition (HD) video camera production: Emphasis on in-depth shooting techniques; lighting, sound, and editing specific to the medium; technical, practical, aesthetic challenges and HD content creation; differences between HD and standard definition; legal issues. Students are encouraged to develop proficiency with their own cameras (both widescreen or HD capable) if possible. 0604.20

**MEDIA 125****Script Writing for Video, Broadcast and Digital Cinematography**

3 units, 3 hours lecture (GR)

Recommended preparation: Media 110

Acceptable for credit: CSU

Scriptwriting techniques for the screen in the realm of broadcasting, film, and other forms of media: Formatting, character and plot development, and employment opportunities. 0604.20

**MEDIA 129****Portfolio Development**

1 unit, 1 hour lecture (GR)

Prerequisite: Media 104 and 120 and 130

Acceptable for credit: CSU

Independent planning, production, shooting, scripting, editing, and completion of a long format video project: Review and critique of project by students, staff and video professionals throughout semester, with completed project suitable for inclusion in portfolio. 0604.20

**MEDIA 130****Final Cut Pro I: Nonlinear Editing for Video, Broadcast and Digital Cinematography**

3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)

Recommended preparation: Media 110 and 115

Some media production experience will enhance student's success in the course.

Acceptable for credit: CSU

Practical, aesthetic, and conceptual digital video editing using Final Cut Pro: Full scope of basic editing techniques; introduction to companion applications in titling animation, music arrangement, and compression; emphasis on portfolio development in a hands-on, digital production environment using Final Cut Pro on a Macintosh-based platform. 0604.20

**MEDIA 131****Final Cut Pro II: Nonlinear Editing for Video, Broadcast and Digital Cinematography**

3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)

Prerequisite: Media 130

Acceptable for credit: CSU

Intermediate fluency and skill level in Final Cut Pro: Increasingly complex exercises and projects as found in professional situations, with emphasis on portfolio development for students with a working knowledge of the application. 0604.20

**MEDIA 132****Final Cut Studio Editing Workflow**

3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)

Prerequisite: Media 130

Recommended preparation: Media 104

Acceptable for credit: CSU

Final Cut Studio: Optimizing the Final Cut workflow using the suite of FCStudio applications. 0604.20

**MEDIA 140****After Effects: Motion Graphics for Video, Broadcast and Digital Cinematography**

3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)

Recommended preparation: Media 115

Acceptable for credit: CSU

Creation of professional motion graphics and special effects using Adobe After Effects: Conceptual compositing skills in digital photography, sound, the Web and video; emphasis on hands-on training and presentation of final Mac-based product. 0604.20

**MEDIA 145****DVD Design and Authoring: DVD Studio Pro**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Prerequisite: Media 104 and 115 and 130

Acceptable for credit: CSU

Conceptual design skills and hands-on production training for a popular video distribution medium: Design requirements and unique capabilities of DVDs as a video and information distribution medium; increasingly complex projects and creation of a portfolio-caliber project using DVD Studio Pro on the Macintosh OS X UNIX-based platform. 0604.20

**MEDIA 150****Pro Tools: Sound Design/Aesthetics for Video, Broadcast and Digital Cinematography**

3 units, 2 hours lecture, 3 hours laboratory (GR or P/ NP)

Recommended preparation: Media 115

Acceptable for credit: CSU

Introduction to the digital audio process (Pro Tools): Basic techniques and equipment currently used in digital audio production and editing; skills necessary for entertainment (radio, television, film), communications, multimedia and WEB-based industries; uses a Macintosh-based platform. 0604.20

**MEDIA 151****Making Podcasts—The New Wave of Broadcasting**

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR or P/NP)

Acceptable for credit: CSU

Creating podcasts (audio and video) for personal and professional use: Podcasting defined, equipment needed, planning, scripting, recording, mixing, editing, compressing, uploading, subscription, publicizing, copyrights. The Macintosh platform will be used, but much of the software in the course is also used in Windows. 0604.20

AA/AS area 4c

**MEDIA 155****Advanced Music Video Production: Basic Recording**

3 units, 2 hours lecture, 3 hours laboratory (GR or P/ NP)

Prerequisite: Media 111

Acceptable for credit: CSU

Analog and digital multi-track techniques in various scenarios of professional sound recording and music video: Workflow in the professional studio environment; basic tracking, overdubbing, mixing and mastering. 0604.20

**MEDIA 156****Advanced Music Video Production III: Mixing and Mastering**

3 units, 2 hours lecture, 3 hours laboratory (GR or P/ NP)

Prerequisite: Media 111

Acceptable for credit: CSU

Analog and digital mixing and mastering techniques for final audio output to multiple streams of distribution: Workflow in the professional studio environment, advanced-mixing and mastering. 0604.20

**MEDIA 160****AudioVisual Essentials I**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/ NP)

Acceptable for credit: CSU

Essentials for AV installation technicians: Signal flow, rack installation of audio, video, and IT components, cable construction, basic low voltage electrical systems and requirements. 0604.00

**MEDIA 161****AudioVisual Essentials II**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/ NP)

Prerequisite: Media 160

Acceptable for credit: CSU

Essentials for AV installation technicians: Continuation of signal flow, rack installation of audio, video, and IT components, cable construction, basic low voltage electrical systems and requirements; troubleshooting, IP connectivity and customer relations. 0604.00

**MEDIA 248GA-MZ****Selected Topics in Media Communications**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

See section on Selected Topics. 0604.20

**MEDIA 460****AV Work Experience**

1-4 units, hours to be arranged (GR or P/NP)

Supervised employment of students extending classroom-based occupational learning at an on-the-job learning station relating to students' educational or occupational goals. 0604.20

**COPED 460A****Occupational Work Experience in Media Communications**

1-4 units, hours to be arranged (GR) 0604.20

## MEXICAN/LATIN-AMERICAN STUDIES (M/LAT)

### Degree Major Requirements:

Dept/No.	Title	Units
HIST 17	History of the Mexican-American	3
M/LAT 12	United States Relations with Mexico and Latin America	3
M/LAT 20	Civil Engagement in Latino Communities	3
M/LAT 23	Introduction to Psychology of the Mexican-American	3
<b>Select a minimum of 6 units from the following:</b>		
M/LAT 17	Perspectives on American Racism (3)	
M/LAT 20	Civic Engagement in Latino Communities(3)	
M/LAT 30A	Survey of Latin American Films (3)	
M/LAT 30B	Survey of Latin American Films (3)	
	<b>Total Required Units (Minimum):</b>	<u>6</u> 18

Courses may be applied to Associate Degree General Education requirement.  
For Associate Degree General Education requirements, refer to page 100.

### M/LAT 12

#### United States Relations with Mexico and Latin America

3 units, 3 hours lecture (GR)  
Acceptable for credit: CSU, UC  
Analysis of United States relations with Mexico and Latin America from colonial times to the present: U.S. involvement as it relates to the economic, cultural, and political situations of Mexico and Latin America through the years. 2203.04  
AA/AS area 2, 5; CSU area D; IGETC area 4

### M/LAT 17

#### Perspectives on American Racism

3 units, 3 hours lecture (GR)  
Also offered as Afram 17, Asame 17, and Natam 17.  
Not open for credit to students who have completed or are currently enrolled in Afram 17, Asame 17, or Natam 17.  
Acceptable for credit: CSU, UC  
Perspectives on racism in America: Exploration of the psychological, sociological, and economic implications and etiology of racism from the African-American, Asian-American, Mexican/Latin-American, and Native-American perspectives. 2203.04  
AA/AS area 2, 5; CSU area D; IGETC area 4

### M/LAT 20

#### Civic Engagement in Latino Communities

3 units, 3 hours lecture (GR)  
Acceptable for credit: CSU  
Development and application of effective community action techniques for solving urban problems. 2203.04

### M/LAT 23

#### Introduction to Psychology of the Mexican-American

3 units, 3 hours lecture (GR)  
Acceptable for credit: CSU, UC  
Principles of psychology as they relate to the Mexican-American community: Selected social problems such as prejudice, racial conflict, and deviancy in the Mexican-American community from a Mexican-American perspective. 2203.04  
AA/AS area 2, 5; CSU area D; IGETC area 4

### M/LAT 30A

#### Survey of Latin-American Films

3 units, 3 hours lecture (GR or P/NP)  
Acceptable for credit: CSU, UC  
Critical examination of historical and contemporary film images of Latinos/Americanos as a result of cultural encounters within the United States: Traditional and emerging objectives of film makers and producers; and common themes and cultural elements in films by and about Latinos in the United States. 2203.04  
AA/AS area 3, 5; CSU area C2; IGETC area 3B

### M/LAT 30B

#### Survey of Latin-American Films

3 units, 3 hours lecture (GR or P/NP)  
M/Lat 30A is not prerequisite to M/Lat 30B.  
Acceptable for credit: CSU, UC  
Critical examination of cinema from throughout Latin America and Spain that relate to Latino cultural experiences: Emphasis on those films that educate viewers about Latino encounters with majority and minority cultures within Latin America. 2203.04  
AA/AS area 3; CSU area C2; IGETC area 3B

### M/LAT 31

#### Introduction to Chicana/Latina Studies

3 units, 3 hours lecture (GR)  
Acceptable for credit: CSU, UC  
Introduction to Chicana/Latina studies: Comparative examination of immigration, race, intermarriage, motherhood, health, language, education, sexuality, and family structure among women of Mexican/Latin-American origins in the United States. 2203.04  
AA/AS area 2, 5; CSU area D; IGETC area 4

**M/LAT 35****Women of Color**

3 units, 3 hours lecture (GR)

Also offered as Afram 35, Asame 35, and Natam 35.

Not open for credit to students who have completed or are concurrently enrolled in Afram 35, Asame 35, or Natam 35.

Acceptable for credit: CSU, UC

Interdisciplinary examination of the lives of women of color in the U.S.: Exploration of the intersection of gender, class, ethnicity, and race in the lives of African-American, Asian-American, Chicana/Latina, and Native-American women in the U.S. 2203.04

AA/AS area 2, 5; CSU area D; IGETC area 4

**M/LAT 48GA-MZ****Selected Topics in Mexican/Latin-American Studies**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

Acceptable for credit: CSU, UC◆

See section on Selected Topics. 2203.04

**M/LAT 49****Independent Study in Mexican/Latin-American Studies**

.5-5 units (GR)

Acceptable for credit: CSU, UC◆

See section on Independent Study. 2203.04

**M/LAT 248GA-MZ****Selected Topics in Mexican/Latin-American Studies**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

See section on Selected Topics. 2203.04

## MUSIC (MUSIC)

Courses in the Music Department are designed to fulfill the needs of music majors, professional musicians, and those whose interest is vocational. Students are encouraged to contact the department chairperson for specific guidance when planning to transfer to a four-year institution in this major.

### Degree Major Requirements:

Dept/No.	Title	Units
<b>GROUP 1: Music Theory</b>		
Music 2A+	Ear Training	3
Music 2B+	Melodic and Harmonic Analysis from Bach to Modern Jazz	3
Music 2C	Sight-Singing: Rhythm and Pitch Structures	2
Music 3A	Harmony	3
Music 3B	Harmony	3
Subtotal:		14
<b>GROUP 2: Music Literature</b>		
Music 12A+	Introduction to Music Literature: Birth of Christ to 1827	3
Music 12B+	Introduction to Music Literature: Romantic Period to Present	3
Subtotal:		6
<b>GROUP 3: Performance and Applied Music</b>		
<b>Select a minimum of 8 units from the following:</b>		
Music 20	College Band (2)	
Music 21	Instrumental Ensemble (1)	
Music 23	Stage Band (2)	
Music 25	College Choir (2)	
Music 26	Choral Ensemble (1)	
Music 27	Modern Jazz Ensemble (2)	
Music 30	College Orchestra (2)	
Music 31	String Ensemble (1)	
Music 32	Chinese Orchestra (2)	
Music 34	Pop/Jazz/Gospel Vocal Styles (1)	
Music 35	Classic Guitar (1)	
Music 38	Elementary Piano (1)	
Music 40	Intermediate Piano (1)	
Music 41	Jazz Piano (1)	
Music 42	Beginning Percussion (1)	
Music 44	Beginning Winds (1)	
Music 46	Voice (1)	8
Subtotal		8
<b>Total Required Units:</b>		28

+Course may be applied to Associate Degree General Education requirement.  
For Associate Degree General Education requirements, refer to page 100.

## MUSIC 1A Musicianship

3 units, 3 hours lecture (GR or P/NP)  
Acceptable for credit: CSU, UC  
Study of music theory: Clefs, key signatures, scales, intervals (diatonic and chromatic), chord structures (triads and dominant sevenths), and rhythm. 1004.00

## MUSIC 1B Musicianship

3 units, 3 hours lecture (GR or P/NP)  
Recommended preparation: Music 38A and 1A  
Acceptable for credit: CSU, UC  
Study of chord structures: Triads, seventh chords and their extensions; proper notation and function, theory of rhythmic design explored through the study of proper notation, manuscript considerations, and rhythmic drills, dictation, written and performance skills. 1004.00

## MUSIC 2A Ear-Training

3 units, 3 hours lecture (GR or P/NP)  
Recommended preparation: Music 1B  
Acceptable for credit: CSU, UC  
Fundamentals of pitch in music: Major and minor scales; chromatic, whole-tone, and pentatonic scales; modes; intervals; chordal structures, melodic, two- and four-part harmonic dictation; singing drills. 1004.00

AA/AS area 3; CSU area C1; IGETC area 3A

## MUSIC 2B Melodic and Harmonic Analysis from Bach to Modern Jazz

3 units, 3 hours lecture (GR or P/NP)  
Recommended preparation: Music 1B  
Acceptable for credit: CSU, UC  
Analysis of melody and harmony: Melodic invention, harmonic movement, and form through a representative study of Bach chorales and jazz compositions from the past and present. 1004.00  
AA/AS area 3; CSU area C1; IGETC area 3A

## MUSIC 2C Sight-Singing: Rhythm and Pitch Structures

2 units, 2 hours lecture (GR or P/NP)  
Recommended preparation: Music 1B or 2A or 2B  
Acceptable for credit: CSU, UC  
Sight-singing skills: Selected musical works to improve one's ability to read quickly, comprehend, and interpret written musical notation through the act of sight singing. 1004.00

**MUSIC 3A****Harmony**

3 units, 3 hours lecture (GR or P/NP)  
 Acceptable for credit: CSU, UC  
 Study of harmony: Primary and secondary triads and their inversions, seventh chords and cadences, resolution of dissonant intervals. 1004.00  
 CSU area C1; IGETC area 3A

**MUSIC 3B****Harmony**

3 units, 3 hours lecture (GR or P/NP)  
 Recommended preparation: Music 3A  
 Acceptable for credit: CSU, UC  
 Study of harmony: Melodic enharmonics, extended tonality modal considerations, augmented sixth chords, modulation. 1004.00  
 CSU area C1; IGETC area 3A

**MUSIC 4A****Jazz Arranging and Composition**

3 units, 3 hours lecture (GR or P/NP)  
 Recommended corequisite: Music 3B  
 Acceptable for credit: CSU, UC  
 Study of jazz arranging and composition: Specialized course for the advanced music student in arranging and composing jazz idioms for large and small ensembles; creative music writing with emphasis on the various elements of block writing techniques and rhythm and melody. 1004.00  
 CSU area C1; IGETC area 3A

**MUSIC 4B****Jazz Arranging and Composition**

3 units, 3 hours lecture (GR or P/NP)  
 Recommended preparation: Music 4A  
 Acceptable for credit: CSU, UC  
 Study of jazz arranging and composition: Specialized course for the advanced music student in arranging and composing jazz idioms for large and small ensembles; creative music writing with emphasis on the various elements of accompaniment and harmony. 1004.00  
 CSU area C1; IGETC area 3A

**MUSIC 6A****Introduction to Recording Arts**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)  
 Acceptable for credit: CSU  
 Introduction to Recording Arts: Creating professional quality recordings using state of the art/industry standard digital recording software: Mixing, editing, and finalizing included. 1004.00

**MUSIC 9****Introduction to World Music**

3 units, 3 hours Lecture (GR or P/NP)  
 Acceptable for credit: CSU, UC  
 Understanding and appreciation of world music through informed listening, analysis and discernment of musical elements, form and repertoire: Covers a rich diversity of styles (popular, folk, classical), periods and cultures. 1004.00  
 AA/AS area 3; CSU area C1; IGETC area 3A

**MUSIC 10****Music Appreciation**

3 units, 3 hours lecture (GR or P/NP)  
 Acceptable for credit: CSU, UC  
 Survey designed to enhance the enjoyment of music with emphasis on listening: Historical overview of the development of musical form through the centuries. 1004.00  
 AA/AS area 3; CSU area C1; IGETC area 3A

**MUSIC 12A****Introduction to Music Literature: Birth of Christ to 1827**

3 units, 3 hours lecture (GR or P/NP)  
 Acceptable for credit: CSU, UC  
 Chronological survey of various phases of stylistic growth in Western music: Early Christian beginnings to Beethoven. 1004.00  
 AA/AS area 3; CSU area C1; IGETC area 3A

**MUSIC 12B****Introduction to Music Literature: Romantic Period to Present**

3 units, 3 hours lecture (GR or P/NP)  
 Music 12A is not prerequisite to Music 12B.  
 Acceptable for credit: CSU, UC  
 Chronological survey of various phases of stylistic growth in Western music: Musical contributions of the nineteenth and twentieth centuries. 1004.00  
 AA/AS area 3; CSU area C1; IGETC area 3A

**MUSIC 14A****Chinese Opera**

2 units, 2 hours lecture (GR or P/NP)  
 Acceptable for credit: CSU, UC  
 Introduction to provincial and stylistic characteristics of Chinese Opera: From the Tang Dynasty, 618 A.D., through the Yuan Dynasty, 1402 A.D. 1004.00  
 CSU area C1

**MUSIC 14B****Chinese Opera**

2 units, 2 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC

Introduction to provincial and stylistic characteristics of Chinese Opera: From the Ming Dynasty, 1402 A.D., through the Ching Dynasty, 1911 A.D. 1004.00  
CSU area C1

**MUSIC 15A****Jazz, Blues and Popular Music in the American Culture**

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC

Historical and critical analysis of unique American music: Focus on environments from which its many forms have emerged and its role in social history; development of blues, folk, jazz, rock and other popular music forms in the twentieth century. 1004.00  
AA/AS area 3, 5; CSU area C1; IGETC area 3A

**MUSIC 15B****Jazz, Blues and Popular Music in the American Culture**

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC

Study of the contemporary music scene with in-depth investigation of trends in artistic expression: Music as a revolutionary force, the role of the music industry, analysis of performances and interviews. 1004.00  
AA/AS area 3, 5; CSU area C1; IGETC area 3A

**MUSIC 16****Choral Repertoire and Management**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU

Course study under this section may be repeated three times.

Performance course for the advanced choral student: Repertoire development, management of choral organizations, development of necessary skills for conducting community choral groups. 1004.00

**MUSIC 17****College Band: Repertoire and Management**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU

Course study under this section may be repeated three times.

Performance in and management of the college band for the advanced instrumental student: Conducting and rehearsal techniques, literature selection, and organizing public performances. 1004.00

**MUSIC 18****Stage Band: Repertoire and Management**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU

Course study under this section may be repeated three times.

Performance in and management of the stage band for the advanced instrumental student: Conducting and rehearsal techniques, literature selection, and organizing public performances. 1004.00

**MUSIC 20****College Band**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Recommended preparation: Ability to play a band instrument

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Study of band literature: Selections from standard transcriptions of the classics, modern and contemporary original scores. Participation in public performances required. 1004.00

**MUSIC 21****Instrumental Ensemble**

1 unit, 1 hour lecture, 2 hour laboratory (GR or P/NP)

Recommended preparation: Ability to read and perform the standard chamber music repertoire on a woodwind, brass, or percussion instrument

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Study of instrumental ensemble literature: Ensemble playing devoted to the performance of small chamber works for brass, woodwind, and percussion instruments. 1004.00

**MUSIC 23****Stage Band**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Recommended preparation: Ability to play a jazz-oriented instrument proficiently and some knowledge of improvisation

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Study and performance of "Big Band" jazz arrangements. Participation in public performance required. 1004.00

**MUSIC 25****College Choir**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/ NP)

Prerequisite: Ability to sing acceptably determined by instructor through audition

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Study and interpretation of a wide variety of accompanied and unaccompanied choral literature. Participation in public performances required. 1004.00

**MUSIC 26****Choral Ensemble**

1 unit, 1 hour lecture, 2 hours laboratory (GR or P/ NP)

Prerequisite: Ability to sing acceptably determined by instructor through audition; must be a member of a musical activity group

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Small singing group for study and performance of unaccompanied song literature and the madrigal style of composition. Participation in public performances required. 1004.00

**MUSIC 27****Modern Jazz Ensemble**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/ NP)

Recommended preparation: Ability to perform on a brass, woodwind, keyboard, or percussion instrument

Recommended corequisite: Music 1B and 23ABCD

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Study and performance of modern jazz arrangements: Designed for jazz-oriented instrumentalists interested in performing in small jazz ensembles. 1004.00

**MUSIC 30****College Orchestra**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/ NP)

Recommended preparation: Ability to play an orchestral instrument

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Study and performance of orchestral music: Selections from standard works of the classics and modern schools leading to public performance. 1004.30

**MUSIC 31****String Ensemble**

1 unit, 1 hour lecture, 2 hours laboratory (GR or P/ NP)

Recommended preparation: Ability to play string instrument proficiently

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Study and performance of string and chamber literature: Designed for string players interested in performing the standard repertoire of string quartets and other small chamber ensembles. 1004.00

**MUSIC 32****Chinese Orchestra**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/ NP)

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Introduction to theory, practice, and historical background of Chinese music: Study and performance of Chinese orchestral instruments leading to public performance. 1004.00

**MUSIC 34****Pop/Jazz/Gospel Vocal Styles**

1 unit, 1 hour lecture, 2 hours laboratory (GR or P/ NP)

Acceptable for credit: CSU

Course study under this section may be repeated three times.

Understanding the performance of current pop, jazz, and gospel vocal styles: Includes, but not limited to, microphone techniques, stage presence, interpretive skills, and song delivery. 1004.00

**MUSIC 35****Classic Guitar**

1 unit, 1 hour lecture, 2 hours laboratory (GR or P/ NP)

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Introduction to the acoustical guitar: Classical fingerstyle techniques, reading music, basic chord symbols, strums, and simple song accompaniments. 1004.00

**MUSIC 38****Elementary Piano**

1 unit, 1 hour lecture, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Basic piano techniques and theory: Scales, arpeggios, and chord structures. 1004.00

**MUSIC 40****Intermediate Piano**

1 unit, 1 hour lecture, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Development of fundamental piano techniques: Repertoire of selected pieces from the masters; some sight-reading, ensemble playing, and accompany playing; and application of theory to problems. 1004.00

**MUSIC 41****Jazz Piano**

1 unit, 1 hour lecture, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Performance course in jazz piano: Emphasis on various stylistic concepts related to the art of jazz piano playing. 1004.00

**MUSIC 42****Beginning Percussion**

1 unit, 1 hour lecture, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Basic introduction to snare drumming: Designed as a counterpart to the Beginning Winds course, MUSIC 44A-D. 1004.00

**MUSIC 44****Beginning Winds**

1 unit, 1 hour lecture, 2 hours laboratory (GR or P/NP)

Students provide their own instruments.

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Beginning course in wind instrument playing: Establishment of good basic techniques. 1004.00

**MUSIC 46****Voice**

1 unit, 1 hour lecture, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Study of voice: Correct breathing, tone production, vocal technique, diction, stage deportment, and song repertoire. Solo performance from memory required. 1004.00

**MUSIC 48GA-MZ****Selected Topics in Music**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

Acceptable for credit: CSU, UC♦

See section on Selected Topics. 1004.00

**MUSIC 49****Independent Study in Music**

.5-5 units (GR)

Acceptable for credit: CSU, UC♦

See section on Independent Study. 1004.00

**MUSIC 210****Summer Orchestra**

1 unit, 12 term hours lecture, 38 term hours laboratory (25 hours/week for 2 weeks) (GR)

Recommended preparation: Ability to play an instrument

Course study under this section may be repeated three times.

Intensive two-week (daily) instrumental program: Group rehearsals for performance skill level improvement, intonation and pitch, related theory and repertoire, leading to performance by all participants. 1004.00

**MUSIC 211****Summer Band**

1 unit, 12 term hours lecture, 38 term hours laboratory (25 hours/week for 2 weeks) (GR)

Recommended Preparation: Ability to play an instrument

Course study under this section may be repeated three times.

Intensive two-week (daily) instrumental program: Group rehearsals for performance skill level improvement, intonation and pitch, related theory and repertoire, leading to performance by all participants. 1004.00

## **MUSIC 216**

### **Choral Repertoire and Management**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/ NP)

Course study under this section may be repeated three times.

Performance course for the advanced choral student: Repertoire development, management of choral organizations, development of necessary skills for conducting community choral groups. 1004.00

## **MUSIC 217**

### **College Band: Repertoire and Management**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/ NP)

Course study under this section may be repeated three times.

Performance in and management of the college band for the advanced instrumental student: Conducting and rehearsal techniques, literature selection, and organizing public performances. 1004.00

## **MUSIC 218**

### **Stage Band: Repertoire and Management**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/ NP)

Course study under this section may be repeated three times.

Performance in and management of the stage band for the advanced instrumental student: Conducting and rehearsal techniques, literature selection, and organizing public performances. 1004.00

## **MUSIC 248GA-MZ**

### **Selected Topics in Music**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

See section on Selected Topics. 1004.00



## **NATIVE AMERICAN STUDIES (NATAM)**

Instruction in Native American Studies is interdisciplinary and comparative in scope. The main goals of this program are to introduce all students to the unique historical experience of America's indigenous peoples, to promote understanding of their contributions to world civilization, and to provide insight into their recent social and political developments.

This program offers essential courses for students who wish to continue in Native American Studies on transfer to four-year institutions and provides basic information for those whose careers will bring them in contact with Native people.

### **NATAM 1 History of the American Indian: Frontier Wars to Present**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Historical review of those events that document the American Indians' struggles from the Frontier Wars to the present: Emphasis on the Wounded Knee massacre, life on the reservation, and current issues. 2203.03

AA/AS area 2, 5; CSU area D; IGETC area 4

### **NATAM 17 Perspectives on American Racism**

3 units, 3 hours lecture (GR)

Also offered as Afram 17, Asame 17, and M/Lat 17. Not open for credit to students who have completed or are currently enrolled in Afram 17, Asame 17, or M/Lat 17.

Acceptable for credit: CSU, UC

Perspectives on racism in America: Exploration of the psychological, sociological, and economic implications and etiology of racism from the African-American, Asian-American, Mexican/Latin-American, and Native American perspectives. 2203.03

AA/AS area 2, 5; CSU area D; IGETC area 4

### **NATAM 35 Women of Color**

3 units, 3 hours lecture (GR)

Also offered as Afram 35, Asame 35, and M/Lat 35. Not open for credit to students who have completed or are concurrently enrolled in Afram 35, Asame 35, or M/Lat 35.

Acceptable for credit: CSU, UC

Interdisciplinary examination of the lives of women of color in the U.S.: Exploration of the intersection of gender, class, ethnicity, and race in the lives of African-American, Asian-American, Chicana/Latina, and Native-American women in the U.S. 2203.03

AA/AS area 2, 5; CSU area D; IGETC area 4

### **NATAM 48GA-MZ Selected Topics in Native American Studies**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

Acceptable for credit: CSU, UC♦

See section on Selected Topics. 2203.03

## **PHILOSOPHY (PHIL)**

The study of Philosophy is concerned with timeless questions arising from human experience. Philosophy examines human nature and the nature of reality, morality and epistemology. Courses in the Philosophy program examine the inherent assumptions, methodologies and the consequences of the physical and social sciences as well as the arts, history and religion. Philosophy courses offered at Laney College provide students with an opportunity to develop their critical thinking skills as well as improve their writing skills.

### **PHIL 1**

#### **Introduction to Philosophy**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Study of selected classic examples of original works of philosophers: Literature of the discipline and analytical methods, aims, goals, and types of problems peculiar to philosophers and philosophical inquiry; metaphysics, epistemology, valuing and axiology, aesthetics, and religion. 1509.00  
AA/AS area 3; CSU area C2; IGETC area 3B

### **PHIL 2**

#### **Social and Political Philosophy**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Focus on classic examples of social and political philosophy in Western civilization: Original writings by classic Greeks (Plato and Aristotle), Americans (Hamilton, Madison, and Jefferson), modern Europeans (Marx and Mills), and appropriate contemporary philosophers. 1509.00  
AA/AS area 3; CSU area C2; IGETC area 3B

### **PHIL 10**

#### **Logic**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Consideration of logical problems of language: Deduction and induction, fallacies, theory of argument and the scientific method, and study of correct reasoning in Aristotelian and modern logic. 1509.00

AA/AS area 3; CSU area A3

### **PHIL 20A**

#### **History of Ancient Greek Philosophy**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Chronological development of leading philosophical perspectives of Ancient Greece from the Ionians to the Scholastics. 1509.00  
AA/AS area 3; CSU area C2; IGETC area 3B

### **PHIL 20B**

#### **History of Modern European Philosophy**

3 units, 3 hours lecture (GR)

Phil 20A is not prerequisite to Phil 20B.

Acceptable for credit: CSU, UC

Chronological development of leading philosophical perspectives of Modern Europe from the Renaissance to present. 1509.00

AA/AS area 3; CSU area C2; IGETC area 3B

### **PHIL 30**

#### **Contemporary Philosophy**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Critical examination of twentieth-century philosophers: Bergson, Pierce, Russell, James, Wittgenstein, the modern-day materialists, and the existentialists. 1509.00

AA/AS area 3; CSU area C2

### **PHIL 37**

#### **Introduction to Asian Philosophy**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Major philosophies and religions of Asia: Emphasis on the origins, myths, and basic teachings of Hinduism, Jainism, Buddhism, Taoism, Confucianism, and Shinto; special attention to current influences of Eastern philosophy and religion on Western culture. 1509.00

AA/AS area 3; CSU area C2; IGETC area 3

### **PHIL 48GA-MZ**

#### **Selected Topics in Philosophy**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

Acceptable for credit: CSU, UC♦

See section on Selected Topics. 1509.00

**PHIL 49**  
**Independent Study in Philosophy**

.5-5 units (GR)  
 Acceptable for credit: CSU, UC♦  
 See section on Independent Study. 1509.00

**PHIL 248GA-MZ**  
**Selected Topics in Philosophy**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)  
 See section on Selected Topics. 1509.00

**PHOTOGRAPHY**  
**(PHOTO)**

Photography provides students with the basic knowledge, and technical and aesthetic skills necessary for employment in various occupations in photography. Preparation for employment in commercial, industrial, technical, and scientific fields is emphasized. Intermediate and advanced classes include both film and digital applications.

**Degree Major/Certificate Requirements:**

Dept/No.	Title	Units
<b>FIRST SEMESTER</b>		
PHOTO 10	Basic Photography	2
<b>SECOND SEMESTER</b>		
PHOTO 20*	Photojournalism I	3
PHOTO 220ABCD	Beginning Professional Photography	8
PHOTO 221A*	Darkroom Techniques	2
<b>THIRD SEMESTER</b>		
PHOTO 30A*	Photographic Art and Design	3
PHOTO 230ABCD	Intermediate Professional Photography	8
<b>FOURTH SEMESTER</b>		
PHOTO 240ABCD	Advanced Professional Photography	8
PHOTO 241A*	Color Photography	<u>2</u>
	<b>Total Required Units:</b>	<b>36</b>

\*May be taken any semester after completion of prerequisite.  
 For Associate Degree General Education requirements, refer to page 100.

**Recommended Courses:**

Photo 30B, 31A

**INTERACTIVE JOURNALISM**

See Journalism Department

**PHOTO 10**  
**Basic Photography**

2 units, 1 hour lecture, 3 hours laboratory (GR)  
 Students must supply their own 35 mm adjustable camera.

Acceptable for credit: CSU, UC  
 Basic introduction to black and white and color photography: Theory and practical application, equipment and accessories; complete laboratory facilities available in which to develop film and produce photographic enlargements. 1012.00

**PHOTO 20**  
**Photojournalism I**

3 units, 2 hours lecture, 5 hours laboratory (GR)  
 Prerequisite: Photo 10  
 Students must supply their own 35 mm or larger camera capable of manual operation, electronic flash, and film.

Acceptable for credit: CSU  
 Components of photojournalism: News, sports, portraits, features, and the picture story; tools and techniques of the news photographer. 1012.00

**PHOTO 30A**  
**Photographic Art and Design**

3 units, 3 hours lecture (GR)  
 Prerequisite: Photo 10  
 Students must supply their own 35mm adjustable camera with light meter, instruction manual or working knowledge; color slide film; and processing supplies.

Acceptable for credit: CSU  
 Production of color slides on a variety of subjects to be viewed and evaluated: Techniques, composition, lighting, and color harmony. 1012.00

**PHOTO 30B**  
**Photographic Art and Design**

3 units, 3 hours lecture (GR)  
 Prerequisite: Photo 30A  
 Students must supply their own 35mm adjustable camera with light meter, instruction manual or working knowledge; color slide film; and processing supplies.

Acceptable for credit: CSU  
 Production of color slides on a variety of subjects to be viewed and evaluated: Techniques, composition, lighting, and color harmony. 1012.00

**PHOTO 30C****Photographic Art and Design**

3 units, 3 hours lecture (GR)

Prerequisite: Photo 30B

Students must supply their own 35mm adjustable camera with light meter, instruction manual or working knowledge; color slide film; and processing supplies.

Acceptable for credit: CSU

Production of color slides on a variety of subjects to be viewed and evaluated: Techniques, composition, lighting, and color harmony. 1012.00

**PHOTO 31A****Photojournalism II**

3 units, 2 hours lecture, 5 hours laboratory (GR)

Prerequisite: Photo 20

Acceptable for credit: CSU

Picture story concepts: Photo editing skills, and use of color. 1012.00

**PHOTO 31B****Photojournalism II**

3 units, 2 hours lecture, 5 hours laboratory (GR)

Prerequisite: Photo 31A

Acceptable for credit: CSU

Analysis of career opportunities for the photojournalist: Changing trends, and exploration of newspapers, magazines, and agencies. 1012.00

**PHOTO 31C****Photojournalism II**

3 units, 2 hours lecture, 5 hours laboratory (GR)

Prerequisite: Photo 31B

Acceptable for credit: CSU

Advanced skill development in photojournalism and legal/ethical issues: Overview of legal and ethical concerns in photojournalism; portfolio development and presentation of advanced projects. 1012.00

**PHOTO 48GA-MZ****Selected Topics in Photography**

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR)

Acceptable for credit: CSU

See section on Selected Topics. 1012.00

**PHOTO 70****Introduction to Digital Photography**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Acceptable for credit: CSU, UC

Introduction to digital photography: Theory and practical application, camera operation, image adjustment and file management, use of standard industry editing software. 1012.00

**PHOTO 220A****Beginning Professional Photography**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Open-entry/open-exit, modular course

Prerequisite: Photo 10

Student must supply their own professional quality 35 mm camera.

Development of camera and darkroom skills: Production of photos for commercial-industrial, portraiture, photojournalism, editorial, and fine art. 1012.00

**PHOTO 220B****Beginning Professional Photography**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Open-entry/open-exit, modular course

Prerequisite: Photo 220A

Student must supply their own professional quality 35 mm camera.

Development of camera and darkroom skills: Production of photos for commercial-industrial, portraiture, photojournalism, editorial, and fine art. 1012.00

**PHOTO 220C****Beginning Professional Photography**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Open-entry/open-exit, modular course

Prerequisite: Photo 220B

Student must supply their own professional quality 35 mm camera.

Development of camera and darkroom skills: Production of photos for commercial-industrial, portraiture, photojournalism, editorial, and fine art. 1012.00

**PHOTO 220D****Beginning Professional Photography**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Open-entry/open-exit, modular course

Prerequisite: Photo 220C

Student must supply their own professional quality 35 mm camera.

Development of camera and darkroom skills: Production of photos for commercial-industrial, portraiture, photojournalism, editorial, and fine art. 1012.00

**PHOTO 221A****Darkroom Techniques**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Prerequisite: Photo 10

Darkroom techniques in film development and print processing: Controlling print quality; alternative photographic methods of image making. 1012.00

**PHOTO 221B****Darkroom Techniques**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Prerequisite: Photo 221A

Darkroom techniques in film development and print processing: Controlling print quality; alternative photographic methods of image making. 1012.00

**PHOTO 221C****Darkroom Techniques**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Prerequisite: Photo 221B

Darkroom techniques in film development and print processing: Controlling print quality; alternative photographic methods of image making. 1012.00

**PHOTO 221D****Darkroom Techniques**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Prerequisite: Photo 221C

Darkroom techniques in film development and print processing: Controlling print quality; alternative photographic methods of image making. 1012.00

**PHOTO 230A****Intermediate Professional Photography**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Open-entry/open-exit, modular course

Prerequisite: Photo 220D

Student must supply any additional equipment, materials, and resource materials related to the course.

Intermediate level technical assignments: Use of view camera, studio lighting, and colored filters for fashion-portraiture, graphic arts, and photojournalism; editorial photography; techniques for manipulation of the photographic image in the camera and printing process. 1012.00

**PHOTO 230B****Intermediate Professional Photography**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Open-entry/open-exit, modular course

Prerequisite: Photo 230A

Student must supply any additional equipment, materials, and resource materials related to the course.

Intermediate level technical assignments: Use of view camera, studio lighting, and colored filters for fashion-portraiture, graphic arts, and photojournalism; editorial photography; techniques for manipulation of the photographic image in the camera and printing process. 1012.00

**PHOTO 230C****Intermediate Professional Photography**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Open-entry/open-exit, modular course

Prerequisite: Photo 230B

Student must supply any additional equipment, materials, and resource materials related to the course.

Intermediate level technical assignments: Use of view camera, studio lighting, and colored filters for fashion-portraiture, graphic arts, and photojournalism; editorial photography; techniques for manipulation of the photographic image in the camera and printing process. 1012.00

**PHOTO 230D****Intermediate Professional Photography**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Open-entry/open-exit, modular course

Prerequisite: Photo 230C

Student must supply any additional equipment, materials, and resource materials related to the course.

Intermediate level technical assignments: Use of view camera, studio lighting, and colored filters for fashion-portraiture, graphic arts, and photojournalism; editorial photography; techniques for manipulation of the photographic image in the camera and printing process. 1012.00

**PHOTO 240A****Advanced Professional Photography**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Open-entry/open-exit, modular course

Prerequisite: Photo 230D

Advanced photographic assignments: Use of view camera in studio and on location for commercial and architectural projects; small format camera for industrial, editorial, journalistic, portraiture, and fashion photography. 1012.00

**PHOTO 240B****Advanced Professional Photography**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Open-entry/open-exit, modular course

Prerequisite: Photo 240A

Advanced photographic assignments: Use of view camera in studio and on location for commercial and architectural projects; small format camera for industrial, editorial, journalistic, portraiture, and fashion photography. 1012.00

**PHOTO 240C****Advanced Professional Photography**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Open-entry/open-exit, modular course

Prerequisite: Photo 240B

Advanced photographic assignments: Use of view camera in studio and on location for commercial and architectural projects; small format camera for industrial, editorial, journalistic, portraiture, and fashion photography. 1012.00

**PHOTO 240D****Advanced Professional Photography**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Open-entry/open-exit, modular course

Prerequisite: Photo 240C

Advanced photographic assignments: Use of view camera in studio and on location for commercial and architectural projects; small format camera for industrial, editorial, journalistic, portraiture, and fashion photography. 1012.00

**PHOTO 241A****Color Photography**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Prerequisite: Photo 10

Color photography: Printmaking from print negatives and slide positive films, hands-on techniques with color enlargers, color printing materials, and printing techniques. 1012.00

**PHOTO 241B****Color Photography**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Prerequisite: Photo 241A

Color photography: Printmaking from print negatives and slide positive films, hands-on techniques with color enlargers, color printing materials, and printing techniques. 1012.00

**PHOTO 241C****Color Photography**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Prerequisite: Photo 241B

Color photography: Printmaking from print negatives and slide positive films, hands-on techniques with color enlargers, color printing materials, and printing techniques. 1012.00

**PHOTO 248GA-MZ****Selected Topics in Photography**

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR)

See section on Selected Topics. 1012.00

**PHOTO 250****Beginning Camera Techniques**

3 units, 3 hours lecture (GR)

Students must supply their own adjustable 35 mm camera.

Non-degree applicable

The camera as a visual language tool: General operations and role of camera parts; black and white, and color film; care, exposure, and use of electronic flash units; basic composition. 1012.00

**PHOTO 251****Special Projects Laboratory**

1-4 units, 3-12 hours laboratory (GR)

Non-degree applicable

Course study under this section may be repeated three times.

Open laboratory for working on selected projects: Provides the opportunity for development of expertise in specialized area(s). 1012.00

**COPED 468A****Occupational Work Experience in Photography**

1-4 units, hours to be arranged (GR) 1012.00

## **PHYSICAL EDUCATION (PE)**

### **Activity Classes**

Each level of a specific activity may be taken only one time. Every activity is co-educational and each level accepts students of varying ability unless designated otherwise in the class schedule.

### **Intercollegiate Athletics**

Credit is limited to two semesters maximum for each specific sport. Requests to repeat a course must be made by student petition and will be considered only in exceptional cases. One intercollegiate athletic course only may be taken for credit during a given semester (Physical Education 90 through 104).

### **P E 2**

#### **Aerobics**

.5 unit, 2 hours laboratory (GR)

Acceptable for credit: CSU, UC➤

Course study under this section may be repeated three times.

Activity class: Development of cardiovascular and respiratory systems of the body through oxygen intake. 0835.00

### **P E 3**

#### **Aquatic Exercise**

.5 unit, 2 hours laboratory (GR)

Acceptable for credit: CSU, UC➤

Course study under this section may be repeated three times.

Activity class: Build-up of strength, stamina, and aerobic capacity by exercising in water. 0835.00

### **P E 4**

#### **Archery**

.5 unit, 2 hours laboratory (GR)

Offered Spring Semester.

Acceptable for credit: CSU, UC➤

Course study under this section may be repeated three times.

Activity class: Fundamental skills in archery, safety procedures, selection and care of equipment, terminology, techniques of shooting, and scoring. 0835.00

### **P E 5**

#### **Badminton**

.5 unit, 2 hours laboratory (GR)

Acceptable for credit: CSU, UC➤

Course study under this section may be repeated three times.

Activity class: Fundamentals and skills in badminton. 0835.00

### **P E 6**

#### **Baseball**

.5 unit, 2 hours laboratory (GR)

Acceptable for credit: CSU, UC➤

Course study under this section may be repeated three times.

Activity class: Fundamentals and skills in baseball. 0835.00

### **P E 7**

#### **Basketball**

.5 unit, 2 hours laboratory (GR)

Acceptable for credit: CSU, UC➤

Course study under this section may be repeated three times.

Activity class: Fundamentals and skills in basketball. 0835.00

### **P E 8**

#### **Body Building**

.5 unit, 2 hours laboratory (GR)

Acceptable for credit: CSU, UC➤

Course study under this section may be repeated three times.

Activity class: Use of weights to build strength, stamina, and power in various muscle groups. 0835.00

### **P E 9**

#### **Body Conditioning**

.5 unit, 2 hours laboratory (GR)

Acceptable for credit: CSU, UC➤

Course study under this section may be repeated three times.

Activity class: Physical fitness through flexibility routines, resistance training, core strengthening and cardiovascular exercise; benefits of physical fitness as an aspect of overall well-being. 0835.00

### **P E 10**

#### **Bowling**

.5 unit, 2 hours laboratory (GR)

Acceptable for credit: CSU, UC➤

Course study under this section may be repeated three times.

Activity class: Fundamentals and skills of bowling. 0835.00

### **P E 12**

#### **Flag Football**

.5 unit, 2 hours laboratory (GR)

Acceptable for credit: CSU, UC➤

Course study under this section may be repeated three times.

Activity class: Football skills, fundamentals, and techniques. 0835.00

**P E 14****General Exercise**

.5 unit, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC➤

Course study under this section may be repeated three times.

Activity class: Development of muscular strength and endurance of the cardiovascular and respiratory systems; flexibility, agility, coordination and balance; principles of body mechanics and kinesiology. 0835.00

**P E 15****Golf**

.5 unit, 2 hours laboratory (GR)

Acceptable for credit: CSU, UC➤

Course study under this section may be repeated three times.

Activity class: Basic golf skills and knowledge, and progression from the practice range to the golf course. 0835.00

**PE 17****Tai Chi Chuan**

.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC (pending)

Course study under this section may be repeated three times.

Activity class: Development of mind and body based on the combined principles of hardness and softness and each one overcoming the other; mastering intricate moves, gaining strength and flexibility, toning muscles, and increasing mental awareness while feeling an inner calm. 0835.00

**P E 18****Kayaking**

.5 unit, 2 hours laboratory (GR)

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Activity class: Basic kayaking skills, equipment components needed to kayak safely, basic strokes, reading the river, rescue techniques, and how to roll a kayak. 0835.00

**P E 19****Karate**

.5 unit, 2 hours laboratory (GR)

Acceptable for credit: CSU, UC➤

Course study under this section may be repeated three times.

Activity class: Development of mind and body; self-defense in the prevention of aggression. 0835.00

**P E 20****Live Longer Activities**

.5 unit, 2 hours laboratory (GR)

Acceptable for credit: CSU, UC➤

Course study under this section may be repeated three times.

Activity class: Participation in athletic activities such as aerobics, basketball, tennis, jogging, swimming. 0835.00

**P E 21****Live Longer Fitness**

.5 unit, 2 hours laboratory (GR)

Acceptable for credit: CSU, UC➤

Course study under this section may be repeated three times.

Activity class: Increase in body fitness and endurance through aerobics, weight training, jogging, tennis, volleyball, basketball, and swimming (at Laney only). 0835.00

**P E 22****Stationary Cycling for Fitness**

.5 unit, 2 hours laboratory (GR)

Acceptable for credit: CSU, UC (pending)

Course study under this section may be repeated three times.

Activity class: Development of cardiovascular fitness: Stationary bicycle pedaling at various speeds and resistances, simulating hill climbing, racing, and other cycling situations. Vigorous cardiovascular workout. 0835.00

**P E 29****Long Distance Swimming**

.5 unit, 2 hours laboratory (GR)

Prerequisite: Pass deep-water test administered by either lifeguard or instructor at Laney College

Acceptable for credit: CSU, UC➤

Course study under this section may be repeated three times.

Activity class: Development of cardiovascular fitness and endurance through swimming increased distances over time. 0835.00

**P E 30****Soccer**

.5 unit, 2 hours laboratory (GR)

Acceptable for credit: CSU, UC➤

Course study under this section may be repeated three times.

Activity class: Fundamentals and skills in soccer. 0835.00

**P E 32****Softball**

.5 unit, 2 hours laboratory (GR)

Acceptable for credit: CSU, UC➤

Course study under this section may be repeated three times.

Activity class: Fundamentals and skills in softball. 0835.00

**P E 33A****Beginning Swimming**

.5 unit, 2 hours laboratory (GR)

Acceptable for credit: CSU, UC➤

Course study under this section may be repeated one time.

Activity class: Development of basic aquatic skills, knowledge and safety, as recommended by American Red Cross. Emphasis on basic aquatic orientation and initial skill development of four main strokes: Freestyle, Backstroke, Breaststroke, and Butterfly. 0835.00

**P E 33B****Intermediate Swimming**

.5 unit, 2 hours laboratory (GR)

Prerequisite: PE 33A or equivalent level of swimming skill

Acceptable for credit: CSU, UC➤

Course study under this section may be repeated one time.

Activity class: Development of intermediate level aquatic skills, knowledge and safety, as recommended by American Red Cross. Emphasis on refining stroke development of four main strokes: Freestyle, Backstroke, Breaststroke, and Butterfly. 0835.00

**P E 34****Diving**

.5 unit, 2 hours laboratory (GR)

Acceptable for credit: CSU, UC➤

Course study under this section may be repeated three times.

Activity class: Fundamentals of springboard diving through advanced techniques for one-and three-meter events. 0835.00

**P E 35****Tennis**

.5 unit, 2 hours laboratory (GR)

Acceptable for credit: CSU, UC➤

Course study under this section may be repeated three times.

Activity class: Fundamentals and skills in tennis. 0835.00

**P E 36****Track and Field**

.5 unit, 2 hours laboratory (GR)

Acceptable for credit: CSU, UC➤

Course study under this section may be repeated three times.

Activity class: Fundamentals and skills in track and field. 0835.00

**P E 38****Volleyball**

.5 unit, 2 hours laboratory (GR)

Acceptable for credit: CSU, UC➤

Course study under this section may be repeated three times.

Activity class: Fundamentals and skills in volleyball. 0835.00

**P E 39****Weight Training**

.5 unit, 2 hours laboratory (GR)

Acceptable for credit: CSU, UC➤

Course study under this section may be repeated three times.

Activity class: Use of weights to build various muscle groups and increase their power and strength. 0835.00

**P E 40****Yoga**

.5 unit, 2 hours laboratory (GR)

Acceptable for credit: CSU, UC➤

Course study under this section may be repeated three times.

Activity class: Development of basic Yoga postures, conscious breathing patterns, and relaxation techniques; stretching and relaxation; and strengthening and stimulating creative energy. 0835.00

**P E 42****Stretch Aerobics**

.5 unit, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC➤

Course study under this section may be repeated three times.

Activity class: Development of overall fitness with emphasis on the cardiovascular system through stretch aerobics. 0835.00

**P E 43****Techniques of Hitting**

.5 unit, 2 hours laboratory (GR)

Acceptable for credit: CSU, UC➤

Course study under this section may be repeated one time.

Advanced baseball techniques with emphasis on individual hitting and bunting. 0835.00

**P E 44****Aerobic Weight Lifting**

.5 unit, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC➤

Course study under this section may be repeated three times.

Activity class: Weight training using aerobic techniques. 0835.00

**P E 45****Water Polo**

.5 unit, 2 hours laboratory (GR)

Prerequisite: P E 33B.

Acceptable for credit: CSU, UC➤

Course study under this section may be repeated three times.

Activity class: Basic skills in passing, shooting, and team development in water polo. 0835.00

**P E 46****Lap Swimming**

.5 unit, 2 hours laboratory (GR or P/NP)

Prerequisite: Successful completion of deep water test

Acceptable for credit: CSU, UC➤

Course study under this section may be repeated three times.

Activity class: Progressive workouts and instruction in the mechanics of competitive swim strokes; emphasis on developing cardiovascular fitness; increased distance and speed; exposure to aquatic sports. 0835.00

**P E 47****Water Running**

.5 unit, 2 hours laboratory (GR)

Acceptable for credit: CSU, UC➤

Course study under this section may be repeated three times.

Activity class: Development of cardiovascular fitness through walking in shallow water—a low-impact, joint-friendly, highly resistive aquatic activity. 0835.00

**P E 48GA-MZ****Selected Topics in Physical Education**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

Acceptable for credit: CSU, UC◆

See section on Selected Topics. 0835.00

**P E 49****Independent Study in Physical Education**

.5-5 units (GR)

Acceptable for credit: CSU, UC◆

See section on Independent Study. 0835.00

**P E 53****Baseball—Fundamentals**

2 units, 2 hours lecture (GR)

Acceptable for credit: CSU, UC➤

Course study under this section may be repeated two times.

Fundamentals of baseball: Principles and applications of coaching baseball, techniques of the game. 0835.00

**P E 54****Baseball—Officiating**

1 unit, 1 hour lecture, 1 hour laboratory (GR)

Acceptable for credit: CSU, UC➤

Technical study of rules and officiating procedures in baseball: Field work of practical activity in handling contests under supervision. 0835.00

**P E 55****Baseball—Theory and Practice**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Acceptable for credit: CSU, UC➤

Course study under this section may be repeated one time.

Theory and practice of baseball fundamentals. 0835.00

**P E 60****Football—Fundamentals**

2 units, 2 hours lecture (GR)

Corequisite: P E 63

Acceptable for credit: CSU, UC➤

Course study under this section may be repeated two times.

Fundamentals of football: Strategy, rules, and principles of team play; emphasis on fundamental skill development. 0835.00

**P E 61****Football–Officiating**

1 unit, 1 hour lecture, 1 hour laboratory (GR)

Acceptable for credit: CSU, UC➤

Technical study of rules and officiating procedures in football: Development of officiating skills leading to greater understanding of the sport and to potential job opportunities. 0835.00

**P E 62****Football–Physiological and Team Development**

3 units, 1 hour lecture, 6 hours laboratory (3-week course) (GR)

Offered Summer Session.

Prerequisite: P E 60

Acceptable for credit: CSU, UC➤

Course study under this section may be repeated two times.

Fundamentals of physiological and team development in football: Concepts of offensive, defensive, and special team theory and development. 0835.00

**P E 63****Football–Theory and Practice**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Acceptable for credit: CSU, UC➤

Course study under this section may be repeated one time.

Theory and practice of football fundamentals: Basic theory and techniques through practice drills. 0835.00

**P E 68****Sports Officiating**

1 unit, 1 hour lecture, 1 hour laboratory (GR)

Acceptable for credit: CSU, UC➤

Theory and practical application of officiating rules and techniques in a wide variety of sports: Basketball, football, baseball, soccer, tennis, and volleyball officiating. 0835.00

**P E 69****Swimming–Fundamentals**

2 units, 2 hours lecture (GR)

Acceptable for credit: CSU, UC➤

Course study under this section may be repeated two times.

Fundamentals of swimming: Principles and applications of coaching swimming; aquatics and techniques of swimming. 0835.00

**P E 75****Volleyball–Fundamentals**

2 units, 2 hours lecture (GR)

Acceptable for credit: CSU, UC➤

Course study under this section may be repeated two times.

Fundamentals of volleyball: Principles and applications of coaching volleyball; techniques of the game. 0835.00

**P E 77****Water Polo Strategy and Practice**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Prerequisite: Pass deep-water test administered by either lifeguard or instructor at Laney College

Acceptable for credit: CSU, UC➤

Course study under this section may be repeated three times.

Basic concepts of water polo: Strategy and skills utilized in game play along with in-water application and scrimmaging. 0835.00

**P E 80****Athletic Injuries–Care and Prevention**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Acceptable for credit: CSU, UC➤

Care and prevention of athletic injuries: Techniques for preventing, identifying, and treating injuries commonly associated with athletics. 0835.00

**P E 84****Introduction to Physical Education**

2 units, 2 hours lecture (GR)

Acceptable for credit: CSU, UC

Introduction to physical education: Analysis of the evolution and development of physical education, professional ethics, qualifications, and career opportunities. 0835.00

**P E 85****Lifeguard Training**

1 unit, 1 hour lecture, 1 hour laboratory (GR)

Successful course completion qualifies the student for the American Red Cross Lifeguard Training and CPR for the Professional Rescuer certificates (fee required for Red Cross Certificate).

Training to become a lifeguard: Skills and knowledge needed to prevent and respond to aquatic emergencies. 0835.70

**P E 88****Water Safety Instructor**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Prerequisite: Advanced Life Saving Certificate or CPR certification

Successful course completion qualifies the student as an American Red Cross Water Safety Instructor. Parallels the American Red Cross Water Safety and Instructor course.

Acceptable for credit: CSU, UC>

Training to become a water safety instructor: Stroke analysis and methods of teaching swimming. 0835.70

**P E 90****Baseball–Men (Intercollegiate)**

3 units, 10 hours laboratory (GR)

Acceptable for credit: CSU, UC>

Course study under this section may be repeated one time.

Fundamentals of intercollegiate competition: Theory, team organization, technique, strategy, and leadership. 0835.50

**PE 92****Basketball–Women (Intercollegiate)**

1.5 units, 5 hours laboratory (GR)

Acceptable for credit: CSU, UC>

Course study under this section may be repeated three times.

Fundamentals of intercollegiate competition: Theory, team organization, technique, strategy, and leadership. 0835.50

**P E 94****Football–Men (Intercollegiate)**

3 units, 10 hours laboratory (GR)

Acceptable for credit: CSU, UC>

Course study under this section may be repeated one time.

Fundamentals of intercollegiate competition: Theory, team organization, technique, strategy, and leadership. 0835.50

**P E 97****Softball–Women (Intercollegiate)**

3 units, 10 hours laboratory (GR)

Acceptable for credit: CSU, UC>

Course study under this section may be repeated one time.

Fundamentals of intercollegiate competition: Theory, team organization, technique, strategy, and leadership. 0835.50

**P E 98****Swimming/Diving–Women (Intercollegiate)**

3 units, 10 hours laboratory (GR)

Prerequisite for swimmers: P E 33B or equivalent, or placement through audition

Prerequisite for divers: P E 33B or equivalent, or placement through audition.

Acceptable for credit: CSU, UC>

Course study under this section may be repeated one time.

Fundamentals of intercollegiate competition: Team competition in swimming and/or diving; advancing skills in the four competitive strokes; for diving, progressions on the one-meter and three-meter boards. 0835.50

**P E 100****Track and Field–Men and Women (Intercollegiate)**

3 units, 10 hours laboratory (GR)

Acceptable for credit: CSU, UC>

Course study under this section may be repeated one time.

Fundamentals of intercollegiate competition: Theory, team organization, technique, strategy, and leadership. 0835.50

**P E 101****Volleyball–Women (Intercollegiate)**

3 units, 10 hours laboratory (GR)

Acceptable for credit: CSU, UC>

Course study under this section may be repeated one time.

Fundamentals of intercollegiate competition: Theory, team organization, technique, strategy, and leadership. 0835.50

**P E 102****Water Polo Team (Intercollegiate)**

3 units, 10 hours laboratory (GR)

Prerequisite: P E 33B or equivalent, or placement through audition

Acceptable for credit: CSU, UC>

Course study under this section may be repeated one time.

Fundamentals of intercollegiate competition: Team competition in water polo; advanced skills in passing, dribbling, shooting and defense; team organization and leadership; strategy. 0835.50

**PE 104****Golf–Women (Intercollegiate)**

3 units, 10 hours laboratory (GR)

Acceptable for credit: CSU, UC>

Course study under this section may be repeated one time.

Fundamentals of intercollegiate competition: Application of theory, team organization, technique, strategy, and leadership in competition with other colleges. 0835.50

**P E 150****Introduction to Kinesiology**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Introduction to interdisciplinary approach to the study of human movement: Overview of motor learning/control, motor development, biomechanics, exercise physiology, and social psychological foundations. 0835.00

**P E 202****Lifelong Health through Fitness and Conditioning**

.5 unit, 2 hours laboratory (GR or P/NP)

Course study under this section may be repeated three times.

Focus on all physical fitness components to promote lifelong health: Aerobic fitness, muscular fitness, flexibility, and body composition through weights, cardiovascular equipment, and other fitness apparatus; emphasis on developing and maintaining lifelong health and fitness. 0835.00

**P E 248GA-MZ****Selected Topics in Physical Education**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

See section on Selected Topic. 0835.00

**P E 501****Aquatic Exercise for Senior Citizens (Non-Credit)**

0 unit, 2 hours laboratory (Not graded)

Non-degree applicable

Course study under this section may be repeated as necessary.

Comprehensive, modified aquatic exercises for seniors with integration of fitness components: Cardiovascular endurance, range of motion, muscle strength and tone, and relaxation. 0835.10

**PHYSICAL SCIENCE  
(PHYSC)****PHYSC 10****Physical Science Survey**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC>

Introduction to the physical sciences: Selected topics from astronomy, chemistry, meteorology, physics, geology, and oceanography. 1901.00

AA/AS area 1; CSU area B1; IGETC area 5A

**PHYSC 15****Introduction to the Earth Sciences**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Introduction to interdisciplinary earth sciences: Composition, structure and evolution of the earth, including the atmosphere and oceans; relations of geological, ocean, and atmospheric systems; hazards and resources and the human environment. 1930.00

AA/AS area 1; CSU area B1; IGETC area 5A

**PHYSC 20****Introduction to the Marine Environment**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Introduction to the oceans: History and topography; physical and chemical properties of sea water; causes and effects of currents, tides, and waves; ocean life, distribution and management of marine resources, marine pollution, sea floor sediments; tectonics and paleomagnetism. 1919.00

AA/AS area 1; CSU area B1; IGETC area 5A

**PHYSC 20L****Introduction to the Marine Environment  
Laboratory**

1 unit, 3 hours laboratory (GR)

Prerequisite or corequisite: Geol 5 or Physc 15 or Physc 20

Acceptable for credit: CSU, UC

Introduction to laboratory principles and techniques: Emphasis on the physical marine environment. 1919.00

CSU area B3; IGETC area 5A

**PHYSC 22**  
**Introduction to the Marine Environment with Laboratory**

4 units, 3 hours lecture, 3 hours laboratory (GR)  
Not open for credit to students who have completed or are currently enrolled in Physc 20 or 20L.  
Acceptable for credit: CSU, UC  
Introduction to the oceans: Emphasis on physical and chemical properties of sea water; causes and effects of currents, tides, and waves; ocean life, distribution and management of marine resources, marine pollution, sea floor sediments; tectonics and paleomagnetism. Laboratory includes an introduction to laboratory principals and techniques with emphasis on the physical marine environment. 1919.00  
AA/AS area 1; CSU area B1, B3; IGETC area 5A



**PHYSC 25**  
**Climate Change**

3 units, 3 hours lecture (GR)  
Acceptable for credit: CSU, UC  
Introduction to the science of global climate change: Climate history, climate predictions, expected future effects of climate change and technological and public policy options. 1919.00  
AA/AS area 1; CSU area B1; IGETC area 5A



## PHYSICS (PHYS)

### PHYS 3A

#### General Physics

5 units, 4 hours lecture, 3 hours laboratory (GR)

Prerequisite or corequisite: Math 3A

Acceptable for credit: CSU, UC>

Comprehensive study of major topics of physics: Motion, forces, gravity, energy, momentum, rotation, equilibrium, fluids, oscillations, waves, sound, heat, and thermodynamics for students majoring in the biological and medical sciences. 1902.00

AA/AS area 1; CSU area B1, B3; IGETC area 5A

### PHYS 3B

#### General Physics

5 units, 4 hours lecture, 3 hours laboratory (GR)

Prerequisite: Phys 3A

Acceptable for credit: CSU, UC>

Comprehensive study of major topics of physics: Electric and magnetic forces, fields, and energy; DC and AC circuits, light, optics, relativity, quantum physics, atoms, molecules, nuclei, particles, and astrophysics for students majoring in the biological and medical sciences. 1902.00

AA/AS area 1; CSU area B1, B3; IGETC area 5A

### PHYS 4A

#### General Physics with Calculus

5 units, 4 hours lecture, 3 hours laboratory (GR)

Prerequisite: Math 3A

Recommended preparation: Phys 10

Acceptable for credit: CSU, UC>

Comprehensive study of major topics of physics: Motion, forces, gravity, energy, momentum, rotation, equilibrium, fluids, oscillations, waves, and sound. 1902.00

AA/AS area 1; CSU area B1, B3, B4; IGETC area 5A

### PHYS 4B

#### General Physics with Calculus

5 units, 4 hours lecture, 3 hours laboratory (GR)

Prerequisite: Phys 4A and Math 3B

Acceptable for credit: CSU, UC>

Comprehensive study of major topics of physics: Thermodynamics, electric forces and fields, magnetic forces and fields, electricity, and AC and DC circuits. 1902.00

AA/AS area 1; CSU area B1, B3, B4; IGETC area 5A

### PHYS 4C

#### General Physics with Calculus

5 units, 4 hours lecture, 3 hours laboratory (GR)

Prerequisite: Phys 4B and Math 3C

Acceptable for credit: CSU, UC>

Comprehensive study of major topics of physics: Light, interference, relativity, quantum physics, atoms, molecules, and nuclei. 1902.00

AA/AS area 1; CSU area B1, B3, B4; IGETC area 5A

### PHYS 10

#### Introduction to Physics

4 units, 4 hours lecture (GR)

Not open for credit to students who have completed or are currently enrolled in Phys 2A-2B or 4A-4B-4C. Recommended preparation: Math 201 or 210D, and 202

Acceptable for credit: CSU, UC>

Elementary study of major topics of physics: Motion, forces, energy, momentum, rotation, oscillation, sound, electromagnetics, light, quantum physics, atoms, nuclei, and relativity. 1902.00

AA/AS area 1; CSU area B1; IGETC area 5A

### PHYS 48GA-MZ

#### Selected Topics in Physics

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

Acceptable for credit: CSU, UC◆

See section on Selected Topics. 1902.00

### PHYS 99

#### Physics for Building Science

4 units, 3 hours lecture, 3 hours laboratory (GR)

Recommended preparation: Math 200B or 201 or 210D

Not open for credit to students who have completed or are currently enrolled in ECT 1.

Acceptable for credit: CSU

Principles of physics relevant to environmental control technologies: Thermodynamics, electricity and power conversion, and properties of light; emphasis on laboratory applications and safe practices for working with chemicals, electrical devices, and compressed gases. 1902.00

### PHYS 248GA-MZ

#### Selected Topics in Physics

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

See section on Selected Topics. 1902.00

## **POLITICAL SCIENCE (POSCI)**

Political Science concerns itself with the study of government and politics at the local, state, national and international levels. It examines such important phenomena as power, political parties, voting and political behavior, international relations, bureaucratic administration and public policy. Through political science courses at Laney College, students learn about the interaction of individuals and institutions within political systems.

### **POSCI 1 Government and Politics in the United States**

3 units, 3 hours lecture (GR)  
Acceptable for credit: CSU, UC  
Introduction to principles and the political process of national, state, and local government: Emphasis on national government and the Constitution. 2207.00  
AA/AS area 2; CSU area D; IGETC area 4

### **POSCI 2 Comparative Government**

3 units, 3 hours lecture (GR)  
Acceptable for credit: CSU, UC  
Comparative analysis in government and politics: Political leadership, citizenship participation, centers of power, and political problems of selected governments. 2207.00  
AA/AS area 2; CSU area D; IGETC area 4

### **POSCI 3 International Relations**

3 units, 3 hours lecture (GR)  
Acceptable for credit: CSU, UC  
Nature of relations among nation-states: Analysis of basic forces affecting the formulation of foreign policy, dynamics of international politics, survey of rise and development of the nation-state system, problems of nationalism and imperialism with emphasis on development since World War II, and evolution and operation of the United Nations. 2207.00  
AA/AS area 2; CSU area D; IGETC area 4

### **POSCI 6 The U.S. Constitution and Criminal Due Process**

3 units, 3 hours lecture (GR)  
Acceptable for credit: CSU, UC  
Survey and analysis of people's rights under criminal and civil law: Procedural civil liberties and rights (defendants, court personnel, and police), concepts of due process and equal protection, search and seizure, and applications of principles and practices to everyday life. 2207.00  
AA/AS area 2; CSU Area D; IGETC area 4

### **POSCI 16 State and Local Government**

3 units, 3 hours lecture (GR)  
Acceptable for credit: CSU  
Survey of governmental institutions and politics in California and the San Francisco Bay Area: Development of public policy and current issues such as federalism, elections, taxation, land uses, and political parties. 2207.00  
AA/AS area 2; CSU area D

### **POSCI 18 The American Presidency**

3 units, 3 hours lecture (GR)  
Acceptable for credit: CSU, UC  
Structure, function, and historical development of the Office of the President from George Washington to the present: President as chief diplomat, Commander-in-Chief, party leader; executive-legislative relations. 2207.00  
AA/AS area 2; CSU area D; IGETC area 4

### **POSCI 21 Overview of the California State Court System**

3 units, 3 hours lecture (GR)  
Acceptable for credit: CSU  
Introduction to functions of the California State Court System: Trial Courts, Appellate Courts, the Supreme Court, the types of cases heard at each level and review of rights and responsibilities of individuals engaged in court proceedings. Role of the California Judicial Branch relative to the executive and legislative branches of the local California state government. 2207.00  
AA/AS area 2

**POSCI 48GA-MZ**

**Selected Topics in Political Science**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory  
(GR)

Acceptable for credit: CSU, UC◆

See section on Selected Topics. 2207.00

**POSCI 49**

**Independent Study in Political Science**

.5-5 units (GR)

Acceptable for credit: CSU, UC◆

See section on Independent Study. 2207.00

**POSCI 248GA-MZ**

**Selected Topics in Political Science**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory  
(GR)

See section on Selected Topics. 2207.00



## **PSYCHOLOGY (PSYCH)**

The discipline of Psychology is concerned with the study of human and animal behavior. The Psychology Department at Laney College offers a rich variety of courses including Introduction to General Psychology, Social Psychology, Psychology of Childhood, Personal and Social Adjustment, Abnormal Psychology, Principles of Leadership, Psychology of Intimate Relationships, and Human Sexuality. Through these courses, students acquire a solid foundation of knowledge of human behavior and the manifold influences of environmental, biological, social and cultural factors and forces.

### **PSYCH 1A Introduction to General Psychology**

3 units, 3 hours lecture (GR)  
Acceptable for credit: CSU, UC  
Scientific principles of psychology: Application of scientific research in understanding learning, human development, biological processes, personality, behavior disorders, social psychology, and adjustment of the human organism. 2001.00  
AA/AS area 2; CSU area D; IGETC area 4

### **PSYCH 1B Introduction to General Psychology**

3 units, 3 hours lecture (GR)  
Acceptable for credit: CSU, UC  
Continuation of PSYCH 1A: Psychological research methods and principles of behavior modification. 2001.00  
AA/AS area 2; CSU area D; IGETC area 4

### **PSYCH 6 Social Psychology**

3 units, 3 hours lecture (GR)  
Acceptable for credit: CSU, UC  
Psychological aspects of human social life involved in the relationship between identity and social structure: Human behavior in the context of the individual as an acting and interacting member of various groups in society. 2001.00  
AA/AS area 2; CSU area E; IGETC area 4

### **PSYCH 7A Psychology of Childhood**

3 units, 3 hours lecture (GR)  
Not open for credit to students who have completed or are currently enrolled in Psych 7L.  
Acceptable for credit: CSU, UC>  
Physical, intellectual, and emotional growth of children from conception to puberty: Factors of heredity and environment as determinants of this development. 2001.00  
AA/AS area 2; CSU area D; IGETC area 4

### **PSYCH 7B Adolescent Psychology**

3 units, 3 hours lecture (GR)  
Acceptable for credit: CSU, UC  
Study of adolescence: Emphasis on psycho-social factors influencing peer relationships, attitudes towards parents and other adults, and induction into adult society. 2001.00  
AA/AS area 2; CSU area D; IGETC area 4

### **PSYCH 7L Psychology of Childhood (with Lab)**

4 units, 3 hours lecture, 3 hours laboratory (GR)  
Students who have previously completed Psych 7A receive only 1 unit of laboratory credit for Psych 7L.  
Acceptable for credit: CSU, UC>  
Physical, intellectual, and emotional growth of children from conception to puberty: Factors of heredity and environment as determinants of this development; lab includes practical experience in a variety of children's agencies with emphasis on direct interaction with children under supervision of the instructor and agency personnel. 2001.00  
AA/AS area 2; CSU area D; IGETC area 4

### **PSYCH 8 Psychology of Intimate Relationships**

3 units, 3 hours lecture (GR)  
Acceptable for credit: CSU  
Psychological aspects of intimate relationships: Skills, attitudes, and insights necessary for establishing and maintaining a satisfying intimate relationship in a marriage or other intimate lifestyle. 2001.00  
AA/AS area 2; CSU area E

**PSYCH 12****Human Sexuality**

3 units, 3 hours lecture (GR)

Also offered as Biol 27 and Hltd 27. Not open for credit to students who have completed or are currently enrolled in Biol 27 or Hltd 27.

Acceptable for credit: CSU, UC

Exploration and analysis of the multifaceted aspects of human sexuality: Physiological, psychological, anatomical, sociological, legal, medical, educational, cultural; urogenital system of both sexes, birth control devices, and pregnancy. 2001.00

AA/AS area 2; CSU area D, E; IGETC area 4

**PSYCH 24****Abnormal Psychology**

3 units, 3 hours lecture (GR)

Prerequisite: Psych 1A

Acceptable for credit: CSU, UC

Survey of major psychological disorders: Historical perspectives of various theoretical models (biological, psychodynamic, behavioral, cognitive, humanistic, existential, socio-cultural); review of research for understanding of origins and most promising treatments. 2001.00

AA/AS area 2; CSU area D; IGETC area 4

**PSYCH 30****Psychology of Men and Women**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Factors contributing to a sense of self as man or woman: Biological and cultural determinants of sex roles and psychological implications including heredity, development, identity, social role, perception, and personality. 2001.00

AA/AS area 2; CSU area E

**PSYCH 33****Personal and Social Adjustment**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Dynamics of personal and social developments and related determinants. 2001.00

AA/AS area 2; CSU area D, E

**PSYCH 48GA-MZ****Selected Topics in Psychology**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

Acceptable for credit: CSU, UC♦

See section on Selected Topics. 2001.00

**PSYCH 49****Independent Study in Psychology**

.5-5 units (GR)

Acceptable for credit: CSU, UC♦

See section on Independent Study. 2001.00

**PSYCH 237****Contemporary Use and Abuse of Substances**

1 unit, 1 hour lecture (GR)

Current problems with drug in-take: History of substance abuse, legal and ethical responsibility of governmental controls, and identification of names applied to abuse substances. 2001.00

**PSYCH 248GA-MZ****Selected Topics in Psychology**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

See section on Selected Topics. 2001.00

**PSYCH 501****Perspectives on Aging Issues: Choices/Coping/Optimization/Growth (Non-Credit)**

0 units 1 hour lecture (Not graded)

Non-degree applicable

Course study under this section may be repeated as necessary.

Bio-psycho-social perspective on themes and issues on aging: Physical aging process, health problems, emotional, cognitive, and personality changes; socio-cultural aspects of aging, drug abuse, treatments, successful aging plans, and death and dying. 2001.00

## REAL ESTATE (RLEST)

### RLEST 2A

#### Principles of Real Estate

3 units, 3 hours lecture (GR)

Required for those preparing for the real estate salesperson's licensing examination.

Acceptable for credit: CSU

Basic laws and principles of California real estate: Provides understanding, background, and terminology necessary for advanced study in specialized courses; preparation for the real estate salesperson's licensing examination. 0511.00

## SCIENCE

Science courses emphasize problem solving, critical thinking and synthesis of information. Students will practice laboratory safety, carry out experimental procedures, and identify possible sources of error. Students will learn to apply principles of scientific inquiry, differentiate a theory from a hypothesis, and differentiate fact from opinion in regard to sciences. Students will develop an understanding of the relevance of science to everyday events and circumstances in a broad interdisciplinary context.

For the Associate of Science, students must complete the General Education pattern and elective courses for an additional 42 units. Students must complete 18 units in the area of emphasis courses with a grade of "C" or better, 19 units of general education requirements, and an additional 23 units of elective courses for a total 60 units. As this degree alone may not be complete preparation for transfer, students wishing to continue at the UC or CSU system should meet with a counselor to develop a transfer plan which addresses all general education and lower-division transfer requirements.

### Degree Major Requirements:

Dept/No	Units
<b>Select 18 units from at least two discipline areas:</b>	
Anthropology 1, 1L*	3
Astronomy 1, 10	3 each
Biology 1A, 1B, 2, 3, 4, 10****, 11***, 20A, 20B, 24****, 28***, 75**, 76***	5 each
Chemistry 1A, 1B, 12A, 12B, 30A****, 30B****, 50****	5 each
Engineering 17, 22, 35, 36, 45, 77****	3 each
Environmental Control Technology 1	4
Geography 1, 1L*, 9	3 each
Geology 10	3
Physical Science 10, 15, 20, 20L*	3 each
Physics 3A, 3B, 4A, 4B, 4C, 10****	<u>5 each</u>
<b>Total Required Units:</b>	<b>18</b>

\*1 unit

\*\*2 units

\*\*\*3 units

\*\*\*\*4 units

For Associate Degree General Education requirements, refer to page 100.

## SOCIAL SCIENCES

These courses emphasize a multidisciplinary approach to the understanding and study of human behavior and social organization. Students study and analyze human societies; the institutions, organizations and groups that comprise them; and the way individuals and groups relate to one another. Students develop an understanding of the various theories and methodologies of the disciplines, as well as skills in applying their knowledge in critical and useful ways as they navigate their own lives within a constantly changing and complex social world.

For the Associate of Social Sciences, students must complete the General Education pattern and elective courses for an additional 42 units. Students must complete 18 units in the area of emphasis courses with a grade of "C" or better, 19 units of general education requirements, and an additional 23 units of elective courses for a total 60 units. As this degree alone may not be complete preparation for transfer, students wishing to continue at the UC or CSU system should meet with a counselor to develop a transfer plan which addresses all general education and lower-division transfer requirements.



## Degree Major Requirements:

Dept/No	Units
<b>Select 18 units from at least two discipline areas:</b>	
African-American Studies 1, 2, 5, 8, 9, 11, 12, 14A, 14B, 15, 16, 17*, 20, 23, 30, 31, 32, 35***, 38, 45****	3 each
Anthropology 2, 3, 5, 7, 14, 16	3 each
Asian/Asian-American Studies 17*, 21, 26, 29, 30, 32, 35***, 45A, 45B	3 each
Biology 27**	3
Business 5	3
Economics 1, 2	3 each
Education 1	3
Geography 2, 3, 8	3 each
Health Education 1	3
History 2A, 2B, 3, 5, 7A, 7B, 17, 19, 32	3 each
Humanities 45****	3
Journalism 62	3
Labor Studies 10, 13, 20, 21, 22, 30	3 each
Mexican and Latin-American Studies 12, 17*, 20, 23, 30A, 30B, 31, 35***	3 each
Native American Studies 1, 17*, 35***	3 each
Political Science 1, 2, 3, 6, 16, 18	3 each
Psychology 1A, 1B, 6, 7A, 7B, 8, 12**, 24, 30, 33, 237+	3 each
Sociology 1, 2, 5, 13, 30, 45	<u>3 each</u>
<b>Total Required Units:</b>	<b>18</b>

\* or \*\* or \*\*\* or \*\*\*\* Students will receive credit for one course only.

+1 unit

For Associate Degree General Education requirements, refer to page 100.

## **SOCIOLOGY (SOC)**

Sociology is the systematic study of human societies. It focuses on social organization, human interaction, institutions and culture. Sociology is built on the premise that understanding how societies function is a necessary prerequisite for creating social change. At Laney College, students learn how to use a Sociological Perspective to analyze many topics including group relations, inequality, contemporary social issues, as well as considering possibilities for creating deeper social justice.

### **SOC 1**

#### **Introduction to Sociology**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Introduction to sociology: Analysis of human group life through principles, concepts, and theories. 2208.00

AA/AS area 2; CSU area D; IGETC area 4

### **SOC 2**

#### **Social Problems**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Study of society through the application of sociological principles and critical thinking skills to the identification and analysis of selected social problems: Poverty, racism/sexism, drug abuse, crime, and population control. 2208.00

AA/AS area 2; CSU area D; IGETC area 4

### **SOC 5**

#### **Minority Groups**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Analysis of racial, religious, and ethnic minority groups: General principles of dominant-minority group relations. 2208.00

AA/AS area 2, 5; CSU area D; IGETC area 4

### **SOC 13**

#### **Sociology of the Family**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Social forces and emotional factors which contribute to marriage and family ties: The changing economy and values on the relationships between men and women, parents and children. 2208.00

AA/AS area 2; CSU area D; IGETC area 4

### **SOC 30**

#### **Sociology of Literature**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Analysis of professional and student creative writing from the sociological perspective: Consideration of ethnic, racial, class, sex, age, and other variables which influence the individual act of creation. 2208.00

AA/AS area 2, 3; CSU area C2, D; IGETC area 4

### **SOC 45**

#### **Sociology of Sports**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Critical analysis/survey of sports in America: The interrelationship between the athlete and traditional social institutions (education, politics, economics, and the media). 2208.00

AA/AS area 2; CSU area D

### **SOC 48GA-MZ**

#### **Selected Topics in Sociology**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

Acceptable for credit: CSU, UC♦

See section on Selected Topics. 2208.00

### **SOC 49**

#### **Independent Study in Sociology**

.5-5 units (GR)

Acceptable for credit: CSU, UC♦

See section on Independent Study. 2208.00

### **SOC 248GA-MZ**

#### **Selected Topics in Sociology**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

See section on Selected Topics. 2208.00

### **SOC 290**

#### **Sociology/Project Bridge**

1.5 units, 1.5 hours lecture (GR)

Introduction to sociological concepts: Vocabulary, concepts, and practices in sociology; basic preparation for underprepared learners. 2208.00

## **SPANISH (SPAN)**

### **SPAN 1A**

#### **Elementary Spanish**

5 units, 5 hours lecture (GR or P/NP)

This course is equivalent to two years of high school study.

Acceptable for credit: CSU, UC

Study and practice in understanding, speaking, reading, and writing Spanish: Emphasis on understanding basic grammatical concepts and vocabulary building; readings in Spanish and Spanish-American life and culture. 1105.00

AA/AS area 3; CSU area C2; IGETC area Language

### **SPAN 1B**

#### **Elementary Spanish**

5 units, 5 hours lecture (GR or P/NP)

Prerequisite: Span 1A

Acceptable for credit: CSU, UC

Continuation of SPAN 1A: Study and practice in understanding, speaking, reading, and writing Spanish with continuing emphasis on understanding basic grammatical concepts and vocabulary building; readings in Spanish and Spanish-American life and culture. 1105.00

AA/AS area 3; CSU area C2; IGETC area 3 & Language

### **SPAN 2A**

#### **Intermediate Spanish**

5 units, 5 hours lecture (GR or P/NP)

Prerequisite: Span 1B

Acceptable for credit: CSU, UC

Intermediate-level spoken and written Spanish: Grammar review, conversation, composition, reading, and aural-oral practice. 1105.00

AA/AS area 3; CSU area C2; IGETC area 3B & Language

### **SPAN 2B**

#### **Intermediate Spanish**

5 units, 5 hours lecture (GR or P/NP)

Prerequisite: Span 2A

Acceptable for credit: CSU, UC

Continuation of SPAN 2A: Selected readings from Spanish and Latin-American literature, grammar review, and advanced composition and conversation. 1105.00

AA/AS area 3; CSU area C2; IGETC area 3B & Language

### **SPAN 22A**

#### **Spanish for Bilingual Speakers I**

5 units, 5 hours lecture (GR or P/NP)

Course is equivalent to two years of high school study.

Acceptable for credit: CSU, UC

Course is conducted entirely in Spanish.

Elementary and intermediate Spanish for students whose native language is Spanish: Critical reading and discussion of selected readings in Spanish with emphasis on reading development, orthography, grammar, lexical expansion and composition. 1105.00  
AA/AS area 3; CSU area C2; IGETC area Language

### **SPAN 22B**

#### **Spanish for Bilingual Speakers II**

5 units, 5 hours lecture (GR or P/NP)

Prerequisite: Span 22A

Acceptable for credit: CSU, UC

Course is conducted entirely in Spanish.

Continuation of SPAN 22A: Intermediate and advanced intermediate Spanish for students whose native language is Spanish; critical reading and discussion of selected readings in Spanish with emphasis on reading development, orthography, grammar, lexical expansion and composition. 1105.00  
AA/AS area 3; CSU area C2; IGETC area 3B & Language

### **SPAN 30A**

#### **Beginning Conversational Spanish**

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU

Introduction to conversational Spanish: Use of modern colloquial Spanish in conversation, and elementary grammar. 1105.00

### **SPAN 30B**

#### **Beginning Conversational Spanish**

3 units, 3 hours lecture (GR or P/NP)

Recommended preparation: Span 30A

Acceptable for credit: CSU

Continuation of SPAN 30A: Use of modern colloquial Spanish in conversation, and elementary grammar. 1105.00

### **SPAN 40**

#### **Hispanic Civilization and Culture**

3 units, 3 hours lecture (GR or P/NP)

Recommended preparation: Span 1B

Acceptable for credit: CSU, UC

Study of Hispanic civilization and culture: Readings in Spanish designed to develop active language skills. 1105.00

AA/AS area 3; CSU area C2; IGETC area 3B

**SPAN 48GA-MZ****Selected Topics in Spanish**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory  
(GR or P/NP)

Acceptable for credit: CSU, UC♦

See section on Selected Topics. 1105.00

**SPAN 49****Independent Study in Spanish**

.5-5 units (GR or P/NP)

Acceptable for credit: CSU, UC♦

See section on Independent Study. 1105.00

**SPAN 60A****Destinos I (Conversational Spanish)**

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU

Telecourse incorporating video, text, workbook, and audio support in fundamental Spanish skills: Emphasis on spoken Spanish in a culturally-authentic context, basic aspects of daily living, and present and past verb tenses. 1105.00

AA/AS area 3

**SPAN 60B****Destinos II (Conversational Spanish)**

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU

Continuation of SPAN 60A: Emphasis on conversational interaction with native Spanish speakers; using various tenses; specific aspects of the culture, history, and geography of the Spanish-speaking world; additional verb tenses. 1105.00

AA/AS area 3

**SPAN 248GA-MZ****Selected Topics in Spanish**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory  
(GR or P/NP)

See section on Selected Topics. 1105.00

**THEATRE ARTS  
(THART)**

The Theatre Arts Department provides students the opportunity to broaden their liberal arts education, gain practical experience for professional and community theater work, and prepare for continued higher education. Several major productions are offered each year utilizing Laney's outstanding theater facility.

The Theatre Arts major offers the fundamental study and understanding of the theater. This allows students to develop their practical skills and talents as well as their intellectual ability to think creatively and critically.

**Degree Major Requirements:**

Dept/No.	Title	Units
<b>FIRST SEMESTER</b>		
THART 1	Introduction to the Theatre Arts	2
THART 10+	Principles and Theory of Acting	3
THART 11+	Principles and Theory of Improvisation	3
<b>SECOND SEMESTER</b>		
THART 10+	Principles and Theory of Acting	3
THART 11+	Principles and Theory of Improvisation	3
<b>Select one course from the following:</b>		
THART 30+	Rehearsal and Production (3)	
THART 40	Stagecraft (3)	3
<b>THIRD SEMESTER</b>		
<b>Select one course from the following:</b>		
THART 10+	Principles and Theory of Acting (3)	
THART 11+	Principles and Theory of Improvisation (3)	3
<b>Select one course from the following:</b>		
THART 30+	Rehearsal and Production (3)	
THART 40	Stagecraft (3)	3
<b>FOURTH SEMESTER</b>		
<b>Select one course from the following:</b>		
THART 30+	Rehearsal and Production (3)	
THART 40	Stagecraft (3)	<u>3</u>
<b>Total Required Units:</b>		<b>26</b>

+Course may be applied to Associate Degree General Education requirement.

For Associate Degree General Education requirements, refer to page 100.

**Recommended:**

A/ET 211

Art 6, 41

Dance 1, 5, 6, 20

Engl 12, 17A-B, 20

**THART 1****Introduction to the Theatre Arts**

2 units, 2 hours lecture (GR)

Acceptable for credit: CSU, UC

Survey of the world of performing arts: Emphasis on the historical development of the dramatic arts.

1007.00

CSU area C1

**THART 10****Principles and Theory of Acting**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Not open for credit to students who have completed or are currently enrolled in Thart 20.

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Introduction to the arts of acting: Principles of theory and technique, voice and body development, projection, character analysis, and pantomime.

1007.00

AA/AS area 3; CSU area C1

**THART 11****Principles and Theory of Improvisation**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Introduction to the principles and theory of improvisation: Improvised acting and development of dramatic imagination, problem solving, and communicative potential through increasing grasp of dramatic processes.

1007.00

AA/AS area 3; CSU area C1

**THART 30****Rehearsal and Production**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Not open for credit to students who have completed or are currently enrolled in Thart 38A-38B.

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Practical and creative experience in the work and art of producing a performance for an audience: Acting and rehearsal techniques and elements of theatrical production.

1007.00

AA/AS area 3

**THART 40****Stagecraft**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Practical experience in various phases of technical theatre: Scene design, lighting, sounds, costumes, set construction, painting; organizing a production.

1007.00

**THART 48GA-MZ****Selected Topics in Theatre Arts**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

Acceptable for credit: CSU, UC♦

See section on Selected Topics. 1007.00

**THART 49****Independent Study in Theatre Arts**

.5-5 units (GR)

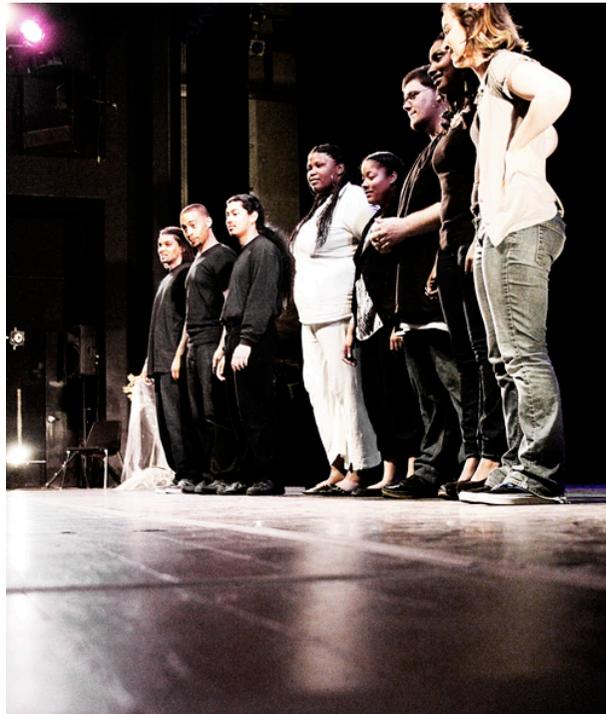
Acceptable for credit: CSU, UC♦

See section on Independent Study. 1007.00

**THART 248GA-MZ****Selected Topics in Theatre Arts**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

See section on Selected Topics. 1007.00



## WELDING TECHNOLOGY (WELD)

Welding Technology offers an opportunity to learn cognitive and manipulative welding skills which prepare the student for employment in occupations that use welding applications.

### Degree Major/Certificate Requirements:

Dept/No.	Title	Units
<b>Group A</b> All courses required:		
MACH 205	Engineering Drawings for Machinists, Welders and Industrial Maintenance Technician	3
WELD 203A	Beginning Gas Tungsten Arc Welding	3
WELD 204A	Wire Feed Welding	3
WELD 205	Introduction to Welding	3
WELD 211A	Arc Welding I	3
<b>Group B</b> A total of 9 units required from the following:		
WELD 203B	Intermediate Gas Tungsten Arc Welding (3)	$\frac{9}{24}$
WELD 203C	Advanced Gas Tungsten Arc Welding (3)	
WELD 204B	Wire Feed Welding (3)	
WELD 211B	Arc Welding II (3)	
WELD 221A	Acetylene Welding I (3)	
<b>Total Required Units:</b>		<b>24</b>

For Associate Degree General Education requirements, refer to page 100.

### Recommended:

Math 202  
Math 251ABCD

### WELD 200

#### Special Projects Laboratory

1-3 units, 3-9 hours laboratory (GR or P/NP)

Course study under this section may be repeated three times.

Open laboratory for working on selected projects: Provides the opportunity for advanced laboratory practice with emphasis on skills upgrading in all phases of welding. 0956.50

### WELD 201

#### Welding for Other Majors

1 unit, 3 hours laboratory (GR or P/NP)

Basic principles of welding: Emphasis on manipulative practices using various electric welding and gas cutting equipment on carbon steel plate. 0956.50

### WELD 203A

#### Beginning Gas Tungsten Arc Welding (T.I.G.)

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Students must provide their own personal protective equipment (PPE). Gas Tungsten Arc Welding GTAW (TIG): Safe welding practices, personal protective equipment (PPE), material safety data sheets (MSDS) theory and equipment. Laboratory opportunities: Welding techniques, process demonstrations, hands-on DC welding of steel sheet metal. 0956.50

### WELD 203B

#### Gas Tungsten Arc Welding (T.I.G.)

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Prerequisite: Weld 203A

Students must provide their own personal protective equipment (PPE). Gas Tungsten Arc Welding GTAW (TIG): Safe welding practices, personal protective equipment (PPE), material safety data sheets (MSDS) theory and equipment. Laboratory opportunities: Welding techniques, process demonstrations, hands-on DC and AC welding of sheet metal. 0956.50

### WELD 203C

#### Advanced Gas Tungsten Arc Welding (TIG)

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Prerequisite: Weld 203A

Students must provide their own personal protective equipment (PPE). Gas Tungsten Arc Welding (GTAW): Safe welding practices, personal protective equipment (PPE), material safety data sheets (MSDS) theory, equipment and advanced processes. Laboratory includes out-of-position welding and process demonstrations. 0956.50

### WELD 203D

#### Certification Gas Tungsten Arc Welding (TIG)

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Prerequisite: Weld 203A

Course study under this section may be repeated three times.

A fee will be charged for third-party laboratory testing. Students must provide their own personal protective equipment (PPE).

Gas Tungsten Arc Welding (GTAW): Safe welding practices, personal protective equipment (PPE), material safety data sheets (MSDS), defects, equipment and weld procedures. Laboratory includes certification testing and practice. 0956.50

**WELD 204A****Wire Feed Welding**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/ NP)

Welding of ferrous and non-ferrous metals in all positions: Weld joint preparation, machine adjustment, wire welding types, care and maintenance of equipment, and shielding gases. 0956.50

**WELD 204B****Wire Feed Welding**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/ NP)

Welding of ferrous and non-ferrous metals in all positions: Weld joint preparation, machine adjustment, wire welding types, care and maintenance of equipment, and shielding gases. 0956.50

**WELD 205****Introduction to Welding**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/ NP)

Students must provide their own personal protective equipment (PPE).

Introduction to welding: Survey of manual processes (SMAW, GTAW, oxygen-acetylene welding and cutting) and semi-automatic welding processes (wire feed, e.g., GMAW and FCAW), personal protective equipment (PPE), hazards associated with welding, identification of safe welding practices, and understanding material safety data sheets (MSDS). Laboratory includes opportunities in welding techniques, process demonstrations, and hands-on welding. 0956.50

**WELD 211A****Arc Welding I**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/ NP)

Fundamental manual skills with related theory: Welding on steel plate in flat and horizontal positions, edge preparation, joint types, and weld types. 0956.50

**WELD 211B****Arc Welding II**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/ NP)

Prerequisite: Weld 211A

Continuation of WELD 211A: Welding on steel plate in vertical and overhead positions; electrodes, coating and fluxes; visual identification of mild-steel and low-alloy electrodes; A.W.S. nomenclature. 0956.50

**WELD 211C****Arc Welding III**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/ NP)

Prerequisite: Weld 211B

Continuation of WELD 211B: Intermediate skill level in all welding positions of square butts, single bevel butt joints, and Navy text-type joints on steel plates. 0956.50

**WELD 211D****Arc Welding IV**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/ NP)

Prerequisite: Weld 211C

Continuation of WELD 211C: Advanced skill level in all welding positions of open vee butts, pipe, and sheet metal; industrial alloys; oxyacetylene method of metal. 0956.50

**WELD 212****Welding Layout and Blueprint Reading**

3 units, 3 hours lecture (GR or P/ NP)

Fundamentals of welding layout and blueprint reading: Layout of steel shapes, plate and pipe; blueprint reading; related mathematics; templates; and torch cutting procedures. 0956.50

**WELD 215****Welding for ECT Technicians**

1.5 units, 1 hour lecture, 1.5 hours laboratory (GR)

Corequisite: ECT 13

Basic theory and manipulative practices of using various welding and brazing methods related to Environmental Control Technology: Electric welding, brazing and soldering using oxy-acetylene and gas cutting equipment. 0956.50

**WELD 221A****Beginning Oxygen-Acetylene Welding (OAW)**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/ NP)

Basic principles and skills for Oxygen Acetylene Welding OAW (Gas Welding): Safe welding practices, use of Personal Protective Equipment (PPE), and Material Safety Data Sheets (MSDS); and hands-on welding practice. Students must provide their own PPE. 0956.50

**WELD 221B**  
**Intermediate Oxygen-Acetylene Welding (OAW)**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/ NP)

Prerequisite: Weld 221A

Continuation of WELD 221A: Expansion of out-of-position welding. Students must provide their own PPE. 0956.50

**WELD 221C**  
**Acetylene Welding III**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/ NP)

Prerequisite: Weld 221B

Continuation of WELD 221B: Identifying and using fluxes for various welding procedures; brazing and hardfacing techniques including filler rods. 0956.50

**WELD 221D**  
**Acetylene Welding IV**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/ NP)

Prerequisite: Weld 221C

Continuation of WELD 221C: Advanced skill level with related theory of steel pipe, pipe cutting and beveling, pipe templates, and layout. 0956.50

**WELD 242**  
**Preparation for American Welding Society Certification**

3 units, 1 hours lecture, 6 hours laboratory (GR or P/ NP)

Course provides preparation for American Welding Society certification. At least one certification is required to receive a grade and students are required to pay all certification lab fees.

Designed to certify a welder according to American Welding Society guidelines: Emphasis on manipulative practices using various electric welding and gas cutting equipment on carbon steel plate. 0956.50

**WELD 248GA-MZ**  
**Selected Topics in Welding Technology**

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR)

See section on Selected Topics. 0956.50

**COPED 466M**  
**Occupational Work Experience in Welding Technology**

1-4 units, hours to be arranged (GR) 0956.50

**WOOD TECHNOLOGY (WDTEC)**

The **Wood Technology** curriculum offers instruction in woodworking for career-oriented students, and includes access to one of the best-equipped shops in Northern California. Employment-oriented students are assisted in finding work making custom furniture, kitchen cabinets, commercial fixtures, architectural millwork, and a wide variety of other wood products. Instruction is highly individualized and is designed to allow flexibility in learning speed, design experimentation, and areas of emphasis. The two primary goals of all classes are to make each student a safe machine and/or tool user, and to provide her/him with the problem-solving tools that relate to four-dimensional wood-based construction.

**Degree Major/Certificate Requirements:**

Dept/No.	Title	Units
<b>FIRST SEMESTER</b>		
WDTEC 10	Wood Technology I	3
WDTEC 10L	Wood Technology Lab I	4
WDTEC 11	Furniture Cabinet Layout I	2
<b>SECOND SEMESTER</b>		
WDTEC 20	Wood Technology II	3
WDTEC 20L	Wood Technology Lab II	4
<b>THIRD SEMESTER</b>		
WDTEC 30	CAD/CAM Techniques in the Cabinet-Making Industry	4
<b>FOURTH SEMESTER</b>		
WDTEC 40	Computer-Assisted Machining Techniques in the Cabinet-Making Industry	<u>4</u>
<b>Total Required Units:</b>		<b>24</b>

For Associate Degree General Education requirements, refer to page 100.

**WDTEC 10****Wood Technology I**

3 units, 3 hours lecture (GR)

Corequisite: Wdtec 10L

Acceptable for credit: CSU

Introduction to the technology of woodworking trades: Jointer, planer, table saw, band saw, panel saw, radial arm saw, drill press, shaper, router, line boring machinery, automatic edge bander, power sanders, hinge insertion machine, CNC machining; basic sharpening, joinery, planning, stock billing, assembly, finishing, and plastic lamination; care of and safety with tools and equipment. 0952.50

**WDTEC 10L****Wood Technology Laboratory I**

4 units, 12 hours laboratory (GR)

Corequisite: Wdtec 10

Acceptable for credit: CSU

Laboratory practice supplementing theory presented in WDTEC 10. 0952.50

**WDTEC 11****Furniture Cabinet Layout I**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Acceptable for credit: CSU

Drafting, layout, and detailing for the woodworking trades: Reading and making drawings, joinery appropriate to various cabinet grades, panel layouts, and geometric constructions. 0952.50

**WDTEC 20****Wood Technology II**

3 units, 3 hours lecture (GR)

Prerequisite: Wdtec 10

Corequisite: Wdtec 20L

Acceptable for credit: CSU

Continuation of WDTEC 10: 32mm cabinet-making systems, wood bending, advanced construction problems and techniques, finishing, hardware, adhesives and abrasives, hand-tool conditioning and use, and related class projects. 0952.50

**WDTEC 20L****Wood Technology Laboratory II**

4 units, 12 hours laboratory (GR)

Prerequisite: Wdtec 10L

Corequisite: Wdtec 20

Acceptable for credit: CSU

Laboratory practice supplementing theory presented in WDTEC 20. 0952.50

**WDTEC 21****Furniture Cabinet Layout II**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Prerequisite: Wdtec 11

Acceptable for credit: CSU

Continuation of WDTEC 11: Using the computer as a tool for designing, drawing, generating cut list, performing panel optimization plans, and doing cost and time analysis for the cabinetmaking industry. 0952.50

**WDTEC 30****CAD/CAM Techniques in the Cabinet-Making Industry**

4 units, 2 hours lecture, 6 hours laboratory (GR)

Prerequisite: Wdtec 20 and 20L

Acceptable for credit: CSU

Fundamentals of computer-assisted design and construction techniques found in the modern cabinet shop: Lecture, demonstration, and hands-on practice with software and machinery commonly used in the woodworking industry. 0952.50

**WDTEC 40****Computer-Assisted Machining in the Cabinet-Making Industry**

4 units, 2 hours lecture, 6 hours laboratory (GR)

Prerequisite: Wdtec 30

Acceptable for credit: CSU

Fundamentals of computer-assisted machining techniques found in the modern cabinet shop: Lecture, demonstration, and hands-on practice with software and CNC machinery commonly used in the woodworking industry. 0952.50

**WDTEC 48GA-MZ****Selected Topics in Wood Technology**

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR)

Acceptable for credit: CSU.

See section on Selected Topics. 0952.50

**WDTEC 200****Special Projects Laboratory**

1-2 units, 3-6 hours laboratory (GR or P/NP)

Prerequisite: Wdtec 201A

Course study under this section may be repeated three times.

Open laboratory for working on selected projects: Provides the opportunity for advanced laboratory practice with emphasis on complex planning and structures. 0952.50

**WDTEC 201A**  
**Furniture and Cabinetmaking for Other Majors**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Introduction to furniture and cabinetmaking; Safe and effective use of the machines, power tools, and hand tools of woodworking; basic construction projects. 0952.50

**WDTEC 201B**  
**Furniture and Cabinetmaking for Other Majors**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Continuation of WDTEC 201A: Development of more advanced and complex joinery applications used in furniture and cabinetmaking; application of design principles appropriate to woodworking. 0952.50

**WDTEC 210A**  
**Traditional Japanese Hand Tools and Joinery I**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Instruction and practice in the selection, sharpening, conditioning, and use of high-quality traditional woodworking hand tools: Emphasis on hand tools from Japan—sharpening stones, chisels, planes and saws, and traditional Japanese joinery. 0952.50

**WDTEC 210B**  
**Traditional Japanese Hand Tools and Joinery II**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Prerequisite: Wdtec 210A

Continuation of WDTEC 210A: Construction of a series of projects based on traditional Japanese joinery construction and use of specialty tools such as chamfer, rabbet, plow planes, kebiki, azebiki saws, yariganna (spear planes); more refined techniques of sharpening, planning, and joinery construction. 0952.50

**WDTEC 210C**  
**Traditional Japanese Hand Tools and Joinery III**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Prerequisite: Wdtec 210B

Continuation of WDTEC 210B: Development and presentation of advanced projects, with exploration of more substantial and mature joinery work. 0952.50

**WDTEC 210D**  
**Small Yard and Garden Structures**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Prerequisite: Wdtec 210A

Course study under this section may be repeated two times.

Fundamentals of design and construction of small structures for the yard and garden: Focus on developing designs with structural joinery construction projects. 0952.50

**WDTEC 214**  
**Table Design and Construction**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Prerequisite: Wdtec 201A, or 10 and 10L

Introduction to table design and construction: Focus on traditional and contemporary design aesthetics and machine and hand-tool construction techniques. 0952.50

**WDTEC 215A**  
**Advanced Furniture: Chair Design**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Design for construction of a contemporary chair: Emphasis on methods of construction used in frame, volumetric, and planar seating; elements of design, modeling and prototyping, and advanced construction techniques; unique chair design begun in the first semester completed in the second semester. 0952.50

**WDTEC 215B**  
**Advanced Furniture: Chair Construction**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Prerequisite: Wdtec 215A

Construction of a contemporary chair: Cutting, machining, assembling and analyzing the chair developed in WDTEC 215A; emphasis on hands-on building of a finished chair. 0952.50

**WDTEC 248GA-MZ**  
**Selected Topics in Wood Technology**

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR)

See section on Selected Topics. 0952.50

**WDTEC 250A****Introduction to Furniture Making**

4 units, 2 hours lecture, 6 hours laboratory (GR or P/ NP)

Offered Summer Session.

Non-degree applicable

Introductory technology of furniture making: Plan reading, joinery, tools, power tools, and finishes; provides laboratory experience in furniture construction. 0952.50

**WDTEC 250B****Introduction to Furniture Making**

4 units, 2 hours lecture, 6 hours laboratory (GR or P/ NP)

Offered Summer Session.

Prerequisite: Wdtec 250A

Non-degree applicable

Continuation of WDTEC 250A: Advanced individualized instruction in more complex projects with appropriate laboratory experience. 0952.50

**WDTEC 252****Woodworking**

1 unit, .67 hour lecture, 2 hours laboratory (GR or P/ NP)

Non-degree applicable

Course study under this section may be repeated three times.

Introduction to woodworking: Emphasis on plan reading, joinery, tools, power tools, machines; and related laboratory projects. 0952.50

**WDTEC 271****Artisans in Wood I**

4 units, 2 hours lecture, 6 hours laboratory (GR or P/ NP)

Recommended preparation: ESL 264.

Course study under this section may be repeated one time.

Training in basic woodworking and communication skills: Lecture, demonstration, and hands-on practice with tools and materials of cabinet and furniture making; safe and efficient application of machine-oriented woodworking techniques; emphasis on communication and problem-solving skills related to woodworking industry. 0952.50

**WDTEC 272****Artisans in Wood II**

4 units, 2 hours lecture, 6 hours laboratory (GR or P/ NP)

Prerequisite: Wdtec 271

Recommended preparation: ESL 264.

Course study under this section may be repeated one time.

Continued training in woodworking and communication skills: Lecture, demonstration, and hands-on practice with advanced woodworking techniques; multiphase production techniques; project and production team management. 0952.50

**COPED 466N****Occupational Work Experience in Wood Technology**

1-4 units, hours to be arranged (GR) 0952.50

# Faculty

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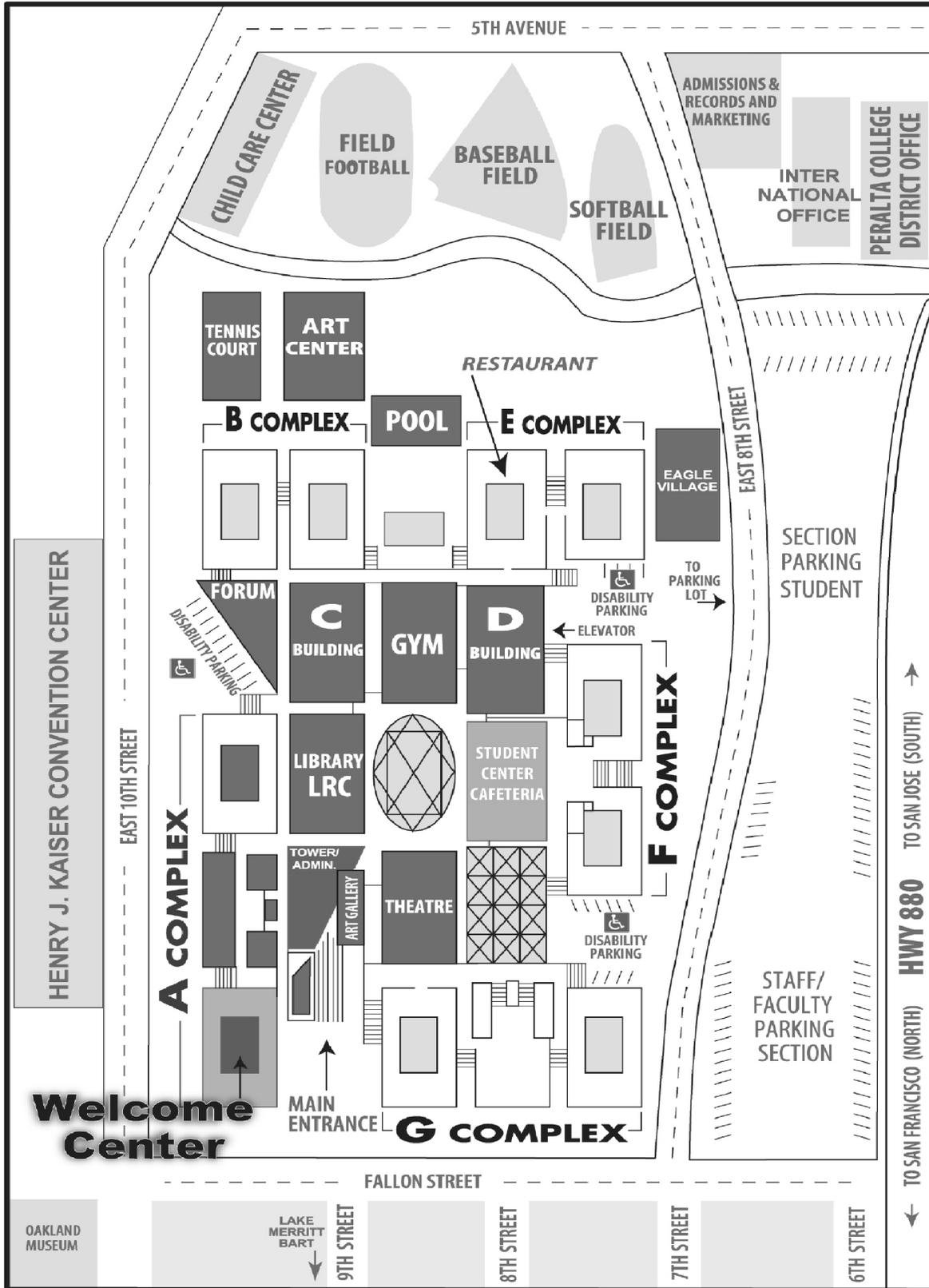
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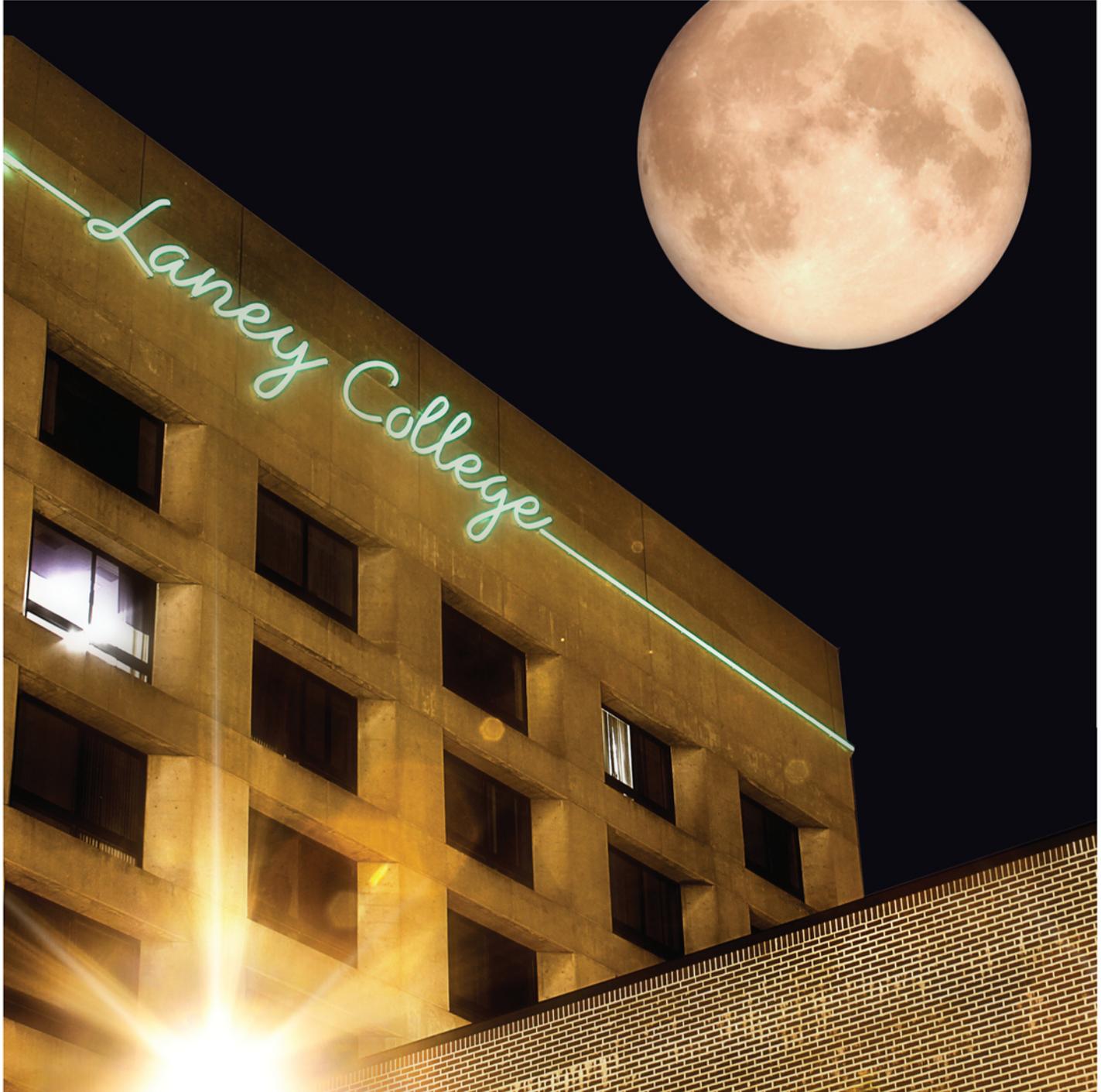
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