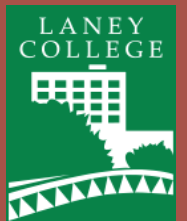




# 2019-2020 CATALOG

# LANEY COLLEGE





**CONGRATULATIONS LANEY EAGLES!**  
**2018 STATE & NATIONAL JUNIOR COLLEGE FOOTBALL CHAMPIONS!**

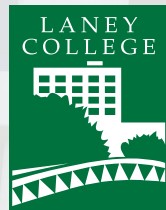


**[LANEYATHLETICS.COM](http://LANEYATHLETICS.COM)**



**DREAM. FLOURISH. SUCCEED.**

# **LANEY COLLEGE CATALOG 2019-2020**



**Laney College**  
900 Fallon Street  
Oakland, CA 94607  
Phone: (510) 834-5740  
[Laney.edu](http://Laney.edu)



**Peralta Community College District**  
Berkeley City College  
College of Alameda  
Laney College  
Merritt College

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Laney College does not discriminate on the basis of age, race, religion, color, gender identity, gender expression, sexual orientation, ancestry, citizenship, national origin, military or veteran status, disability, marital status, pregnancy, medical condition, and immigration status.

## **LANEY COLLEGE CATALOG 2019-2020**

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## **LETTER FROM THE PRESIDENT**



I'm proud to welcome you to Laney College which offers innovative and relevant courses and programs that were created and fine-tuned specifically to ensure that you reach your career and educational goals. I am consistently inspired by the persistence, endurance, and achievement of our graduates, who transfer to excellent universities and complete degrees and certificates in one of the 100+ programs we offer.

As you learn with us, you will find that interactions with your fellow students, instructors, and staff will simultaneously challenge and support your thinking as you pursue your dreams.

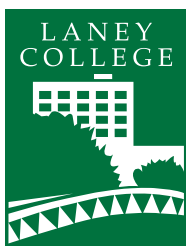
It is our primary goal to create a welcoming and inclusive learning environment where you can succeed. We are privileged to travel with you on your academic journey. Know that we see you, we value you, and you are Laney.

**Dream. Flourish. Succeed.**

In community,

**Tammeil Y. Gilkerson, Ed.D.**  
**Laney College President**





## 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 colleges, serving 17,000 students per year. Laney offers 63 associate degrees in the liberal arts and science fields, including transfer degrees. 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 58 certificate programs and numerous short-term courses.

## LANEY COLLEGE'S MISSION, VISION, AND VALUES

### Mission

Laney College educates, supports, and inspires students to excel in an inclusive and diverse learning environment rooted in social justice.

### Vision

Dream. Flourish. Succeed.

### Values

**Respect:** We demonstrate a commitment to the value of each individual through trust, cooperation, and teamwork. We recognize the worth of each individual and their ideas and treat each other and those we serve fairly, with compassion and with esteem.

**Diversity:** We are a multicultural and diverse organization, an enriching blend of people and ideas. This college is a place for all people, an environment devoted to fostering and embracing the diversity of our staff, faculty and student body.

**Appreciation:** We demonstrate recognition in the value of efforts put forth by all of our faculty, staff, administrators, and students. We will foster employee growth and performance levels through personal development.

**Competence:** We share a commitment to performing our work assignments with excellence and continuous improvement. We emphasize doing our best in teaching and learning, student achievement, administrative practices, and delivery of support services.

**Integrity:** We are committed to nurturing campus trust by holding ourselves accountable to the highest standards of professionalism and ethics.

**Accountability:** We are individually and collectively responsible for achieving the highest levels of performance in helping students acquire the necessary skills and abilities to earn associate degrees, certificates, transfer, and career preparation. We continually evaluate ourselves in an effort to improve

## ADMINISTRATION

**Tammeil Y. Gilkerson, Ed.D.**  
President

**Rudy Besikof, Ed.D.**  
Vice President of Instruction

**Vicki Ferguson**  
Vice President of Student Services  
and Title IX Coordinator

**Derek Pinto, Ed.D.**  
Vice President of  
Administrative Services

**Chuen-Rong Chan, Ph.D.**  
Division Dean, Liberal Arts

**Peter Crabtree**  
Division Dean, Career and Technical  
Education

**Mark Fields, Ed.D.**  
Division Dean, Social Sciences  
and Humanities

**Mildred Lewis, Ed.D.**  
Division Dean, Enrollment Services

**C. Denise Richardson**  
Division Dean, Mathematics  
and Sciences

**Jean Paul Schumacher**  
Division Dean, Student Services

**Diane W. Chang**  
Associate Dean, Student Success

our effectiveness and efficiency in meeting the educational needs of our community.

**Innovation:** We encourage and support creativity, collaboration and risk-taking. We foster and promote innovation in the design, development, support, delivery, and management of all programs and services.

**Collaboration:** We work cooperatively in a shared governance environment and value individual ability and diversity in thinking as essential to promote open communication, active participation, exchange of ideas, and collaborative decision-making.

## GENERAL INFORMATION

### Institutional Learning Outcomes

To stimulate a culture of ongoing instructional improvement using assessment to facilitate student success, assessment practices at Laney College ensure quality educational opportunities that respond to the needs of the local and global community. Assessment is an ongoing process that improves student learning and institutional effectiveness through dialogue based on evidence. We value honesty, integrity, curiosity, and the courage to ask deep and interesting questions about student learning, our teaching practices, and our effectiveness as a learner-centered college.

Institutional Learning Outcomes comprise the knowledge, skills, abilities, and attitudes that students are expected to develop as a result of their overall experiences with any aspect of the college, including courses, programs, and student services.

### Communication

Students will effectively express and exchange ideas through various modes of communication.

### Critical Thinking and Problem Solving

Students will be able to think critically and solve problems by identifying relevant information, evaluating alternatives, synthesizing findings and implementing effective solutions.

### Career Technical Skills

Students will demonstrate technical skills in with the demands of their field of study.

### Global Awareness, Ethics, and Civic Responsibility

Students will be prepared to practice community engagement that addresses one or more of the following: environmental responsibility, social justice and cultural diversity.

### Personal & Professional Development

Students will develop their knowledge, skills and abilities for personal and/or professional growth, health, and wellbeing.

### Accuracy Statement

Laney College endeavors to accurately and fairly present its programs, course descriptions, schedules and policies, and to ensure that all information presented in this catalog is correct and current as of the date of its release. Laney College assumes no responsibility for administrative or publication errors.

In addition, Laney College reserves the right to add, amend, modify, or withdraw any of its policies, course descriptions, class schedules, or other information reflected here from time to time. Please check our website at [Laney.edu/catalog](http://Laney.edu/catalog) for our catalog supplement and the most current, available information.

### Catalog Rights

Students completing the requirements for the associate degree, associate degree for transfer, 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. The "withdrawal" symbol (W) constitutes enrollment. 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 for the degree/certificate are completed;
- or
3. The regulations current at the time the student files and receives the degree/certificate.

**Catalog rights do not apply to CSU GE or IGETC certification.** Students must follow the CSU GE or IGETC pattern in effect when they petition for certification. Courses used for certification must be on the approved list at the time they are completed.

### Accreditation

Laney College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (ACCJC), 10 Commercial Boulevard, Suite 204, Novato, CA 94949, (415) 506-0234, an institution accrediting body, recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education ([www.accjc.org](http://www.accjc.org)).



### Instructional Program and Certificates

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The Laney College instructional program is designed to provide: general education courses which provide students with knowledge, provides late afternoon, evening, and Saturday classes which permit working members of the community earn an associate degree certificates, 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, with 10 minutes passing time.

### Responsibility for Meeting Requirements

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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 their 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.

### 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 can be found on the website at [Laney.edu/info](http://Laney.edu/info).

### Title IX (Gender Equity) and Prohibition of Unlawful Harassment

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Title IX of the Education Amendments of 1972 (Title IX), California Education Code 212.5, and the U. S. Department of Education's implementing regulations prohibits discrimination on the basis

of sex in federally financially assisted education programs and activities.

Members of the college community, guests and visitors have the right to be free from sex stereotypes in education, sexual violence, and sexual harassment. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The college believes in zero tolerance policy for gender-based misconduct/harassment. When an allegation is forwarded to the appropriate administrator, and it is found that the policy has been violated, serious sanctions will be used to reasonably ensure that such actions are never repeated.

For more information or to file a Title IX violation complaint, contact, Vicki Ferguson, Vice President of Student Services/Title IX Coordinator located in T-815, at (510) 464-3340. In addition, see **AP 3430** Prohibition of Harassment on page 357. policy at <http://web.peralta.edu/trustees/bps-aps/>

### Discrimination and Harassment Complaints and Investigations

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Any person who has suffered harassment, discrimination, or retaliation may file a formal or informal complaint of harassment, discrimination, or retaliation. A formal complaint is a written and signed statement filed with the District or the State Chancellor's office that alleges harassment, discrimination, or retaliation in violation of the District's Board Policies, Administrative Procedures or in violation of state or federal law. An informal complaint is any of the following:

(1) An unwritten allegation of harassment, discrimination, or retaliation; (2) A written allegation of harassment, discrimination, or retaliation that falls outside the timeline for a formal complaint; or

(3) A written complaint alleging harassment, discrimination, or retaliation filed by an individual who expressly indicates that he/she does not want to file a formal complaint.

For more information see page 358 or at <http://web.peralta.edu/trustees/bps-aps/>

### Sexual and Other Assaults on Campus

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Peralta Police Services shall make available sexual assault awareness information to students and employees.

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

For more information see **AP 3540**, Sexual and Other Assaults on Campus on page 361 or at <http://web.peralta.edu/trustees/bps-aps/>

### Drug & Alcohol Free Environment

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The unlawful possession, use or distribution of any illicit drugs or alcohol by students on college property or at college-sponsored activities or events is prohibited. Violation may constitute criminal conduct which could result in prosecution under state and/or federal law.

It is the policy of the college to impose appropriate disciplinary sanctions on students for the unlawful possession, use or distribution of illicit drugs or alcohol.

Appropriate disciplinary sanctions may include suspension or expulsion for students or suspension or termination for employees, and may also include requiring the completion of a rehabilitation program. The standards of conduct for students and the applicable sanctions for violating the standards are contained in the Peralta Community College District Board Policy on Student Rights and Responsibilities and in **AP 5500** policy on page 370.

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#### **Non-discrimination Statement**

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Laney College does not discriminate on the basis of age, race, religion, color, gender identity, gender expression, sexual orientation, ancestry, citizenship, national origin, military or veteran status, disability, marital status, pregnancy, medical condition, and immigration status.

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#### **Information Technology Use**

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Laney College has a strict technology policy for copyright, network use, abuse of computer privileges, prohibited activities, along with users rights and responsibilities. The College recognizes the privacy interests of employees and students and rights to freedom of speech.

For more information, visit <http://web.peralta.edu/trustees/bps-aps/>

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#### **Clery Act**

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The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act, codified at USC 1092(f) as part of Higher Education Act of 1965, is a federal law that requires all colleges

and universities to keep and disclose information timely and annually about certain crime on and near their respective campuses.

For more information about the Clery Act, crime statistics, and resources visit <http://web.peralta.edu/general-services/clery-act/>.

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#### **Student Standards of Conduct, Discipline Procedures, and Due Process**

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The purpose of this procedure is to provide a prompt and equitable means to address violations of the Student Standards of 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.

For more information see **AP 5500**, Student Standards of Conduct, Discipline Procedures, and Due Process on page 370.

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#### **Student Rights and Grievance Procedures**

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The purpose of this procedure 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.

For more information, see page 375.

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#### **Smoking**

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Smoking is prohibited in all indoor and outdoor Peralta Community College District's ("PCCD") campus locations and District Administrative Centers.

For more information see **AP 3570 Smoking** on page 383.

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#### **Weapons on Campus**

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Weapons and other dangerous objects are prohibited on any District campus or in any facility of the District, unless the person is authorized to possess such a weapon in the course of their employment, has been authorized by District Personnel, or is a duly appointed peace officer, who is engaged in the performance of their duties.

For more information see **AP 3530 Weapons on Campus** on page 384.

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## **PERALTA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**

**Julina Bonilla**  
President

**Meredith Brown, J.D.**  
Member

**Nicky González-Yuen, J.D., Ph.D.**  
Member

**Linda Handy**  
Member

**Cindi Napoli-Abella Reiss, Ph.D.**  
Member

**Karen Weinstein, Ph.D.**  
Vice President

**Bill Withrow**  
Member

**Romina Contreras**  
Student Trustee

**Dowell Stanley**  
Student Trustee

## **DISTRICT ADMINISTRATION**

**Frances L. White, Ph.D.**  
Acting Chancellor

**Siri Brown, Ph.D.**  
Vice Chancellor, Academic Affairs

**Minh Lam**  
Interim Vice Chancellor, Information  
Technology and Research

**Jason Cifra**  
Vice Chancellor of Student Affairs

**Leigh Sata**  
Interim Vice Chancellor, General  
Services

**Albert J. Harrison II, Ph.D.**  
Interim Vice Chancellor, Finance and  
Administration

**Chanelle Whittaker, J.D.**  
Interim Vice Chancellor, Human  
Resources and Employee Relations

## **ABOUT THE PERALTA COMMUNITY COLLEGE DISTRICT**

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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 sixth 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 as its vocational campus and 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, a Spanish military man who was granted 44,800 acres in August 1820, the modern district, situated in six cities, is on these 44,800 acres. 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:

We are a collaborative community of colleges. Together, we provide educational leadership for the East Bay, delivering programs and services that sustainably enhance the region's human, economic, environmental, and social development. We empower our students to achieve their highest aspirations. We develop leaders who create opportunities and transform lives. Together, with our

partners, we provide our diverse students and communities with equitable access to the educational resources, experiences, and life-long opportunities to meet and exceed their goals. The District provides accessible, high quality, educational programs and services to meet the needs of our multi-cultural communities.





## ACADEMIC CALENDAR FALL 2019

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<b>August</b>	<b>19</b>	<b>M</b>	<b>Day and Evening Instruction Begins</b>
<b>August</b>	<b>24</b>	<b>S</b>	<b>Saturday Instruction Begins</b>
August	25	Su	Last Day to Add without a Permission Number or Add Card
September	2	M	Last Day to Add Regular Session Classes in person with a Permission Number or Add Card
September	2	M	Last Day to Drop Regular Session Classes and Receive a Refund Note: Short-term and open-entry classes must be dropped prior to the 10% of total class hours to receive a refund.
September	2	M	Last Day to Drop Regular Session Classes without a "W" Appearing on Transcripts
September	2	M	Last Day to Add Regular Session Classes Online with an Instructor Issued Permission Number
<b>September</b>	<b>2</b>	<b>M</b>	<b>Labor Day – Holiday Observance</b>
September	2	M	Census Roster Due
September	2	M	Census Day
September	6	F	Last Day to File for PASS/NO PASS Grading Option for Regular Session Classes
October	18	F	Last Day to File Petition for AA or AS Degree/Certificate
October	22	T	Professional Day – No Classes
<b>November</b>	<b>11</b>	<b>M</b>	<b>Veteran's Day – Holiday Observance</b>
November	15	F	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	15	F	Attendance Verification Day – Instructors Verify Enrollment
<b>Nov/Dec</b>	<b>28 - 1</b>	<b>Th-Su</b>	<b>Thanksgiving – Holiday Observance</b>
December	7	S	Saturday Instruction Ends
December	8-13	Su-F	Final Examinations
<b>December</b>	<b>13</b>	<b>F</b>	<b>Fall Semester Ends</b>
December	20	F	Final Grades Due

**NOTE:** Last day to drop without a "W" appearing on transcript may vary for Short-Term and Open-Entry, Open-Exit classes. Dates are subject to change. See the online Academic Calendar [www.peralta.edu](http://www.peralta.edu) for the latest information.

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## ACADEMIC CALENDAR SPRING 2020

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<b>January</b>	<b>21</b>	<b>T</b>	<b>Day and Evening Instruction Begins</b>
<b>January</b>	<b>25</b>	<b>S</b>	<b>Saturday Instruction Begins</b>
January	26	Su	Last Day to Add without a Permission Number or Add Card
February	2	Su	Last Day to Add Regular Session Classes in person with a Permission Number or Add Card
February	2	Su	Last Day to Drop Regular Session Classes and Receive a Refund Note: Short-term and open-entry classes must be dropped prior to the 10% of total class hours to receive a refund.
February	2	Su	Last Day to Add Regular Session Classes Online with an Instructor Issued Permission Number
February	2	Su	Last Day to Drop Regular Session Classes without a "W" Appearing on Transcripts
February	2	Su	Census Roster Due
February	2	Su	Census Day
February	7	F	Last Day to File for PASS/NO PASS Grading Option for Regular Session Classes
<b>February</b>	<b>14-17</b>	<b>F-M</b>	<b>President's Birthday– Holiday Observance</b>
March	13	F	Last Day to File Petition for AA or AS Degree/Certificate
March	19	Th	Professional Day – No Classes
<b>March</b>	<b>31</b>	<b>T</b>	<b>Cesar Chavez Day – Holiday Observance</b>
April	12-18	Su-S	Spring Recess
April	24	F	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	24	F	Attendance Verification Day – Instructors Verify Enrollment
<b>May</b>	<b>15</b>	<b>F</b>	<b>Malcolm X's Birthday – Holiday Observance</b>
May	16	S	Saturday Instruction Ends
<b>May</b>	<b>18-22</b>	<b>M-F</b>	<b>Final Examinations</b>
<b>May</b>	<b>22</b>	<b>F</b>	<b>Spring Semester Ends</b>
May	29	F	Final Grades Due

**NOTE:** Last day to drop without a "W" appearing on transcript may vary for Short-Term and Open-Entry, Open-Exit classes. Dates are subject to change. See the online Academic Calendar [www.peralta.edu](http://www.peralta.edu) for the latest information.

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## ACADEMIC CALENDAR SUMMER 2020

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<b>June</b>	<b>15</b>	<b>M</b>	<b>Day and Evening Instruction Begins</b>
<b>June</b>	<b>20</b>	<b>S</b>	<b>Saturday Instruction Begins</b>
June	21	Su	Last Day to Add without a Permission Number or Add Card
June	21	Su	Last Day to Add Regular Session Classes in person with a Permission Number or Add Card
June	21	Su	Last Day to Drop Regular Session Classes and Receive a Refund Note: Short-term and open-entry classes must be dropped prior to the 10% of total class hours to receive a refund.
June	21	Su	Last Day to Drop Regular Session Classes without a "W" Appearing on Transcripts
June	21	Su	Last Day to Add Regular Session Classes Online with an Instructor Issued Permission Number
June	21	Su	Census Roster Due
June	21	Su	Census Day
June	25	Th	Last Day to File for PASS/NO PASS Grading Option for Regular Session Classes
June	25	Th	Last Day to File Petition for AA or AS Degree/Certificate
<b>July</b>	<b>6</b>	<b>M</b>	<b>Independence Day – Holiday Observance</b>
July	14	T	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.
July	14	T	Attendance Verification Day – Instructors Verify Enrollment
July	18	S	Saturday Instruction Ends
<b>July</b>	<b>22-23</b>	<b>W-Th</b>	<b>Final Examinations</b>
<b>July</b>	<b>23</b>	<b>Th</b>	<b>Fall Semester Ends</b>
July	31	F	Final Grades Due

**NOTE:** Last day to drop without a "W" appearing on transcript may vary for Short-Term and Open-Entry, Open-Exit classes. Dates are subject to change. See the online Academic Calendar [www.peralta.edu](http://www.peralta.edu) for the latest information.

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# iEnroll@Laney

## Steps for Student Success

1



### Apply Online for Admission and Financial Aid

#### For Admissions

- Complete application at [web.peralta.edu/admissions/](http://web.peralta.edu/admissions/)
- Check your email for the 8-digit student ID number and password.

#### For Financial Aid

- Go to [Laney.edu/financial\\_aid](http://Laney.edu/financial_aid) for information on applying for financial aid.
- Or, fill-out your FAFSA directly at [fafsa.ed.gov](http://fafsa.ed.gov). For the California Dream Act application, visit [dream.csac.ca.gov](http://dream.csac.ca.gov). Laney's school code is 001266.



#### UNDOCUMENTED STUDENTS SUPPORT

Non-US citizens and/or non-residents may be eligible for in-state tuition as well as some financial aid through the California Dream Act. To learn more, visit [Laney.edu/AB540](http://Laney.edu/AB540)

For assistance with applications or other information, visit the Welcome Center or Financial Aid Office.

**Welcome Center**  
Building A, Room 101  
(510) 464-3540  
[Laney.edu/welcome\\_center](http://Laney.edu/welcome_center)

**Financial Aid Office**  
Building A, Room 201  
(510) 464-3414  
[Laney.edu/financial\\_aid](http://Laney.edu/financial_aid)

2



### Complete the Online Orientation

- Go to [studentpathway.com/peralta/laney](http://studentpathway.com/peralta/laney)
- Print or save the Certificate of Completion and submit it to the Assessment Center.
- English for Speakers of Other Languages (ESOL) students need to complete an in-person orientation. Contact the Laney Welcome Center for additional information at (510) 464-3540.

3



### Explore Your Academic & Career Interests

It takes 5 minutes to explore programs and careers that interest you.

- Go to [Laney.edu/explore](http://Laney.edu/explore)
- Sign up or create an account. If asked, Laney's access code is: **laneycollege-students18**
- Take the SuperStrong Interest Assessment and follow the instructions.

4



### Complete Assessment for Placement

Bring a copy of your high school or college transcript to help identify an accurate placement of your English and/or Math courses.

**Schedule an Appointment for ESOL & Chemistry Assessments Only:**  
Online: [Laney.edu/Assessment\\_center](http://Laney.edu/Assessment_center)  
Phone: (510) 464-3259  
Email: [laneyassessment@peralta.edu](mailto:laneyassessment@peralta.edu)

5



### See a Counselor

Complete your Educational Plan in the Counseling Department and get your enrollment hold removed.

#### Schedule an Appointment:

Online: [Laney.edu/counseling](http://Laney.edu/counseling)  
Phone: (510) 464-3152  
Walk-in: Check online for the most up-to-date drop-in hours.  
Counseling is located on the 3rd floor of the Tower Building.

6



### Enroll in Classes

Once you have completed Orientation, Assessment, and created an Educational Plan, you are ready to enroll in classes!

To enroll, go to [passport2.peralta.edu](http://passport2.peralta.edu) or visit the Welcome Center.

7



### Pay Your Fees

Go to [passport2.peralta.edu](http://passport2.peralta.edu) or visit the Cashier's Office in Building A, Room 201.

Please note that to avoid your classes from being dropped, pay fees within two weeks after the semester starts.

8



### Student Identification Card

Bring a valid picture ID and your current class schedule as proof of enrollment to the Welcome Center to get your student ID card.

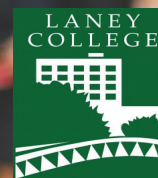


**Laney.edu**  
**Dream. Flourish. Succeed.**

Laney College is committed to advancing the goals of the Student Equity and Achievement Program (SEA) to ensure that students complete their educational plan and a defined course of study. To accomplish this, Laney College continues to enhance the student admissions and enrollment process, adopt additional options in English and math placement, and expand academic and student support services to ensure timely completion of degrees and goals so that students can transfer or join the workforce.

The Steps for Success help new students transition into Laney College. These steps are aimed to help new students identify how to get started with the admissions and enrollment process. In addition, services such as counseling should be utilized by all students through their academic journey.

# Graduate & Transfer Faster Than Ever



STATEWIDE DATA SHOWS THAT YOU CAN SUCCEED AT TRANSFER LEVEL ENGLISH AND MATH WITH SUPPORT AND YOU NO LONGER NEED A PLACEMENT TEST TO ENROLL. WE ARE HERE TO MAKE SURE YOU DO!

ENGLISH

**1A**

For H.S. GPA of 2.6 and above

or

ENGLISH

**1A**

+ English 508ABC

Required if H.S. GPA below 2.6

See A Counselor  
to Help You  
Make the  
Right Choice

MATH

**13**

STATISTICS

For H.S. GPA of 2.3 and above

MATH

**15**

FOR LIBERAL ARTS

MATH

**50**

TRIGONOMETRY

For H.S. GPA of 2.6 and above

MATH

**01**

PRECALCULUS

For H.S. GPA of 2.6 and above

MATH

**13**

+ Math 213

STATISTICS

Required if H.S. GPA is below 2.3

MATH

**15**

FOR LIBERAL ARTS

No Required  
Support Course

MATH

**50**

+ Math 216

TRIGONOMETRY

Required if H.S. GPA is below 2.6 & no precalculus

MATH

**01**

+ Math 215

PRECALCULUS

Required if H.S. GPA is below 2.6

## ESSENTIAL LANEY COLLEGE CAMPUS OFFICES & SERVICE CENTERS

<b>ADMISSIONS &amp; RECORDS, A-109</b> (510) 464-3101	<b>FINANCIAL AID, A-201</b> (510) 464-3414
<b>ATHLETICS, FIELD HOUSE</b> (510) 464-3478	<b>FITNESS CENTER, C-102</b> (510) 986-6997
<b>BOOKSTORE, STUDENT CENTER LOWER LEVEL</b> (510) 464-3514	<b>INFORMATION TECHNOLOGY: HELP DESK</b> LANEYHELPDESK@PERALTA.EDU
<b>BURSAR/CASHIER, A-201</b> (510) 464-3129	<b>LIBRARY, LIB</b> (510) 464-3497
<b>BUSINESS OFFICE, T-213</b> (510) 464-3228	<b>LOST &amp; FOUND, A-102</b> (510) 464-3540
<b>CAFETERIA, SC 2ND FLOOR</b> (510) 464-3512	<b>PUBLIC INFORMATION, T-807</b> (510) 986-6922
<b>CHILDCARE CENTER, CCC</b> (510) 464-3575	<b>EMPLOYMENT SERVICES &amp; TRANSFER CENTER, T-201</b> (510) 464-3135
<b>COUNSELING, T-301</b> (510) 464-3152	<b>RECRUITMENT, ASSESSMENT, AND SCHOOL RELATIONS DEPARTMENT, A-101</b> (510) 464-3515
<b>ENROLLMENT SERVICES DIVISION, A-109</b> (510) 986-6939	<b>STUDENT ACTIVITIES &amp; CAMPUS LIFE, SC-412</b> (510) 464-3188
<b>CTE DIVISION, T-713</b> (510) 464-3246	<b>TUTORING, EV-1</b> (510) 464-3426
<b>LIBERAL ARTS DIVISION, T-714</b> (510) 464-3222	<b>VETERAN AFFAIRS, STUDENT CENTER, 300E</b> (510) 986-6994
<b>HUMANITIES &amp; SOCIAL SCIENCES DIVISION, T-710</b> (510) 464-3250	<b>VICE PRESIDENT OF INSTRUCTION, T-701</b> (510) 986-6908
<b>MATH &amp; SCIENCE DIVISION, T-707</b> (510) 464-3102	<b>VICE PRESIDENT OF STUDENT SERVICES, T-813</b> (510) 464-3252
<b>STUDENT SERVICES DIVISION, T-351</b> (510) 986-6992	<b>WELCOME CENTER, A-101</b> (510) 464-3540
<b>DISABLED STUDENT PROGRAMS AND SERVICES, E-251C</b> (510) 464-3428	<b>WELLNESS CENTER I, T-250</b> <b>WELLNESS CENTER II, SC-410</b> (510) 464-3134
<b>EOPS/CARE, A-106</b> (510) 464-3423	





## SERVICES FOR STUDENTS

### Adult Transitions Program

Building A, Room A-207  
(510) 464-3398  
laney.edu/adulttransitions/

Laney Adult Transitions Program serves adults (18+) who are interested in enrolling at Laney campus to further their education and increase their employability. Laney is a safe space that welcomes diversity and fosters respect, and indiscriminate engagement amongst staff and students.

### Art Gallery

Tower Administration Building, Lobby  
(510) 464-3267  
laney.edu/art\_gallery

The June Steingart Gallery 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 through which interns learn the basics of managing a professional art gallery, including the 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: [www.laney.edu/art\\_gallery](http://www.laney.edu/art_gallery).

### Recruitment, Assessment, and School Relations Department (formerly Assessment Center)

Building A, Room A-101  
(510) 464-3515  
laney.edu/assessment\_center  
laneyassessment@peralta.edu

The department is designed to provide a number of services to students and members of the community:

- Orientation to the college.
- Assessment for placement
- ESOL (English for Speakers of Other Languages) and chemistry assessment tests.

### Athletics

Laney Field House  
(510) 464-3478  
laney.edu/athletics

The Laney College intercollegiate athletic program provides students the opportunity to participate in men's football, baseball, and women's basketball, swimming, track and field, volleyball and water polo. Laney College is a member of the Bay Valley Conference (BVC) and the California Community Colleges Athletic Association (CCCCAA).

### Bookstore

Student Center, Lower Level  
(510) 464-3514  
laney@bkstr.com  
laney.edu/bookstore/

The Laney College bookstore carries all course materials required for courses at the college, as well as school supplies, imprinted clothing and gift items, course-related reference materials, beverages, and snacks.

The bookstore will buy-back used textbooks from students during business hours. If the book has been reordered for the upcoming semester, students will be paid up to 50 percent of the purchase price. The best time to sell books is toward the end of the semester after the instructors have placed their orders.

Textbooks are stocked in the 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.

### CalWORKS

Building A, Room A-106  
(510) 986-6946

CalWORKS funds are for the purpose of assisting students receiving welfare and those in transition off of welfare to achieve long-term self-sufficiency through coordinated student services including: work study, job placement, child care, coordination, curriculum

development and redesign, and under certain conditions post-employment skills training, and instructional services.

### Cooperative Agencies Resources for Education (CARE)

Building A, Room A-106  
(510) 464-3423  
laney.edu/eops  
laneycollegeeops@peralta.edu

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 their educational goals. CARE offers the following services: counseling, orientation, personal development classes, support groups, peer advising, workshops, financial, and childcare assistance.

### Child Care

East 10th St. & 2nd Ave.  
(510) 464-3574  
laney.edu/child\_care/

The Peralta Community College District provides free, limited child-care services for pre-school children of qualified full-time students. Students who wish to enroll their children in the campus Children's Center should apply directly at the Center.

### Counseling

Tower Building, Room T-301  
(510) 464-3152 or 3154  
laney.edu/counseling  
laneycounseling@peralta.edu

Laney College offers a wide range of professional counseling services for enrolled 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., career and life planning

Students must develop their first year "Educational Plan" with a counselor.

Counselors are available by appointment at (510) 464-3152. For brief questions or emergency problems, counseling services are available on a drop-in basis.

### **Disabled Student Programs and Services (DSPS)**

Building E, Room E-251  
(510) 464-3428  
laney.edu/dsp

The Disabled Student Programs and Services (DSPS) provides 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:

**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.

**Hearing Impaired Services** provides interpreting, registration, and other support services for hearing impaired students.

**Alternative Media Center** provides books and other materials in other formats such as Braille, e-text, and large print.

DSPS sponsors specialized educational programs as follows:

- **The Learning Skills Program-** for students with learning disabilities, offering specialized tutoring and test accommodations for Laney classes.
- **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. Laboratory time is available for trained students to use the computers for class assignments.

Courses offered through the Learning Resources Department may be repeated based on:

- Need for adequate preparation for other courses
- Enhanced learning and continuing success in academic areas
- Measurable progress

For these programs or services, appointments must be made with a DSPS counselor in the Disability Resource Center.

### **Employment Services Center**

Tower Building, 2nd Floor, Room T-201  
(510) 464-3352  
laney.edu/employment/

The Employment Services Center assists students with a number of services, including resume building, interview workshops, and employment information. The center also holds job fairs each semester to connect students with potential employers.

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

Building A, Room A-106  
(510) 464-3423  
laney.edu/eops  
laneycollegeeops@peralta.edu

The Extended Opportunity Programs and Services (EOPS) provide educational opportunity for non-traditional students who are educationally and economically disadvantaged. Support services include, 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.

### **International Education**

333 E.8th St., Oakland, CA  
(510) 587-7834  
<http://international.peralta.edu>

The Office of International Education provides quality support services to enhance student learning for international students in the following areas: admissions, immigration issues, academic/personal counseling and

advising, orientation for new students, tuition issues, housing, activities, trips, health, medical, and safety issues, tax workshops and more.

All international students must first apply through the Office of International 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.peralta.edu>.

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

### **Laney Bistro**

Building E  
(510) 464-3405  
laney.edu/bistro

The Laney Bistro is located near the Lake Merritt Channel and features meticulously prepared and graciously served contemporary dishes, utilizing fresh locally sourced ingredients. Students create seasonal foods and international cuisine with traditional methods and modern flair. From classic French and Italian cooking to the savory flavors of Mexico and Szechwan China, each week our students prepare a different world cuisine utilizing authentic techniques.

### **Learning Communities**

For detailed information on learning communities, see page 20.

### **Library/Learning Resources Center**

L Building  
(510) 464-3497  
laney.edu/library

The Library and Learning Resources Center (Library) houses a wide variety of services and resources for students, faculty, and staff.

The main floor of the Library, contains more than 30,000 volumes, 215 periodicals, pamphlets, and microform materials. Also available are photocopiers and computers for library research, study rooms, and a leisure reading area. The

Listening-Viewing Center is located on the lower level of the "L" Building.

The library provides research, independent study, and self-enrichment materials for students, faculty, and staff. The library collection includes books, magazines, journals, newspapers, DVDs, a variety of electronic databases, and access to the internet. Search the collection by using the online library catalog. Americans with Disabilities Act (ADA) compliant workstations are available. Computers are available for word processing and for completing class assignments. The center provides assistance in using the computers.

Librarians provide individual assistance, orientations, and credit courses for students who need help using the library's resources. Special collections include: textbooks, ESOL books, children's books, and graphic novels. The library also provides copy machines and printing services for a nominal fee. Wi-Fi is available throughout the building. Group study rooms are available on a reservation basis.

For policy information visit [laney.edu/library](http://laney.edu/library).

### **Newspaper: The Laney Tower**

Tower Building, 7th floor  
(510) 464-3459  
[laneytower.com](http://laneytower.com)

The Laney Tower is produced by students in Laney's 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.

### **Phi Theta Kappa**

[laney.edu/phi\\_theta\\_kappa](http://laney.edu/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.

For more information, visit, [Laney.edu/phi\\_thetakappa](http://Laney.edu/phi_thetakappa)

### **Safety Aide Program**

(510) 464-3126  
[laney.edu/safetyaides](http://laney.edu/safetyaides)  
[laney.safetyaides@peralta.edu](mailto:laney.safetyaides@peralta.edu)

The Laney Safety Aides are members of a team of diverse student leaders in good academic standing who have demonstrated excellent leadership abilities. Safety aides reinforce safety policies on campus.

While working closely with staff, faculty, and law enforcement, the safety aides help the Laney campus continue to maintain a safe learning environment. Safety aides assist with patrolling the campus, providing escorts to BART and the parking lots surrounding our campus. Through their hard work, safety aides develop important skills including, leadership, communication skills, safety policies and procedures, and they are CPR compliant by completing a 40-hour training session prior to being hired.

### **Scholarships and Awards**

**Peralta Colleges Foundation**  
(510) 587-7890  
[web.peralta.edu/foundation](http://web.peralta.edu/foundation)

The college maintains a limited listing of scholarships and awards sponsored by various alumni, professional groups, and other friends of the college. Most scholarships are special merit awards 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 sent to your Peralta e-mail address, posted on the Peralta Colleges Foundation webpage, and posted on social media.

### **Student Activities and Campus Life**

Student Center, Fourth Floor, Room 412  
(510) 464-3536  
[laney.edu/student\\_activities/](http://laney.edu/student_activities/)

Student activities are recognized as an integral part of the college curriculum. These activities provide students with opportunities to apply concepts learned in class while continuing to build skills for careers, transfer, and community

involvement. Students interested in forming new clubs, running for student body office, or other student activities should contact the Student Activities Director at the Student Center.

### **Resources Available**

- Eagles Pantry & fresh produce distribution
- Housing referrals
- Shower facilities for homeless students
- Book voucher program

A student guide to free and low-cost resources at Laney College and local community is available at the Office of Student Activities and Campus Life.

### **Student Ambassadors**

Welcome Center, Building A, Room A-109  
(510) 464-3122  
[laney.edu/outreach/ambassadors](http://laney.edu/outreach/ambassadors)

Student ambassadors are members of a team of diverse student leaders in good academic standing who have demonstrated leadership abilities. Working closely with staff and faculty, student ambassadors represent 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 enrollment services at Laney College.

### **Student Government: Associated Students of Laney College (ASLC)**

Student Center, Fourth Floor, Room 412  
(510) 464-3536  
[laney.edu/studentgovernment](http://laney.edu/studentgovernment)

Officers elected by the student body 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**

Student Center, Fourth Floor, Room 412  
(510) 464-3536

[laney.edu/student\\_activities](http://laney.edu/student_activities)

The Associated Students of Laney College (ASLC) charters all student organizations. These organizations must submit a constitution approved by the ASLC. 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. These policies require open membership and prohibit hazing or secret initiations. For more information, visit [laney.edu/student\\_activities](http://laney.edu/student_activities). All activities and events sponsored by student groups must be supervised by members of the faculty or staff.

### **Transfer Center**

Tower Building, Room T-201  
(510) 464-3135

[laney.edu/transfer](http://laney.edu/transfer)

The Transfer Center offers a variety of services to help students transfer to the California State University and University of California system, as well as independent colleges and universities.

### **Supportive Resources & Services**

Library of college handbooks and reference handbooks, four-year college representative visits, transfer workshops and information sessions, computers for research and applications, field trips to four-year colleges, online calendar of transfer activities, and an annual Transfer Day fair.

### **Cross Registration Program**

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 and Mills College. To learn more about the program make an appointment at the counseling department, Laney Tower, 3rd floor.

**Historically Black Colleges and Universities (HBCUs) Transfer Program**  
garding participating HBCUs Universities. For more information see Transfer section.

### **Tutoring Centers**

Tutoring at Laney College provides instructional support across the college curriculum and is offered in three main strategically-located centers on campus:

#### **James Oliver Community Writing Center**

Building B, Room B-260  
(510) 464-3426

The Writing Center provides drop-in tutoring in reading and writing across the curriculum, writing workshop courses in English for Speakers of Other Languages and English access to computers for use in completion of writing assignments, and paid work experience for student tutors.

#### **Math Lab**

Building G, G-201  
(510) 464-3448

The Math Lab offers drop-in tutoring in mathematical concepts, a productive study environment, access to instructors, and paid work experience for student tutors.

### **Mental Health Services**

Tower Building, 2nd Floor  
(510) 464-3535

Counselor: Lisa Sawadogo, LPCC  
Monday -Thursday: 8:30 a.m. - 4:30 p.m.

### **Tutoring Resource Center**

EV-1

The Tutoring Resource Center provides general support for subjects such as: Chemistry, Biology, Physics, Chinese, French, and Spanish.

Students interested in working as tutors in the Tutor Program should contact the tutoring coordinator. Tutoring in other subjects is offered through specific departments in designated areas. Check with your instructors for current availability.

### **Veteran Affairs**

Tower Building, 3rd Floor, Room 302  
(510) 986-6994  
[laney.edu/veteran\\_affairs](http://laney.edu/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 veterans' benefits are provided by the Veterans Affairs Office in the Student Center.

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.

### **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**

Building A, Room A-109  
(510) 464-3540  
[laney.edu/welcome\\_center/](http://laney.edu/welcome_center/)

Open for students to receive assistance with online admissions, registration, the Free Application for Federal Student Aid (FAFSA), photo ID services, and class schedule print outs

## Wellness Center

Laney provides on-campus services in two locations of a nurse and mental health counselor to support student health and wellness. Consultation and health services are free to all students.

### Wellness Center I

Tower Building, T-250  
(510) 464-3384  
laney.edu/health\_center

- First aid, burns, cuts, abrasions falls
- Medical supplies (Motrin, aspirin, extra strength Tylenol, antacids, condoms, feminine products, band-aids, face masks, cough drops, vitamin C)
- Eye exam voucher
- Lactation room
- Pregnancy testing
- Dental resources

### Wellness Center II

Student Center, 4th Floor, Room SC-410  
(510) 464-3134

#### Services Available:

- Mental health counseling
- Birth control
- Family planning
- Health testing, education and referral services
- On site enrollment into public health insurance programs



## LEARNING COMMUNITIES

Laney College learning communities are programs designed to promote student success.

### Asian Pacific American Student Success (APASS)

Gym 112  
(510) 464-3160  
laney.edu/apass

APASS is designed to support Asian Pacific Americans in pursuit of academic success by promoting individual growth

and personal success through a culturally sensitive environment, recognizing the cultural diversity within the Asian and Pacific Islander communities, and fostering unity within the multicultural college community and beyond.

### Latinx Center Cultural Center

(Eagle Village 3  
(510) 986 6950 or (510) 464 3199  
laney.edu/latinx

The Latinx Cultural Center program assists Chicanx/Latinx students to be successful at Laney College. We are located in the Eagle Village 3 (EV3). Some of our services include, group study, tutoring, Indigenous Languages workshops (Mam, Nauatl, & Zapoteco) LCC Club, Soccer Club, ESOL, Empowering Latinx Women, and job opportunities. We also provide help to apply for enrollment, scholarships, and financial aid. In addition, it is a welcome center, an information, and referral source. The Latinx Cultural Center focuses on the outreach, recruitment, and education of the Latinx community with college credit and non-credit courses. Students can also receive assistance in basic skills, Career and Technical Education (CTE), English for speakers of other languages, and Spanish for bilingual students.

### Gateway to College

Building A, Room A-203  
(510) 986-6941  
laney.edu/gateway

Gateway to College is a scholarship program that provides academically and economically disenfranchised Alameda County residents 16 to 20 years old with an opportunity to experience success in an academically rigorous, supportive and safe environment as they pursue their high school diplomas and transition into college.

### NextUp

Building B, Room B-24  
(510) 986-6962

NextUp serves current and former foster youth. This is a two-year program designed to support former foster youth as they enter and succeed at Laney College and prepare for satisfying and rewarding careers. NextUp is a collaboration between Laney College's EOPS program and Beyond Emancipation.

### Restoring Our Communities (ROC)

Building E, Room E-203  
(510) 464-3176  
laney.edu/restoringourcommunities

Restoring Our Communities is a program designed by formerly incarcerated people to serve formerly incarcerated and justice systems impacted students. ROC features a pathways model to support students in career technical education and 4-year transfer pathways.

### Umoja-UBAKA

Eagle Village II  
(510) 464-3412  
laney.edu/umoja-ubaka

The Umoja-UBAKA Student Success Community aims to increase the success and graduation and transfer rates of African, African American and other students through tailored classes, academic counseling, tutorial support and activities. Umoja-UBAKA promotes student and community empowerment through an affirming atmosphere and culturally-responsive curriculum specifically focused on the Black experience. All students are welcome to be part of Umoja-UBAKA.

### Industrial Maintenance Program

(510) 464-3444  
laney.edu/industrialmaintenance

Laney College offers a 9-month, 29.5-unit certificate program in industrial maintenance that will allow successful students to gain entry to a demanding and rewarding career. This is a multi-disciplinary program that provides students hands-on training in machining, welding, electricity and blueprint reading. Math and English skills are taught in context to support student learning in these core subjects. This stackable certificate will prepare students for entry-level jobs in this industry or ready them for a second-year certificate.





## ADMISSIONS & ENROLLMENT INFORMATION

Visit us online at:  
[Laney.edu/admission\\_records](http://Laney.edu/admission_records).

### ADMISSIONS REQUIREMENTS ELIGIBILITY FOR ADMISSIONS

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

### ADMISSIONS PROCEDURES

The student must apply for admission online through <http://bit.ly/laneyenroll>. Please follow the Open CCCApply instructions to complete and submit an online admission application. Once an application is submitted, a message is sent to the student's Peralta email or an email assigned by Open CCCApply giving the student instructions on how to log onto the Passport Student Center where the student can enroll in classes. Unless exempted from the Student Equity & Achievement Program, the student must also complete assessment, orientation, and counseling requirements. Detailed instructions may be found online as well as in the printed schedule of classes. On campus assistance for online registration is available in the (www.laney.edu/welcome\_center).

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

transcripts from other previously attended schools be mailed directly to the District Admissions and Records Office by the school issuing them.

### ADMISSION OF NON-RESIDENT 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 a non-resident. The student will be charged non-resident tuition in addition to the California Community College enrollment fee, campus center use fee, health services fee, and AC Transit Fee.

Please be aware that students can obtain in-state tuition through California Assembly Bill 540 (AB 540). Visit the website for more details, [Laney.edu/AB540](http://Laney.edu/AB540).

Non-residents who are 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: Non-resident students pay all fees unless specifically exempted from paying a particular fee.

### ADMISSION OF INTERNATIONAL STUDENTS

International students are eligible for admission, but must hold an F-1 or M-1 visa. Special regulations govern the admission of foreign students. International students should contact the Office of International Education for application and admissions information at (510) 466-7380 or by fax at (510) 465-3257 or email [gloaled@peralta.edu](mailto:gloaled@peralta.edu). Upon acceptance, the student must complete the online CCCApply application at [www.cccapply.org](http://www.cccapply.org).

The Office of International Education is located next to the Peralta Community College District main office at 333 E. 8th Street, Oakland, CA 94606.

### RESIDENCE REQUIREMENTS

To qualify as an in-state resident for tuition purposes, the student 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. The student must also provide evidence to indicate that they intend to make California their permanent home. If the student is an unmarried minor, their residence is that of their parents or legal guardian.

The student is responsible to demonstrate clearly both physical presence in California and intent to establish California residence. In addition, the student must be a U. S. citizen or hold a U.S. Immigration status that does not prevent establishment of residency.

### MILITARY RESIDENCE EXEMPTION

If the student is a non-resident U.S. military personnel on active duty in California (except if a student is assigned for educational purposes to state-supported institutions of higher education), they will receive a waiver of non-resident tuition until they are discharged from their military service.

If the student is on active military duty and is stationed in California for more than one year immediately prior to being separated from the military, they are entitled to resident classification for up to one year after the time they complete active duty within California.

This one-year waiver after their military discharge allows the time necessary to establish permanent California residency. If the student is a non-California resident serving in the military who is discharged in California, they must eventually show evidence that they have surrendered out-of-state residency. If they are a dependent of someone on active military duty in California, the waivers and procedures also apply to them.

### ADMISSION OF VETERANS

Veteran Affairs was established to help process Veterans Administration (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 Veteran Affairs 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 at Veteran Affairs after completion of registration, and once again the week before final exams begin. All material submitted to the Veterans Administration takes approximately two (2) 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.

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.

For additional residency exemptions visit our website at [peralta.edu](http://peralta.edu) and review Administrative Procedure 5015, <http://web.peralta.edu/trustees/files/2011/04/AP-5015-Residence-Determination.pdf>

### **ADMISSION & ENROLLMENT OF SPECIAL ADMIT STUDENTS**

In accordance with California Education Code, section 76001, special admit students may enroll as part-time students. Enrollment must be recommended by their principal, with parental consent. Units earned will be granted as college credit. The high school may grant high school credit for courses taken from the Peralta Colleges. Upon student request, the Office of Admissions and Records will send the college transcript to their high school.

Peralta's concurrent enrollment program provides enrichment opportunities for elementary, middle, and 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) any

class that the student can take at the local K-12 school.

Because the student is enrolling in a college-level course, they must complete the assessment for placement process.

The student must follow all the regulations and policies of the college, including adhering to any prerequisite requirements. The college recommends, that they bring their high school transcript to assist their college counselor in determining the correct level of course placement.

All California Community College fees will be waived for special admit students. A high school student whose high school counselor recommends that they enroll in more than six units must have the approval of the Vice President of Student Services at the college of enrollment. However, if they are enrolling in 11.5 units or more they will be responsible to pay full tuition and all other fees.

Homeschooled students must provide approval/clearance from their local high school district.

**All coursework is governed by the Family Educational Rights and Privacy Act (FERPA) which allows release of academic information, including grades, to the student only- regardless of age. Academic information is not released to parents or third parties without the consent of the student.**

### **STEPS FOR K-12 SPECIAL ENROLLMENT:**

1. Download the admission application and the K-12 Special Enrollment form <http://web.peralta.edu/admissions/forms/>
2. Complete the admission application and the K-12 Special Enrollment form and obtain the signature of the school principal.
3. Submit the completed admission application and the Special Enrollment form to the Admissions office at the college.
4. The student must complete the K-12 Special Enrollment Program form each semester that the student wishes to attend.

### **ASSEMBLY BILL 705 (AB 705)**

AB 705 requires colleges to maximize the probability that a student will enter and complete transfer level coursework in English and math within a one-year timeframe, and use, in the placement of students into English and math courses in order to achieve this goal, one or more of the following measures:

- High school coursework, grades, and/or grade point average (GPA) from transcripts or CalPASS
- Self-reported high school transcript information; or,
- Guided placement, including self-placement for students.

Colleges may elect to provide a variety of additional instructional support and student services assistance to increase course success.

## **ENROLLMENT POLICIES AND PROCEDURES**

### **ADDING CLASSES/ CHANGE OF CLASSES**

The last day to add regular session (full-term) classes is available online at [peralta.edu](http://peralta.edu) under "Admissions and Records." This is also published in the academic 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.

### **WAIT LISTS**

During the enrollment period prior to the start of classes, students wishing to add classes that 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. Students should check their Peralta email regularly. 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, the instructor has the right to drop students who have not attended the first class and replace them with students on the wait list.

Students on the wait list should consider attending the first meeting of the class to be considered for late enrollment.

If there is a space available and students are not at the class, they will lose their place on the wait list and another student may be added instead.

Important details students should know:

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

### **DROPPING CLASSES/ WITHDRAWAL**

Students are responsible for dropping classes using Peralta's Student Admissions Portal (Passport) or at the Office of Admissions and Records.

Students should refer to the academic calendar in the catalogs or the class schedule to determine the deadline dates for dropping a class with a refund, with no grade, or with a "W" grade. A withdrawal that occurs prior to Census Day shall not be noted on the student's academic record.

A "W" grade symbol will be recorded on the student's transcript up on withdrawal during the period after Census Day and the end of the fourteenth week of instruction (or between 21 percent to 75 percent of instruction for the summer session and short-term courses). The "W" grade symbol shall not be used to determine academic probation but only to determine progress probation. The academic record of a student who did not withdrew from a class nor was dropped by the class instructor within the time allowed must reflect a grade other than "W" as awarded by the instructor.

Students will not be permitted to withdraw and receive a "W" in a class more than three times (substandard grades are also included in determining the ability to repeat courses).

For short term or dynamically dated courses, please see the semester calendar for Drop/Withdrawal dates. Enrollment fee refund information can be obtained at the following link <http://web.peralta.edu/admissions/payment-policies/>

### **STUDY LOAD & EXCESS UNITS**

A full-time study load is 12 units. A student may not carry more than 18 units a semester without special permission. Such permission is not usually given to students who have not maintained a grade point average of 3.0 from the previous semester. 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 (VPSS). Advance approval from a counselor or VPSS for carrying in excess of 18 units, including variable units, must be filed in the Admissions and Records Office. Under no circumstances will approval be granted beyond 25 units.

A maximum unit load in summer session 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 at their jobs.

### **ENROLLMENT IN CONFLICTING CLASSES**

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

### **AUDITING CLASSES**

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

### **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. Students are responsible for dropping classes using

Peralta's Student Admissions Portal (Passport) or at the Admissions & Records Office.

### **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.

### **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 may 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 they have 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 that they do not wish to attend. Instructors have two opportunities to drop students (1) at Census and, (2) at Attendance Verification Day.

### **REMEDIAL COURSE LIMIT**

Per Title 5, section 55035, no student shall receive more than 30 semester units (or 45 quarter units) for remedial coursework. Remedial coursework is defined as "pre-collegiate basic skill instruction delivered in the non-degree applicable credit mode."

Students enrolled in one or more courses of English as a Second Language (ESL) and students identified by the district/colleges as having a learning disability



(defined in section 56036) are exempted from the limitation on remedial coursework.

A student who has exhausted the unit limitation on remedial coursework may apply for a waiver for a specified period of time or for a specified number of units. Waivers will be granted to students who show significant, measureable progress toward the development of skills appropriate to their enrollment in college-level courses.

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 email.
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.

### **PREREQUISITES, COREQUISITES, AND RECOMMENDED PREPARATION**

Laney College has established certain prerequisites, corequisites, and recommended preparation (advisory) for courses and programs in a manner consistent with law and good practice. The college believes that these requirements are necessary for 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.

**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, P).

**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** 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 they will be officially enrolled. There are two options:

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

### **PETITION FOR PREREQUISITE/ COREQUISITE EQUIVALENCY**

Laney College maintains a list of courses offered at other colleges or universities that satisfies Laney College'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

and complete a Prerequisite/Corequisite Equivalency Form. Upon verification, the student will be officially enrolled in the course.

### **PETITION FOR PREREQUISITE/ COREQUISITE CHALLENGE**

If a student desires to challenge the prerequisite or corequisite, they must file a petition for Prerequisite/Corequisite Challenge with written documentation to the Office of Admissions and Records.

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 they have been dropped from the course. The student shall bear the initial burden of showing that grounds exist for the challenge.

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 their Student Educational Plan.
3. The student demonstrates that they do not pose a threat to themselves 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 their educational plan because the prerequisite or corequisite course has not been made reasonably available.

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### 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.

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### FAMILY EDUCATIONAL RIGHTS AND PRIVACY (FERPA)

In compliance with requirements established by the Family Educational Rights and Privacy Act (FERPA) of 1974 (Public Law 93-380, as amended) and regulations in Title 5 of the California Administrative Code Chapter 6. A cumulative record of enrollment, scholarship, and educational progress shall be kept for each student.

#### Release of Student Records:

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

- Student records shall be released pursuant to a former or current student's written consent.
- "Directory information" may be released in accordance with the definitions in Board Policy 5040.
- Student records shall be released pursuant to a judicial order or a lawfully issued subpoena.

- Student records shall be released pursuant to a federal judicial order that has been issued regarding an investigation or prosecution of an offense concerning an investigation or prosecution of terrorism.

- Student records may be released to officials and employees of the District only when they have a legitimate educational interest to inspect the record.

- Student records may be released to authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, state education officials, or their respective designees or the United States Office of Civil Rights, where that information is necessary to audit or evaluate a state or federally supported educational program or pursuant to federal or state law. Exceptions are that when the collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner that will not permit the personal identification of students or their parents by other than those officials, and any personally identifiable data shall be destroyed when no longer needed for that audit, evaluation, and enforcement of federal legal requirements.

- Student records may be released to officials of other public or private schools or school systems, including local, county or state correctional facilities where education programs are provided, where the student seeks or intends to enroll or is directed to enroll. The release is subject to the conditions in Education Code Section 76225.

- Student records may be released to agencies or organizations in connection with a student's application for, or receipt of, financial aid, provided that information permitting the personal identification of those students may be disclosed only as may be necessary for those purposes as to financial aid, to determine the amount of the financial aid, or conditions that will be imposed

regarding financial aid, or to enforce the terms or conditions of financial aid.

- Student records may be released to organizations conducting studies for, or on behalf of, accrediting organizations, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering financial aid programs, and improving instruction, if those studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of those organizations and the information will be destroyed when no longer needed for the purpose for which it is conducted.
- Student records may be released to appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons, subject to applicable federal or state law.

**Federal Military Recruitment.** The following information shall be released to the federal military for military recruitment:

- Student names
  - Addresses
  - Telephone listings
  - Dates and places of birth
  - Levels of education
  - Majors
  - Degrees received
  - Prior military experience
  - And/or the most recent previous educational institutions enrolled in by the students.
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## CALIFORNIA ASSEMBLY BILL 540 (AB540) & THE DREAM ACT

### AB 540 CALIFORNIA NON-RESIDENT TUITION EXEMPTION REQUEST FOR ELIGIBLE CALIFORNIA HIGH SCHOOL GRADUATES

#### General Information

The government of the State of California has legislation that allows non-US citizens, documented, and undocumented students who are considered “non-residents” to obtain in-state tuition, these are: Assembly Bill 540 (AB 540), Assembly Bill 2000 (AB 2000), and Senate Bill 68 (SB 68).

**In order to become exempt from your non-resident tuition at a California public college or university, the student must complete a non-resident tuition exemption form, also known as an affidavit, and return it to Laney’s Admissions & Records Office, Building A, Room A-109. To download the affidavit go to: <https://laney.edu/ab540/affidavit/>.**

#### Who should fill out the affidavit?

New incoming students who are individuals without lawful immigration status (undocumented), Deferred Action for Childhood Arrivals (DACA) grantees, students with T or U nonimmigrant status, TPS, U.S. Citizens, Lawful Permanent Residents or other lawfully residing students who are classified as non-residents and meet the eligibility criteria for AB 540, AB 2000 or SB 68.

#### Why should I fill out an affidavit?

If a student is not classified as a state resident, they will be charged non-resident fees until their affidavit and necessary documentation are submitted and processed at the school you plan to attend. Additionally, they will not be eligible to receive your California Dream Act financial aid until your the affidavit is processed.

#### Frequently Asked Questions

##### What documentation do I have to submit?

There are two types of documentation you may be required to submit with the affidavit:

- 1) an official copy of your transcripts from a CA High School or the equivalent (GED), a California Community College (credit or non-credit), an Adult School, or a combination of these transcripts.
- 2) proof that you have or will have graduated with a high school diploma or the equivalent (GED or CHSPE); an Associate’s Degree from a California Community College; or proof that you will have completed the minimum requirements for transfer to a CSU or UC. If you have three years of high school coursework, and attended a combination of three years at CA elementary & secondary schools, you may also be required to submit your transcripts from these schools.

#### When should I submit my affidavit?

You should submit your affidavit prior to the deadline listed to the Laney College Admissions & Records Office, Building A, Room A-109. This is usually sometime after you receive your acceptance letter and prior to your new student orientation. Continuing students should not be required to submit a new affidavit, once it’s been approved, unless they have not attended classes for a full year and need to reapply to the school.

#### Where should I submit my affidavit?

You must submit your affidavit to the Laney College Admissions & Records Office, Building A, Room A-109. Once you submit it, you should follow-up within the next two (2) weeks to BE SURE that the College received all the necessary paperwork.

#### How do I complete the affidavit?

Fill out your full name, student ID number, address, email, and schools attended, including dates and length of time. You will also be required to attest that you meet the eligibility criteria. You must check the box that pertains to you and sign the form.

1. Students with T or U non-immigrant or refugee status should consult with their school before completing the affidavit. AB 1899 allows individuals who have been granted T or U status to be considered for in-state tuition eligibility without waiting a year, if they meet

the criteria described above. Under AB 343, refugees, T and U visa holders may also be eligible to pay in-state rates immediately, under another exception for these students, if they settled originally in California.

2. Students who do NOT have a current nonimmigrant status, including students who are undocumented, DACA recipients, have TPS, are U.S. Citizens, Lawful Permanent Residents, and other lawfully residing immigrants should check the SECOND box.

3. Students who have been admitted to the U.S. on a temporary nonimmigrant visa (with the exception of T & U Visas holders) are not eligible to apply for the nonresident tuition exemption.

### CALIFORNIA DREAM ACT

The California Dream Act (unrelated to DACA) allows some undocumented students to apply for and receive state-based financial aid and institutional scholarships.

**The types of aid included in the CA Dream Act** are: Cal Grants, UC Grants, State University Grants, California College Promise Grant, and EOP or EOPS grants. It also includes the Middle Class Scholarships and school-specific scholarships. For the aid you could be eligible for, visit, [https://immigrantsrising.org/wp-content/uploads/2018/06/IR\\_Types\\_of\\_Financial\\_Aid.pdf](https://immigrantsrising.org/wp-content/uploads/2018/06/IR_Types_of_Financial_Aid.pdf)

#### Who can apply for the California Dream Act?

Undocumented students must meet the eligibility criteria for AB 540, AB 2000, SB 68 or U-Visa holders to apply for and receive California state financial aid. The California Dream Act allows students to receive state and institutional grants if they meet income guidelines, apply by the priority deadlines, and complete all necessary paperwork on-time.

## STEPS FOR APPLYING FOR THE CALIFORNIA DREAM ACT

### PHASE 1: APPLY FOR THE CA DREAM ACT. OCTOBER 1 – MARCH 2

1. Download and Review CA Act Application Checklist. Link: <https://immigrantsrising.org/wp-content/uploads/2018/06/Dream-Act-Checklist.pdf>
2. Start your CA Dream Act application (Make sure you also have completed your FAFSA!) Application link: <https://dream.csac.ca.gov>

### PHASE 2: APPLY FOR THE CAL GRANT. OCTOBER 1 – MARCH 2

1. To view the grants list, visit: <https://immigrantsrising.org/wp-content/uploads/2018/06/Cal-Grant-Checklist.pdf>
2. Start your Cal Grant Application by going here: <https://www.csac.ca.gov/>

### PHASE 3: CLAIM YOUR FINANCIAL AID. MARCH – MAY

After you submit your CA Dream Act application, a percentage of students will be required to complete income verification. You must answer all questions, which usually include household size, assets, information for tax filers and non-tax filers as well as specific requirements for dependent or independent students.

### PHASE 4: USE YOUR FINANCIAL AID. MAY – SEPTEMBER

Men who are between the age of 18 and 25 years old, even undocumented individuals, must register for the selective service so your CA Dream Act aid is not put on hold. Register early and show proof of registration to your school to ensure you receive state financial aid.

For more information, please visit: <https://laney.edu/ab540/california-dream-act-ab-130-131/>.

**FOR MORE INFORMATION ON FINANCIAL AID FOR AB540 & DREAM ACT STUDENTS, GO TO PAGE 33.**

## FEES

### FEE PAYMENT POLICY

The student 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 the student adds classes after this deadline, they are required to pay their fees immediately or they will be dropped from their classes and a hold will be placed on their account and any debt may be sent to collections. Special admit and dual enrolled students are exempt from all fees if they are enrolled in 11 units or less.

### 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), and follow appropriate links to Payment Policy.

### CALIFORNIA COMMUNITY COLLEGE ENROLLMENT FEE

Students are required to pay a California Community College Enrollment Fee. The fee is \$46 per semester unit (subject to change) which is collected at the time of enrollment in 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.

However, full-time high school students enrolling in 11.5 units or more, will be responsible for paying all tuition and other fees.

## ENROLLMENT FEE ASSISTANCE- CALIFORNIA PROMISE GRANT (ENROLLMENT FEE WAIVER)

The California Promise Grant (CPG) is available to assist students if they're unable to pay the Enrollment Fee. Eligibility requirements for this program has been established by the California Community College Board of Governors. Information on this program is available at the Financial Aid Office. Under the California Dream Act, AB 540 students may also apply for the CPG.

### NON-RESIDENT TUITION

If a student is not a legal resident of California for one year and one day prior to the first day of the term, they will be charged non-resident tuition (\$258) per semester unit unless they qualify for the non-resident status known as "AB 540." non-resident students must pay non-resident tuition in addition to the California Community College Enrollment Fee of \$46 per unit, Campus Center Use Fee, Health Services Fee, and AC Transit Fee.

Note: The student will pay all other fees unless specifically exempted from paying a particular fee.

### NON-RESIDENT CAPITAL OUTLAY FEE

Non-resident students who are citizens and residents of a foreign country will be charged a non-resident Capital Outlay Fee in addition to the Non-resident Tuition, California Community College Enrollment Fee, Campus Center Use Fee, Health Services Fee, and AC Transit Fee. The Non-resident Capital Outlay fee is \$15 per semester unit (subject to change) with a maximum of \$144 per year. Note: non-resident students pay all other fees unless specifically exempted from paying a particular fee.

### CAMPUS CENTER USE FEE

In addition to the California Community College Enrollment Fee, non-resident tuition and non-resident 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. Non-resident students must also pay the Campus Center Use Fee.

### **AC TRANSIT EASYPASS FEE**

All students enrolled in six (6) or more units are required to pay an AC Transit EasyPass Fee per semester, collected at the time of enrollment. The fee entitles eligible students to receive an AC Transit EasyPass bus pass for the semester. The student can waive or get a refund for the AC Transit fee by filling out the form on the [Peralta.edu](http://Peralta.edu) website.

### **STUDENT HEALTH FEE**

Students are required to pay the student Health fee of \$18 per semester for fall and spring semesters (\$15 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); OR
2. Students who are attending college under an approved apprenticeship training program; OR
3. Students who are attending college in non-apportionment courses.

The student Health Fee is refundable if the student drops all units on or before the last day to drop regular session classes.

### **RETURNED CHECK FEE**

There will be a \$25 charge on checks returned to the college.

### **OTHER EXPENSES**

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

The student 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 the student 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.

### **PAYMENT OF CHARGES AND FINANCIAL AID DISBURSEMENTS**

When receiving financial aid disbursements, all eligible charges, upon authorization, will be deducted before remaining amounts are released. For more information on Financial Aid disbursements, please visit <http://web.peralta.edu/financial-aid/> 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 the student from attending class.

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

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

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

If a student pays an enrollment fee of less than \$10, and cancel their 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. For the summer session, please refer to Admissions and Records.

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 students are enrolled in a short-term or open-entry/open-exit class, they will receive a 100 percent refund if they officially withdraw within 10 percent of the first class meeting to receive a refund. No refunds will be issued after this date. Please refer to the deadline dates in the schedule of classes.

### **Variable-Unit Classes**

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

### **NON-RESIDENT TUITION AND CAPITAL OUTLAY FEE REFUND POLICY**

A full refund of non-resident 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 the student withdraws through the last day to drop regular session credit classes and receive a refund. There will be no refunds after this date.

No refund will be made to the student after the "no grade record date" for regular session classes. The student may appeal to the Vice President of Student Services to waive restrictions of this refund policy for cases of extreme hardship.

### **NON-PAYMENT 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 non-



resident 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 them.

### **DROPPING A STUDENT FOR NON-PAYMENT OF ENROLLMENT FEES**

#### **Payment Policy**

Students must pay all applicable fees no later than two (2) weeks before the beginning of the term. If a student owes more than \$800 in fees two weeks before the beginning of the term, all classes will be dropped. Students, who add classes after the two-week deadline and then owe more than \$800 in fees, are required to pay all fees before classes start or all their classes will be dropped. Students who owe any fees as of the last day of enrollment will have a hold placed on their account so that they cannot enroll in future semesters or receive their transcript, and their debt may be sent to collections. For important dates, see the A&R website: <http://web.peralta.edu/admissions/>

**Installment Payment Plans:** Students who owe fees from the current or previous

terms may opt to pay these fees through an installment payment plan. Students are required to pay at least \$25 of their owed plan prior to enrolling in classes. Students can only participate in one payment plan. Please refer to the PCCD A&R website on "Payment Policies" for more details: <http://web.peralta.edu/admissions/payment-policies/>

#### **Student's Responsibility to Drop:**

Dropping or withdrawing from a course is not an automatic process. It is the student's responsibility to drop the classes they are not attending. If the student does not drop a class, they will be charged and could receive an "F" or "FW" grade that will appear on the student's permanent record.

### **CAMPUS PARKING FEE 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 a day.

Semester parking permits can be purchased \$29 for students enrolled in less than 9 units or \$40 for students enrolled in nine (9) units or more (\$20 for students with the California Promise Grant fee waiver). A summer session parking permit is \$20.

A semester motorcycle permit is \$10 during a regular semester, and \$5 in the summer.

**THE STUDENT MUST DISPLAY A PARKING DECAL ON THEIR VEHICLE'S WINDSHIELD AND A DAILY PAID PARKING RECEIPT. THE DECAL AND THE PARKING PERMITS ARE ISSUED FROM THE COLLEGE CASHIER'S OFFICE.**

Students may 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 \$2 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.

<b>FEES</b>	
California Community College Enrollment & Tuition Fee	\$46 per unit
Campus Center Use Fee	\$2
Non-resident Capital Outlay Fee	\$15 per unit
Non-resident Tuition Fee	\$258 per semester unit
Non-resident Tuition & Capital Outlay Fee Refund Processing Fee	\$20
Student Health Fee	\$18 per semester (fall and spring semesters) \$15 per semester (summer session)
Returned Check Fee	\$25
Regular Session (full term) Classes Refund Processing Fee	\$10
Parking Fee	\$2 per day - Students \$2 per day - Visitors Semester Parking Permits: <ul style="list-style-type: none"> <li>\$40 (students enrolled in less than 9 units)</li> <li>\$29 (students enrolled in 9 units or more)</li> <li>\$20 (students with California Promise Grant)</li> <li>\$20 Motorcycle (fall &amp; spring semester)</li> <li>\$10 Motorcycle (summer)</li> </ul>
AC Transit Fee	\$42.29



## STUDENT FINANCIAL AID

### GENERAL INFORMATION REGARDING FINANCIAL ASSISTANCE

Financial aid is intended to help students who might not otherwise be able to attend college. Although the primary responsibility for meeting college costs rests with the student and their family, it is recognized that many families have limited resources and are unable to meet the cost of a college education. Laney College offers several types of financial aid which are funded through federal, state, local agencies, Peralta Colleges Foundation and the colleges themselves. The major categories include:

- **Grants.** These awards are based on financial need and do not require repayment.
- **Loans.** Such awards must be repaid after the student leaves school or drops below half-time enrollment. Most have a low rate of interest.
- **Employment.** This type of award is based on financial need and provides the student with an opportunity to earn money for school through employment with participating Federal Work Study Employers.
- **Scholarships.** These awards are based on scholastic achievement and/or financial need and/or student activity involvement. They do not require repayment.
- **Special Programs.** Some students qualify for benefits through the Veterans Administration, California State Department of Rehabilitation and Bureau of Indian Affairs, among others. eligibility requirements vary.

Students applying for financial aid may take courses at any of the Peralta Colleges. However, a “home” campus must be determined for financial aid purposes for

the academic year. The home campus is the college at which the student plans to complete their academic objective.

For additional information and the most recent updates, please refer to: [web.peralta.edu/financial-aid](http://web.peralta.edu/financial-aid).

#### When to Apply

The application process for financial aid begins with the completion of the Free Application for Federal Student aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov). The application is available October 1 for the following fall semester. Priority for aid will be given to students who apply early. A complete application and all corresponding documentation must be submitted to the Financial Aid Office.

There are various financial aid deadlines throughout the year. Check the financial aid website for a complete listing of deadlines.

#### What are the Eligibility Requirements?

In order to qualify for financial aid a student must:

- Be enrolled in an eligible program of study leading to completion of an AA/AA-T/AS/AS-T degree transfer requirements or a certificate program
- Maintain satisfactory academic progress for most programs
- Have demonstrated financial need
- Be a U.S. citizen or eligible non-citizen; certify compliance with selective service registration requirements
- Not be in default on any student loan or owe a refund on any grant made under any Title IV program
- Have a high school diploma, or GED.

For additional information, stop by the Laney Financial Aid Office or refer to the campus financial aid webpage. You may also apply online at [www.fafsa.gov](http://www.fafsa.gov). Please read AB540, and AB19 for further information.

#### Withdrawals & Repayment of Financial Aid Funds

Federal aid recipients who withdraw or are dropped from all classes by the instructor are subject to regulations regarding the Return of Title IV funds.

**Students who withdraw or are dropped from all classes prior to completing more than 60 percent of the enrollment period are subject to these rules.**

Based on the date of the complete withdrawal or drop, the Financial Aid Office will determine the amount, if any, of “unearned” federal financial aid received by the student.

If the student received more financial aid than the amount earned, the student will be billed for the overpayment. Financial aid recipients are advised to:

- 1) avoid total withdrawal from all classes;
- 2) successfully complete all units during the semester; and,
- 3) if completely withdrawn, repay any “unearned” financial aid as soon as possible. Failure to do any of the above may result in the loss of financial aid eligibility.

### FINANCIAL AID PROGRAMS

#### California Promise Grant (CPG)

CPG maximizes student access to need-based financial aid by leveraging the CPG, ensuring students complete the Free Application for Federal Student Aid (FAFSA) and Cal Grant application or Dream Act application, and participating in a federal loan program. The Peralta Community College District is committed to supporting and expanding activities and programs that increase enrollment and success such as Financial Aid and tuition assistance outreach, learning communities and other peer support, and transition courses from high school to college.

Students are charged an enrollment fee. However, fee waivers are available for qualified California resident students through the CPG.

Students may be eligible for a CPG if (1) they or their family members are receiving Temporary Assistance for Needy Families (TANF), General Assistance, Supplemental Security Income (SSI) or State Supplemental Program (SSP) aid; (2) are qualified for and receiving other financial aid; (3) the family’s income meets the established guidelines; or (4) qualify under Special Classifications

Enrollment Fee Waivers, see questions on the CPG. Applications and CPG-related information are available in the Financial Aid Office or they can download the CPG application from the Financial Aid website: Laney.edu/financial\_aid.

### Loss of California Promise Grant (CPG)

Students who do not maintain minimum academic and/or progress standards for two (2) consecutive primary semesters will be subject to loss of eligibility for the CPG.

Students who are eligible for the CPG may lose their eligibility if they fail to maintain a cumulative grade point average of 2.0 or higher and complete more than 50 percent of their coursework. If a student's cumulative grade point average falls below 2.0 for two consecutive primary terms (fall or spring), the student is disqualified for the CPG. If the cumulative number of units completed is not more than 50 percent in two consecutive primary terms, the student is disqualified for the CPG. Any combination of two consecutive primary terms (fall/spring semesters) of academic or progress probation may result in loss of fee waiver eligibility.

Foster Youth, as defined in Education Code 66025.9(b), **shall not be subject to loss of CPG** under this section. This exemption is effective until the date specified in Education Code 66025.9(c).

In addition other fee waivers authorized outside of Section 76300(g)(1) are considered special categories and are not subject to loss due to the Section 76300(g)(1) standards.

The special categories are:

- Dependents of California National Guard Members
- Dependents of veterans
- Congressional Medal of Honor recipients and their dependents
- Surviving dependents of the September 11, 2001 attacks
- Dependents of law enforcement or fire suppression personnel

For purposes of this section, primary terms are considered fall and spring semesters.

### Student Notifications

Students who are placed on academic probation, warning or CPG dismissal will be notified by email no later than 30 days following the end of the semester that resulted in the student being placed on academic or progress probation.

### How to Regain California Promise Grant Eligibility

An otherwise eligible California Promise Grant student may regain a CPG by successfully appealing under one of the following reasons:

- **Academic and/or Progress Improvement**  
Approval requires significant academic improvement by completing at least six (6) units, a minimum 2.0 term GPA, and more than a 50 percent completion rate in the most recent primary term.
- **No Enrollment for Two Primary Terms.**  
Approval requires the student was not enrolled within the Peralta Community College District for two consecutive primary terms (fall/spring) since becoming ineligible for the CPG.
- **Submission of Petition Form.**  
Students who have not met academic or progress standards and wish to petition their status may do so if they have an acceptable reason by completing and submitting a CPG Petition Form with supporting documentation. Petitions that are approved will result in the restoration of the CPG

### AB 19 California College Promise

Assembly Bill 19 (AB 19), the California College Promise, provides community colleges with additional resources to improve college readiness, increase persistence and completion rates, and close achievement gaps through College Promise programs. The funds, at the discretion of the college, can be used to cover one year of tuition fees, books and/or retention services for first-time, full-time community college students, as funding permits. An additional requirement consists of the completion

of the FAFSA or a California Dream Act application. For more information about the California College Promise, contact the Office of Enrollment Services, A-101 or 510-464-6939.

### Pell Grants

A Pell Grant is federal aid designed to provide financial assistance for those who need it to attend post-high school educational institutions. Basic grants are intended to be the "floor" of a financial aid package, and may be combined with other forms of aid to meet the full cost of education.

The actual amount of the grant is determined by the estimated family contribution, the total cost of attending college, and enrollment status.

After the FAFSA application is processed, students will receive a Student Aid Report (SAR) from the Department of Education, which constitutes official notification of your expected family contribution (EFC). The lower the EFC, the higher the award will be.

### Supplemental Educational Opportunity Grant (SEOG)

The SEOG is a federal grant designed for students with financial need who receive the Pell Grant. Funds are limited.

### Federal Work-Study (FWS)

This federally funded program provides employment opportunities to students with financial need. Students awarded FWS receive an allocation of funds earned through part-time jobs on or off-campus. FWS provides an excellent "learning process" through on-the-job training. Students must be enrolled and be eligible for financial aid to participate in FWS.

### Student Loans

These loans are available to students who are enrolled at least half-time.

The Federal Government will pay interest on subsidized loans during the in-school period and during the grace period following the student's termination or graduation. The grace period is for six months. The student is responsible for paying the interest on unsubsidized loans during the in-school and grace periods. Students are eligible if they meet the Department of Education's criteria as listed with the Financial Aid Office.



Further information about loans may be obtained on the financial aid website, or by visiting the Financial Aid Office.

### Scholarships

Scholarships are available from various individuals and organizations. The amounts and qualifications for these scholarships vary.

Students interested in scholarships should check periodically with the financial aid office, as new scholarships are constantly being made available to students thanks to many community supporters of the college.

### Chafee Foster Youth Grant

This grant of up to \$5,000 is available to current or former California foster youth under 22 years of age who wish to take career training or college courses. The student must also enroll at least half time in an eligible school. Their program of study must be at least one academic year long, and they must attend class regularly and get good grades.

### Bureau of Indian Affairs (BIA)/ Tribal Grants

The Bureau of Indian Affairs provides grants to assist eligible Native American students in meeting educational costs. To be eligible, the applicant must be at least one-fourth Native American, Eskimo, or Aleut heritage, as certified by a Tribal Agency served by the Bureau of Indian Affairs. Tribal Grants are for eligible students who belong to federally recognized Native American Tribes. Tribes generally have their own applications, deadlines and eligibility criteria.

### Cal Grant B and C

Cal Grant programs are available to California residents who qualify. A student must be a U.S. Citizen, a permanent resident or an eligible non-citizen, and a California resident attending an eligible college located in California and making Satisfactory Academic Progress. The college electronically transmits GPA verification for certain students.

Applying for a Cal Grant takes two (2) forms:

- the FAFSA, [www.fafsa.gov](http://www.fafsa.gov) and
- the student's verified GPA, [www.csac.ca.gov/doc.asp?id=1177](http://www.csac.ca.gov/doc.asp?id=1177). A student must apply by March 2

to maximize their opportunity to receive an award.

If a student misses the March 2 Cal Grant deadline AND plan to attend a community college in the fall, they have until September 2 to apply. However, the number of Cal Grant awards is limited.

NOTE: Students are advised that the financial aid information included here is limited. Additional information on all financial aid categories is available on the financial aid website or upon request at the campus Financial Aid Office.

### Satisfactory Progress Standards

Federal regulations mandate that all institutions of higher education establish minimum standards of "satisfactory academic progress" for students receiving financial assistance.

All students who apply for and receive financial assistance are expected to meet the academic standards described in Peralta Colleges' Financial Aid Satisfactory Progress Policies and Procedures. Copies of the Financial Aid Satisfactory Academic Progress Policy are available on the financial aid website <http://web.peralta.edu/financial-aid/sample-page/sap/> or in the campus Financial Aid Office.

### Remedial Coursework

If a student receives financial aid for remedial coursework, and completes one (1) year or 30 units, no further aid will be paid for remedial study. The student may continue to enroll in remedial classes, but financial aid payments will be calculated only for degree-applicable coursework.

Students who enroll in excessive ESOL coursework (over 45 units) without enrolling in classes leading toward their stated educational major or goal will be notified by the Financial Aid Office. ESOL students will be strongly urged to enroll in coursework that will assist them in completing their educational goals.

### Financial Aid Census Date

Each term the financial aid office establishes a census date after which no adjustments will be calculated on funds paid for that term for units added or dropped. Please check with the campus financial aid for the Financial Aid Census dates. Courses added (such as late start

courses) after financial aid census date will not be aid eligible.

### Disbursement

In order to receive a disbursement, a student must have a completed application, a completed financial aid file, and be enrolled in the required number of units.

Most aid is distributed on a three (3) payment per semester basis. Normally, the first payment is the week before the term begins, the second payment may be expected during the first week of each semester, and the second payment after the mid-point of each semester.

Student loans are disbursed in accordance with procedures set forth by federal regulations.

Federal Work-Study recipients will be paid once a month. Financial aid funds are disbursed by BankMobile a third party funds management service that has partnered with Peralta Community College District (PCCD). All enrolled students who have applied for financial aid through the FAFSA or Dream Act application will be sent a Peralta BankMobile activation kit. Students must consent to receiving a card and select their preference on how they would like to receive their financial aid disbursement. There are three (3) free methods a student may choose:

- Bank Mobile Account - an online financial account where the student uses their PeraltaCard (debit card)
- Direct deposit to an existing bank account; OR
- By paper check mailed to home address.

The PeraltaCard will be mailed to each student's current mailing address on file with PCCD. It is critical that all students update and maintain their mailing address with PCCD.

There are fees associated with BankMobile. Please read, review, and understand the BankMobile Fee Schedule. More information about BankMobile fees can be found here <http://web.peralta.edu/financial-aid/sample-page/peraltacard-faq/>



## Dream Act Scholars

What is the California Dream Act?

The Dream Act is two laws that were passed in 2011 and allow AB 540 students to apply for and receive several types of financial aid, including the following:

- California Promise Grants
- State financial aid like Cal Grants and Chafee Grants
- Assistance from EOPS or CARE
- Privately-funded scholarships

Eligible AB 540 students can complete the Dream Act Application by going to the website. <https://dream.csac.ca.gov/>.

## CALIFORNIA DREAM ACT FINANCIAL AID PROGRAMS

Grant/ Scholarship	Eligible To Apply	Who do I contact, or where do I apply?	What is it?	Type of Application Required
Privately Funded Institutional Scholarships	Beginning every January 1	Financial Aid Office	Helps pay for education- related expenses	Institutional application(s)
California Promise Grant	Registration period Every Summer	Financial Aid Office	Waives community college enrollment fees for eligible students	California Promise Grant Form or California Dream Application*
Assistance from EOPS or CARE	Every term	EOPS Office	Varies; may include services such as tutoring, book vouchers and other support services	Institutional application(s)
Cal Grant A or Cal Grant B <a href="http://www.calgrants.org">www.calgrants.org</a>	Every October 1 – March 2 for the Fall term	Financial Aid Office or California Student Aid Commission	Grant award covering tuition and education-related expenses when transferring to an eligible Baccalaureate degree granting institution.	California Dream Application* and GPA Verification Form
Cal Grant B -Entitlement <a href="http://www.calgrants.org">www.calgrants.org</a>	Every October 1 – March 2 for the Fall term	Financial Aid Office or California Student Aid Commission	Grant award covering education - related expenses for recent high school graduates	California Dream Application* and GPA Verification Form
Cal Grant C <a href="http://www.calgrants.org/">www.calgrants.org/</a>	Every October 1 – March 2 for the Fall term	Financial Aid Office or California Student Aid Commission	Grant award covering education-related expenses for occupational or career technical programs.	California Dream Application*, Cal Grant C Supplemental Application and High School or Community College GPA Verification Form
Chafee Grant <a href="http://www.chafee.csac.ca.gov">www.chafee.csac.ca.gov</a>	Every October 1 – March 2 for the Fall term	Financial Aid office or the California Student Aid Commission	Grant award covering education-related expenses for foster youth	California Dream Application* and Chafee Grant Application

To apply for any or all of the financial aid programs requiring the California Dream Application, you only need to complete and submit ONE application. The California Dream application can be found at <https://dream.csac.ca.gov/>

The Chafee Grant application can be found at <https://www.chafee.csac.ca.gov/StudentApplication.aspx>;

GPA Verification can be found at [www.csac.ca.gov/doc.asp?id=1177](http://www.csac.ca.gov/doc.asp?id=1177).



## STUDENT EQUITY & ACHIEVEMENT PROGRAM (SEAP)

The Student Equity & Achievement Program (SEAP) is a state-mandated program which brings the college's staff and resources into a partnership with the student to ensure their educational success.

Laney College agrees to provide an organized process for admissions, orientation, assessment, counseling, advising, and the monitoring of the student's progress through follow-up activities.

Students who agree to declare a specific educational objective within a reasonable length of time, must complete a Student Education Plan (SEP), attend classes regularly, complete assigned course work, and maintain satisfactory progress toward the achievement of their educational goal.

All students, except those exempted on the basis of locally-established criteria (see Exemption from SEAP) are expected to complete the Steps for Student Success (see page 13).

### STUDENT EQUITY & ACHIEVEMENT PROGRAM (SEAP) COMPONENTS FOR EDUCATIONAL SUCCESS

The following five components of SEAP help ensure educational success:

**Admission:** The admissions application provides the college with information about education plans and career goals. It also helps the college determine the student's SEAP status.

**Orientation:** An orientation session introduces the student to the college's programs, services, academic regulations, expectations, and campus facilities with a focus on college success.

**Counseling and Advisement:** A counselor helps the student to develop a SEP and select appropriate courses based on their educational objectives, assessment results (for ESOL and chemistry), and high school transcripts.

**Follow up Support:** The student's counselor, on a regular basis, can monitor their progress toward the attainment of their educational goal. The counselor also assists in reviewing, updating, or revising their education plans. A counselor may refer a student to support services as necessary.

### SPECIAL FOLLOW-UP EFFORTS TO SUPPORT STUDENT IN COMPLETING THE SEAP PROCESS

Laney College makes special efforts to support the education of all students. Counselors can help students with the decision-making process if they are "undecided" about an educational goal; are enrolled in basic skills courses; or are on progress and/or academic probation/dismissal. The college offers extra support opportunities such as tutoring to help students successfully complete basic skills courses. Refer to the Services for Students section on page 16 for more information.

Finally, if the student has difficulty with their studies and their performance results in probation or dismissal status, the student will receive a notice via Peralta e-mail from the Dean of Student Services asking them to see a counselor who will offer them support and assistance to improve their academic performance.

The college strongly encourages and welcomes all students to participate in the SEAP services, regardless of whether or not they meet the criteria for exemption from SEAP services. If they are exempt, the college does not require them to participate in the SEAP services. (Refer to the Peralta Community College District Exemption Policy at <http://peralta.edu>.)

### EXEMPTION FROM THE STUDENT SUCCESS AND SUPPORT SERVICES

Although the chances for success in college are greater if a student participates in all of the Student Equity & Achievement Program components (Orientation and Education Planning/Counseling), they may be exempt from any or all of these services if they meet any of the criteria listed below. If they are exempted from any of these services, they may still participate at a later date:

- The student has already earned an associate degree (AA/AS) or higher from an accredited college or university.
- The student is or will be a student at a non-Peralta Community College and are taking a course to satisfy a course requirement at their primary college (i.e., taking an intersession class).
- Their educational goals do not include transferring to a college/university from a Peralta community college, attainment of a certificate or degree from a Peralta community college or career development.
- The student is enrolling in courses that are mandated for employment or in response to a significant change in industry or licensure standards.

**Note:** The student may participate in any of the components even if they qualify for exemption.

### EXEMPTION FROM ORIENTATION COMPONENT

Contact a counselor concerning possible exemption from the orientation component. Visit the Counseling Department located on the 3rd floor of the Tower Administration Building.

### A NOTE FOR STUDENTS WITH DISABILITIES

If a student has 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 DSPS Office in Building E, Room E-251 or contact (510)464-3428.

### **STUDENT'S RIGHTS AND RESPONSIBILITIES**

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If a student wishes to claim exemption from any SEAP component or choosing not to participate, they must file the appropriate waiver form, available online <http://web.peralta.edu/admissions/files/2011/06/Exemption-from-SEAP-11-5-14.pdf>

If a student wishes to file a complaint alleging unlawful discrimination in the implementation of SEAP practices, please refer to the Peralta Community College District Policy on Nondiscrimination (See [www.peralta.edu](http://www.peralta.edu).)

To challenge SEAP regulatory provisions or file a complaint, a student should contact the Vice President of Student Services for information regarding applicable college policies and procedures.

### **MULTIPLE MEASURES PLACEMENT (FORMERLY ASSESSMENT)**

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As of January 2019, you can place yourself into transfer-level English and math at any California Community College. Bring a copy of your high school or college transcript to help identify an accurate placement of your English and/or math courses. Students who don't have a high school transcript available can self-report their grade point average or use the Self-Guided Placement Tool. It is highly recommended that students meet with a counselor before selecting a course.

The Recruitment, Assessment, and School Relations Department continues to offer English for Speakers of Other Languages (ESOL) and Chemistry assessment testing. For more information, call 510-464-3321





## ARE YOU PLANNING TO TRANSFER?

### TRANSFER INFORMATION

Students who wish to enter a four-year college or university after attending Laney College should read the four-year college or university catalog for admissions and other information, including the following:

- Transfer requirements
- Major requirements and degrees offered
- General education or breadth requirements
- Application and financial aid deadlines

Additionally, students should:

1. 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.

Please note is that 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.

2. Identify the courses (lower division prerequisites) which must be taken in preparation for the major as well as those required in the major.
3. 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.

4. Check the policies regarding the maximum number of units which may be transferable. A maximum of 70 semester units or 105 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 70 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 70 semester/105 quarter-unit maximum, may be applied where needed to meet specific lower division major and/or general education/breadth requirements.

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).

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.

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.

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.

Students completing requirements for the associate degree who plan 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.

### ASSIST

Articulation System Stimulating Interinstitutional Student Transfer (ASSIST) 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 and related information: 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 have already taken, or plan to take and how those courses apply to a specific academic major or general education requirement. ASSIST is accessible via online at [www.assist.org](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 **UCs and CSUs** – not advisable for high-unit majors;

**CSU GE/Breadth-** used when applying to CSUs 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 current IGETC and CSU GE/Breadth course list.)

**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**

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 and they have accepted an admissions offer.

#### **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). Refer to the CSU/GE Breadth course list on page 61. Students should file the certification request once course requirements are completed or are in progress, and they have accepted an admissions offer.

Official transcripts of any course work completed outside Peralta District must be on file 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 the 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.

### **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.

Copies of the updated articulation agreements between Laney College and the campuses of the California State University (CSU), the University of California (UC) campuses and some independent colleges, both in and out of state are available in the counseling department. Articulation agreements with CSU and UC campuses are available on online at [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.

### **TRANSFER 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.

### **TRANSFER CREDITS FROM OTHER COLLEGES**

Students transferring from another accredited institution may request to use some of this credit to meet Peralta District degree or certificate requirements. Official transcripts should be sent directly from the transfer institution to the District Admissions and Records Office. The review of transfer units occurs when the graduation petition is submitted to the college Admissions and Records Office. External transcripts become the property of the Peralta Community College District. Transcripts submitted to the Peralta District will not be released to students, other colleges or other agencies.

### **HIGH SCHOOL/ROP ARTICULATION**

High school/Regional Occupation Programs (ROP) provide a process to align curriculum and instruction, and providing a seamless career pathway transition between secondary institutions and community colleges. Articulation is open to all public high schools and regional occupational programs in California.

These articulation agreements create sequences of progressive, non-duplicated education leading to technical skill proficiency, a credential, a certificate and/or a degree in a wide range of fields and careers. Such agreements include Credit by Exam to receive college credit for rigorous course work taken at the high school level (separate from Advanced Placement Classes). Through the Credit by Examination process, high school students may receive credit at the college level for articulated courses. For more information, visit [Peralta.edu](http://Peralta.edu).

### **GENERAL SCHOLARSHIP 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
- One transferable college course (3 semester units) in mathematical concepts and quantitative reasoning; and
  - Four transferable college courses (3 semester units each) chosen from at least two of the following subject areas: arts and humanities, social and behavioral sciences, physical and biological sciences.

### HIGH SCHOOL PROFICIENCY EXAMINATION

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

### HISTORICALLY BLACK COLLEGES & UNIVERSITIES

The Historically Black Colleges and Universities (HBCUs) Transfer Program was developed to offer a smooth and seamless student pathway from California Community Colleges to partnered HBCUs. Students, by preparing to transfer to the University of California or the California State University systems may also be eligible for admissions to targeted HBCUs.

By completing the Intersegmental General Education Transfer Curriculum requirements (IGETC or CSU GE) and obtaining a transfer-level associate degree (60 units) with a 2.5 or higher grade point average, students are guaranteed admission with junior standing to participating HBCUs.

Students may also opt to transfer with 30 or more University of California or California State University transferable units and a 2.5 or higher grade point average. Units will be accepted for general education, pre major or elective units.

Visit <http://extranet.cccco.edu/HBCUTransfer.aspx> for more information regarding participating HBCUs Universities.

### 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 General Education requirements by completing the Intersegmental General Education Transfer Curriculum (IGETC). Students should consult their counselor for information pertaining to restrictions.

### UNIVERSITY OF CALIFORNIA GENERAL TRANSFER REQUIREMENTS

### TRANSFER REQUIREMENTS FOR UC

The University of California (UC) 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.

### 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 SubjectA)

The 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, (UCLA requires a "B" average and Santa Barbara requires a college-level course).
- Completion of UC transferable college history / government course(s).

TAG is a program that offers students guaranteed admissions to participating University of California. University of California campuses offer guaranteed admissions to students who meet specific requirements.

- University of California participating in TAG:
- UC Davis
- UC Irvine
- UC Merced
- UC Riverside
- UC Santa Barbara
- UC Santa Cruz

Keep in mind: You can only apply for TAG to one UC campus. Visit <http://admission.universityofcalifornia.edu/transfer/guarantee/> for more information about UC TAG.

## 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 breadth 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.

### CALIFORNIA STATE UNIVERSITY SYSTEM - ALL CAMPUSES

The following information applies to the 23 campuses of the California State University System (CSU): 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 FOR CSU

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. Eligibility 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. Eligibility as a freshman except for the college preparatory subject requirements and completion of appropriate college courses in the missing subjects; OR
3. Completion of at least 60 transferable semester units and 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 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 AFRAM 30 or AFRAM 31 or ASAME 2 or M/LAT 34 **OR** POSCI 1 and POSCI 6 and HIST 7A, or HIST 7B or AFRAM 30 or AFRAM 31 or ASAME 2 or M/LAT 34 **OR** POSCI 6 and POSCI 16 and HIST 7A or HIST 7B or AFRAM 30 or AFRAM 31 or ASAME 2 or MLAT 34.

### 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 is 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.

### **ASSOCIATE DEGREES FOR TRANSFER (AD-T) TO A CALIFORNIA STATE UNIVERSITY**

California Community Colleges are now offering Associate Degrees for Transfer (AD-T) to California State Universities. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses.

Students who have been awarded an AD-T (AA-T or AS-T) are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units.

To view the most current list of Laney College ADTs and to find out which CSU campuses accept each degree, please go to [www.adegreewithaguarantee.com](http://www.adegreewithaguarantee.com). Current and prospective community college students are encouraged to meet with a counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

### **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.
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); OR the California State University Intersegmental General Education Transfer Curriculum (IGETC) pattern.
5. Residency Requirement: at least 12 units must be taken at Laney College where the student is petitioning.

Please consult with a counselor for more information.

Students are encouraged to complete the CSU graduation requirement in United States History, and the Constitution and American Ideals requirement in their educational planning prior to transfer.

### **AVAILABLE ASSOCIATE DEGREES FOR TRANSFER (ADT)**

Anthropology	AA-T
Art: Studio Arts	AA-T
Business Administration	AS-T
Communications Studies	AA-T
Economics	AA-T
English	AA-T
Geography	AA-T
Journalism	AA-T
Kinesiology	AA-T
Mathematics	AS-T
Music	AA-T
Philosophy	AA-T
Physics	AS-T
Political Science	AA-T
Psychology	AA-T
Social Sciences	
Global Studies	AA-T
Social Justice Studies Sciences:	
African American Studies	AA-T
Chicanx & Latinx Studies	AA-T
Ethnic Studies	AA-T
Sociology	AA-T
Spanish	AA-T
Theatre Arts	AA-T



## COURSE IDENTIFICATION NUMBERING SYSTEM (C-ID)

The Course Identification Numbering System (C-ID) is a statewide numbering system that is different from the course numbers assigned by individual California community colleges. A C-ID Designator next to a course means that the course is comparable in content and scope to a similar course offered by participating California colleges and universities. Thus, if a catalog lists a C-ID Designator for a course, students can be assured that the course will be accepted at another California community college that offers a course with the same C-ID Designator.

The C-ID Numbering System is particularly useful for students attending more than one California community college since C-ID Designators are often applied to courses students need to prepare for transfer.

See pages 36-39 for the list of Laney College courses that have a C-ID Designator.

**NOTE:** This list changes periodically. Consult a counselor and/or visit [www.c-id.net](http://www.c-id.net).

LANEY COLLEGE COURSES	C-ID DESCRIPTORS
AFRAM 35: Women of Color (same as ASAME 35, M/LAT 35, NATAM 35)	SJS 120
ANTHR 1: Introduction to Physical Anthropology	ANTH 110
ANTHR 1L: Physical Anthropology Laboratory	ANTH 115L
ANTHR 2: Introduction to Archaeology and Prehistory	ANTH 150
ANTHR 3: Introduction to Social and Cultural Anthropology	ANTH 120
ART 2: History of Western Art: Prehistoric Through the Middle Ages	ARTH 110
ART 3: History of Western Art: Renaissance to Contemporary Art	ARTH 120
ART 4: History of Modern Art (1800 to Present)	ARTH 150
ART 5: History of Asian Art (Past to Present)	ARTH 130
ART 20: Beginning Drawing and Composition	ARTS 110
ART 22: Intermediate Drawing and Composition	ARTS 205
ART 40: Color Dynamics: The Interaction of Color	ARTS 270
ART 46: 2-D Visual Design	ARTS 100
ART 47: 3-D Visual Design	ARTS 101
ART 50: Beginning Painting	ARTS 210
ART 137: Beginning Figure Drawing and Composition	ARTS 200
ASAME 35: Women of Color (same as AFRAM 35, M/LAT 35, NATAM 35)	SJS 120
BIOL 1A: General Biology	BIOL 190
BIOL 1B: General Biology	BIOL 140
BIOL1A: General Biology + BIOL1B: General Biology	BIOL 135S
BIOL 2: Human Anatomy	BIOL 110B
BIOL 4: Human Physiology	BIOL 120B
BIOL 20A: Human Anatomy and Physiology + 20B: Human Anatomy and Physiology	BIOL 115BS
BIOL 27: Human Sexuality (same as PSYCH 12)	PSY 130
BIOL 72A: Biotech Instrumentation: Good Laboratory Practices and Safe Chemical Handling + BIOL 72D: Biotech Instrumentation: Protein Purification & Quality Control	BIOL 220X
BIOL 73: Cell Culture Principles and Techniques	BIOT 230X
BIOL 77: Business and Regulatory Practices in Principles of Biomanufacturing	BIOT 210X
BUS 1A: Financial Accounting	ACCT 110
BUS 1B: Managerial Accounting	ACCT 120

LANEY COLLEGE COURSES	C-ID DESCRIPTORS
BUS 2: Introduction to Business Law	BUS 125
BUS 10: Introduction to Business	BUS 110
CHEM 1A: General Chemistry	CHEM 110
CHEM 1A: General Chemistry +1B: General Chemistry	CHEM 120S
CHEM 12A: Organic Chemistry	CHEM 150
CHEM 12A: Organic Chemistry +12B: Organic Chemistry	CHEM 160S
CHEM 25: The Chemistry of Energy and Environmental Issues	CHEM 100
CHEM 30A: Introductory General Chemistry	CHEM 101
CHEM 30B: Introductory Organic and Biochemistry	CHEM 102
CIS 1: Introduction to Computer Information Systems	BUS 140 and ITIS 120
CIS 20: Microcomputer Assembly Language	COMP 142
CIS 61: Structure and Interpretation of Computer Programs	COMP 112
CIS 62: Introduction to Systems Analysis and Design	ITIS 140
COMM 2A: The Fundamentals of Oral Interpretation of Literature	COMM 170
COMM 19: Survey of Mass Media (same as JOURN 62)	JOUR 100
COMM 20: Interpersonal Communication	COMM 130
COMM 44: Argumentation	COMM 120
COMM 45: Public Speaking	COMM 110
ECON 1: Principles of Economics (Macro-Economics)	ECON 202
ECON 2: Principles of Economics (Micro-Economics)	ECON 201
ENGIN 10: Introduction to Engineering	ENGR 110
ENGIN 36: Engineering Mechanics of Materials	ENGR 240
ENGL 1A: Composition and Reading	ENGL 100 or ENGL 110
ENGL 1B: Composition and Reading	ENGL 120 or ENGL-LIT 100
ENGL 5: Critical Thinking in Reading	ENGL 105 or ENGL 115
ENGL 10A: Creative Writing	ENGL 200 or ENGL-CW 100
ENGL 30A: Introduction to American Literature	ENGL 130
ENGL 30B: Introduction to American Literature	ENGL 135
ETHST 1: Introduction to Ethnic Studies	SJS 110
GEOG 1: Physical Geography	GEOG 110
GEOG 1L: Physical Geography Laboratory	GEOG 111
GEOG 2: Cultural Geography	GEOG 120
GEOG 3: World Regional Geography	GEOG 125
HIST 2A: History of European Civilization	HIST 170
HIST 2B: History of European Civilization	HIST 180
HIST 3A: World History to 1500	HIST 150
HIST 3B: Modern World History: 1500 - Present	HIST 160
HIST 7A: History of the United States to 1877	HIST 130
HIST 7B: History of the United States Since 1865	HIST 140
HLTED 14: First Aid and CPR	KIN 101
HUMAN 30A: Human Values/Ethics	PHIL 120
JOURN 18A: Newspaper Production I	JOUR 130
JOURN 18B: Newspaper Production II	JOUR 131

LANEY COLLEGE COURSES	C-ID DESCRIPTORS
JOURN 21: Newswriting	JOUR 110
JOURN 62: Survey of Mass Media (same as COMM 19)	JOUR 100
KIN 150: Introduction to Kinesiology	KIN 100
MATH 3A: Calculus I	MATH 210
MATH 3B: Calculus II	MATH 220
MATH 3A: Calculus I + 3B: Calculus II	MATH 900S
MATH 3C: Calculus III	MATH 230
MATH 3E: Linear Algebra	MATH 250
MATH 3F: Differential Equations	MATH 240
MATH 11: Discrete Mathematics	MATH 160
MATH 13: Introduction to Statistics	MATH 110
MATH 16A: Calculus for Business and the Life and Social Sciences	MATH 140
M/LAT 35: Women of Color (same as AFRAM 35, ASAME 35, NATAM 35)	SJS 120
MUSIC 100: Music Fundamentals and Culture	MUS 110
MUSIC 101: Music Theory and Culture I	MUS 120
MUSIC 102: Music Theory and Culture II	MUS 130
MUSIC 103: Music Theory and Culture III	MUS 140
MUSIC 104: Music Theory and Culture IV	MUS 150
MUSIC 121: Music Skills I	MUS 121
MUSIC 122: Music Skills II	MUS 135
MUSIC 123: Music Skills III	MUS 145
MUSIC 124: Music Skills IV	MUS 155
MUSIC 105: Classical Guitar I 106: Classical Guitar II 107: Classical Guitar III 108: Classical Guitar IV 109: Beginning Winds I 110: Beginning Winds II 111: Beginning Winds III 112: Beginning Winds IV 117: Voice I 118: Voice II 119: Voice III 120: Voice IV 150: Applied Music	MUS 160
MUSIC 125: Chorus 126: Jazz Orchestra 127: Jazz Combos 128: Choral Repertoire 129: Jazz Orchestra Repertoire 142: Instrumental Ensemble 143: String Ensemble 144: Intermediate Jazz Combos 145: Advanced Jazz Combos 146: Advanced Choral Repertoire	MUS 180
MUSIC 147: Introduction to Electronic Music and MIDI	CMUS 110X
NATAM 35: Women of Color (same as AFRAM 35, ASAME 35, M/LAT 35)	SJS 120

LANEY COLLEGE COURSES	C-ID DESCRIPTORS
PHIL 1: Introduction to Philosophy	PHIL 100
PHIL 10: Logic	PHIL 110
PHIL 20A: History of Ancient Greek Philosophy	PHIL 130
PHIL 20B: History of Modern European Philosophy	PHIL 140
PHOTO 20: Photojournalism I	JOUR 160
PHYS 3A: General Physics	PHYS 105
PHYS 3B: General Physics	PHYS 110
PHYS 3A: General Physics + 3B: General Physics	PHYS 100S
PHYS 4A: General Physics with Calculus	PHYS 205
PHYS 4B: General Physics with Calculus	PHYS 210
PHYS 4C: General Physics with Calculus	PHYS 215
PHYS 4A+4B+4C: General Physics with Calculus	PHYS 200S
POSCI 1: Government and Politics in the United States	POLS 110
POSCI 2: Comparative Government	POLS 130
POSCI 3: International Relations	POLS 140
POSCI 4: Political Theory	POLS 120
PSYCH 1A: Introduction to General Psychology	PSY 110
PSYCH 6: Social Psychology	PSY 170
PSYCH 12: Human Sexuality (same as BIOL 27)	PSY 130
PSYCH 21: Lifespan Human Development	PSY 180
PSYCH 28: Introduction to Research Methods in Psychology	PSY 200
SOC 1: Introduction to Sociology	SOCI 110
SOC 2: Social Problems	SOCI 115
SOC 5: Minority Groups	SOCI 150
SOC 13: Sociology of the Family	SOCI 130
SOC 120: Introduction to Research Methods	SOCI 120
SPAN 1A: Elementary Spanish	SPAN 100
SPAN 1B: Elementary Spanish	SPAN 110
SPAN 2A: Intermediate Spanish	SPAN 200
SPAN 2B: Intermediate Spanish	SPAN 210
SPAN 22A: Spanish for Bilingual Speakers I	SPAN 220
SPAN 22B: Spanish for Bilingual Speakers II	SPAN 230
THART 2: Introduction to the Theatre Arts	THTR 111
THART 20: Script Analysis	THTR 114
THART 21: Acting I	THTR 151
THART 22: Acting II	THTR 152
THART 31: Rehearsal and Production I	THTR 191
THART 40: Stagecraft	THTR 171
THART 41: Introduction to Stage Lighting	THTR 173



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

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

Students must be enrolled in the Peralta Community College District to apply for such credit.

Students are not required to have completed any specific number of units in the Peralta Community College District prior to applying for such credit.

1. 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).
2. Students may not use units from these exams to satisfy financial aid, veterans, or EOPS eligibility criteria.
3. 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.
4. 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

You 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.

You 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 General Education 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 you 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 towards 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.

The University of California Advanced Placement Policy can be found at their website:

<http://admission.universityofcalifornia.edu/counselors/files/ap-satisfy-admission-and-igetc-req.pdf>

The California State University Advanced Placement Policy can be found at their website:

<http://calstate.edu/acadAff/codedmemos/AA-2015-02.pdf>

#### ADVANCED PLACEMENT PROCEDURES

If you wish to apply for AP credit having received a score of 3, 4, 5 on any of the exams listed below, you 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 your 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 you wish to receive credit for an AP examination not on this list, you should obtain a petition from the Admissions and Records Office and submit it to the Vice President of Instruction, 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 GE 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 + B3	4	5B and 5C	4
Chemistry	CHEM 30A	1	4	B1 + B3	4	5A and 5C	4
Chinese Language and Culture	CHIN 1 or 10A	3	5	C2	3	3B and 6A	3
Computer Science A <sup>2</sup>	Clears GE Area 4c	4c	3	n/a	0	N/A	0
Computer Science Principles	Clears GE Area 4c	4c	3	n/a	0	N/A	0
Economics: Macro	ECON 1	2	3	D2	3	4B	3
Economics: Micro	ECON 2	2	3	D2	3	4B	3
English Language/Composition	ENGL 1A	4a or 4d	4	A2	3	1A	3
English Literature/Composition	ENGL 1A and 1B	3 and 4d	8	A2 + C2	6	1A or 3B	3
Environmental Science <sup>3</sup>	Clears GE Area 1	1	3	B1 + B3	4	5A + 5C	3
French Language	FREN 1A	3	5	C2 (if completed prior to Fall 2011)	3	3B and 6A (if completed prior to Fall 2014)	3
French Language and Culture	FREN 1A	3	5	C2	3	3B and 6A	3
French Literature	Clears GE Area 3	3	3	C2 (if completed before Fall 2009)	3	3B and 6A	3
German Language	GERM 1A	3	5	C2 (if completed prior to Fall 2011)	3	3B and 6A (if completed prior to Fall 2014)	3
German Language and Culture	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 4	3
History: U.S.	HIST 7A or 7B	2	3	(C2 or D6) + US 1	3	3B or 4 + (US 1)	3
History: World History	HIST 3A or 3B	2	3	C2 or D6	3	3B or 4F	3
Human Geography	GEOG 2	2	3	D5	3	4E	3
Italian Language and Culture	N/A	3	5	C2	3	3B and 6A	3
Japanese Language and Culture	JAPAN 1A	3	5	C2	3	3B and 6A	3

<sup>1</sup> The Peralta Community College District (PCCD) course or General Education Area associated with the Advanced Placement examination. Where courses are noted, they will only be used to establish PCCD prerequisites and/or course equivalencies. Please see a Counselor for specific information.

<sup>2</sup> If a student passes more than one AP exam in Calculus or more than one AP exam in Computer Science, only one examination may be used.

Latin	Clears GE Area 3	3	5	C2	3	3B and 6A	3
Latin Literature	Clears GE Area 3	3	3	C2 (if completed prior to Fall 2009)	3	3B and 6A	3
Latin: Vergil	Clears GE Area 3	3	3	C2 (if completed prior to Fall 2012)	3	3B and 6A	3
Mathematics: Calculus AB <sup>2</sup>	MATH 3A	4b	5	B4	3	2A	3
Mathematics: Calculus BC <sup>2</sup>	MATH 3A or 3B	4b	5	B4	3	2A	3
Mathematics: Calculus BC/AB Subscore <sup>2</sup>	MATH 3A	4b	5	B4	3	2A	3
Mathematics: Statistics	MATH 13	4b	4	B4	3	2A	3
Music Theory	MUSIC 101	3	3	C1 (if completed prior to Fall 2009)	3	N/A	n/a
Physics 1 <sup>4</sup>	Clears GE Area 1	1	5	B1 + B3	4	5A and 5C	4
Physics 2 <sup>4</sup>	Clears GE Area 1	1	5	B1 + B3	4	5A and 5C	4
Physics B <sup>4</sup>	PHYS 2A or PHYS 3A	1	5	B1 + B3 (if completed prior to Fall 2013)	4	5A and 5C	4
Physics C: Electricity/Magnetism <sup>4</sup>	PHYS 4B	1	5	B1 + B3	4	5A and 5C	3
Physics C: Mechanics <sup>4</sup>	PHYS 4A	1	5	B1 + B3	4	5A and 5C	3
Psychology	PSYCH 1A	2	3	D9	3	4	3
Spanish Language	SPAN 1A	3	5	C2 (if completed prior to Spring 2014)	3	3B and 6A (if completed prior to Fall 2014)	3
Spanish Language and Culture	SPAN 1A	3	5	C2	3	3B and 6A	3
Spanish Literature	SPAN 38	3	3	C2 (if completed prior to Spring 2013)	3	3B and 6A (if completed prior to Fall 2014)	3
Spanish Literature and Culture	SPAN 2A	3	5	C2	3	3B and 6A	3

**For CSU GE Breadth certification:**

<sup>3</sup>Students who pass AP Environmental Science earn 4 units of credit. Tests prior to Fall 2009 may apply to either B1+B3 OR B2+B3 of GE Breadth. Fall 2009 or later, those credits may only apply to B1+B3.

<sup>4</sup>If student passes more than on AP exam in Physics, only six units of credit may be applied to a baccalaureate, and only four units of credit may be applied to GE Breadth.

\*Unit awarded based on the minimum required for PCCD General Education Area 4C.

## International Baccalaureate Examination Program

The Peralta Community College District may award International Baccalaureate Examination (IB) credit towards 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 three (3) semester or four (4) quarter units for certification purposes.**

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 (any language, except English) HL	3	3	C2	3	3B and 6A	3
Language A2 (any language, except English) HL	3	3	C2	3	3B and 6A	3
Language A1 (any language) HL	3	3	C2 (if completed prior to Fall 2013)	3	3B	3
Language A2 (any language) HL	3	3	C2 (if completed prior to Fall 2013)	3	3B	3
Language B HL (any language) <sup>1</sup>	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

<sup>1</sup> The IB curriculum offers language at various levels for native and non-native speakers. Language B courses are offered at the intermediate level for non-native speakers. Language A1 and A2 are advanced courses in literature for native and non-native speakers respectively.



### 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. Students 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 students 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 students 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

\*Unit awarded based on the minimum required for PCCD General Education Area 4c.

## ACADEMIC POLICIES

### TEN PRINCIPLES OF FACULTY 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 their own education. Each student is expected to strive for excellence, adhere to the principles of academic integrity, and be proactive when their needs are not being met, through all channels (counselors, teaching faculty, staff, deans, and student government).

#### 2. Honesty

Each student will present their 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 5 regulations and the Laney College and Peralta Community College District policies and procedures. Refer to AP 5500 for more information.

### 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 AND REPEATABLE COURSES

Course repetition and repeatable courses are regulated by state guidelines (§ 55042, 58161, 55024, 55045).

Courses can be repeated for the following reasons:

- Alleviate substandard academic work [55040(b)(2), 55042]
- Withdrawal (55024)
- Significant lapse of time [55040(b)(3), 55043]
- Legally mandated [55040(b)(8)]
- Significant change in industry or licensure standards [55040(b)(9)]
- Extenuating circumstances [55040(b)(5), 55045]
- Occupational Work Experience [55040(b)(6), 55253]
- Variable unit open-entry/open-exit courses [55040(b)(4), 55044]
- Special classes for students with disabilities [55040(b)(7)]
- Courses required by CSU or UC for completion of a bachelor's degree [55040(b)(1), 55041(a)(1)]
- Intercollegiate athletics [55040(b)(1), 55041(a)(2)]
- Intercollegiate academic or vocational competition [55040(b)(1), 55041(a)(3)]
- Active participatory courses in physical education, and visual or performing arts that are related in content [55040(c)]
- Intercollegiate academic or vocational competition [55040(b)(1), 55041(a)(3)]
- Recency requirement at an institution of higher education [55040(b)(3), 55043]

Courses designated repeatable per Title 5 (§ 55041):

- Cooperative Work Experience Education [55040(b)(6), 55253]
- Variable unit open-entry/open-exit course [55040(b)(4), 55044]
- Special classes for students with disabilities [55040(b)(7)]
- Courses required by CSU or UC for completion of a bachelor's degree [55040(b)(1), 55041(a)(1)]
- Intercollegiate athletics [55040(b)(1), 55041(a)(2)]
- Intercollegiate academic or vocational competition [55040(b)(1), 55041(a)(3)]

- Active participatory courses in physical education, and visual or performing arts that are related in content [55040(c)]

Students may not enroll in the same course for more than a total of three times, including substandard grades and Withdrawal grades (W's) (per §55040 and §58161). Students may repeat any course for which they have earned an F, D, or NP twice (a total of three times) provided they have not earned any W's for that course (§ 55042). The previous grade and credit will be disregarded in the computation of the grade point average.

Repeated courses are part of the student's permanent academic record. The student's record is legibly annotated to reflect true and complete academic history and is compliant with Education Code §76224. The 'W' shall not be used in calculating GPA, but must be used in determining probation and dismissal. If the student does not complete the course on the third attempt, the course must be completed at another college (not Laney) or another course chosen to meet the transfer or graduations requirements (if one exists).

Military withdrawals, withdrawals due to extraordinary conditions (58509), and withdrawals where the district determines discriminatory treatment has occurred, do not count toward these enrollment limits [55040(b)(5), 55045].

Students may not repeat a course if they have earned a passing score unless there is documented proof that the student needs the course after a significant lapse of time, (§55040(b), §55043) of no less than 36 months with the current prerequisite for the course (Title 5 §55003).

If a student wishes to transfer to another institution of higher education where there is an established recency requirement which the student will not be able to satisfy without repeating the course in question [55040(b)(3), 55043], to upgrade as part of a skill necessary because of a Significant change in industry or licensure standards [55040(b)(9)], the course is legally mandated for a student to maintain a paid or volunteer position [55040(b)(8)].

**Active participatory courses limitations:**

- Courses that are designed specifically for participation in non-athletic competitive events between students from different colleges may be repeated. The outcomes of the course must be tied to the student's participation in the competition. The event must be sanctioned by a formal collegiate or industry governing board.
- Enrollment in active participatory courses (those courses where individual study or group assignments are the basic means by which learning objectives are obtained) in physical education, visual or performing arts that are related in content is limited to four (4) times [four courses]. A course related in content, includes any course with similar primary educational activities in which skill levels or variations are separated into distinct courses with different student learning outcomes for each level or variation.
- The enrollment limits apply even if the student receives a substandard grade or a 'W' during one of the enrollments or petitions, due to extenuating circumstances as provided in Title 5, §55045. The grade each time shall be included for calculating the student's grade point average.

### **GRADING SYMBOLS, DEFINITIONS, AND POLICIES**

**SYMBOL DEFINITION****EW Excused Withdrawal**

"Excused Withdrawal" (EW) occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting his or her ability to complete a course(s) and may include a job transfer outside the geographical region, an illness in the family where the student is the primary caregiver, when the student who is incarcerated in a California state prison or county jail is

released from custody or involuntarily transferred before the end of the term, when the student is the subject of an immigration action, or other extenuating circumstances making course completion impracticable. In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student's behavioral violation or if the student requested and was granted a mid-semester transfer. Upon verification of these conditions and consistent with the District's required documentation substantiating the condition, an excused withdrawal symbol may be assigned at any time after the period established by the Governing Board during which no notation is made for withdrawals. The withdrawal symbol so assigned shall be an "EW." (2) Excused withdrawal shall not be counted in progress probation and dismissal calculations. (3) Excused withdrawal shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt. However, an EW grade will count as an attempt for financial aid satisfactory academic progress evaluation and count against cumulative completion rate, term completion rate, and maximum time frame. (4) In no case may an excused withdrawal result in a student being assigned an "FW" grade. (f) Notwithstanding the limits set forth above, apportionment will be limited as set forth in Title 5, section 58161

**FW Failing.**

The FW grade indicates a failing grade because the student has ceased to participate in the class sometime after the withdrawal deadline. The FW grade is treated in the same manner as an F grade for the purposes of calculating grade point average, course repetition, and academic standings for probation / dismissal. Upon petition original F will remain but will not be computed in grade point average.

I

**Incomplete**

Incomplete academic work for unforeseeable and justifiable reasons at the end of the term. The grade of "I" is only appropriate when the student has completed a minimum of two-thirds of the work for the course with a passing grade. Conditions for removal of the "I" and the grade assigned 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. If the stipulation has not been met by the allotted time the incomplete symbol will revert to an assigned incomplete grade.

**Incomplete defaults:**

I-B: The I-B grade defaults to an assigned grade of a B

I-C: The I-C grade defaults to an assigned grade of a C

I-D: The I-D grade defaults to an assigned grade of a D

I-F: The I-F grade defaults to an assigned grade of a F

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" 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" and 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 Admissions and Records Office 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.

**SP Satisfactory Progress**

Satisfactory Progress towards completion of the course (Used for noncredit courses only and is not supplanted by any other symbol.)

**W Withdrawal**

A withdrawal reported to the Admissions and Records Office during the first four weeks of instruction 30 percent of instruction under the semester system, summer session, intersession, and short-term courses) shall not be noted on the student's academic record.  
A "W" symbol can be awarded

any student between the end of the 4th week of instruction and the end of the 14th week of instruction (or between 30-75 percent 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 or has not 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 they reasonably believed that remaining in the course would subject them to discriminatory treatment or retaliation for alleging discriminatory treatment." In such instances, no symbol will be assigned.

**It is the student's responsibility to drop a class. Students can drop a class online through the Passport Student Center or in the college Admissions and Records Office.**

## GRADING POLICIES AND GRADE SYMBOL DEFINITIONS

Each Peralta college uses the following evaluative and non-evaluative symbols in the grading of a student in conformance with those related provisions of the California Administrative Code, Title 5.

Symbol	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 D will remain but will not be computed
EW	0	Excused Withdrawal	Permitted.
F	0	Failing	Permitted. Upon petition original F will remain but will not be computed
FW	0	Failing. The FW grade indicates a failing grade because the student has ceased to participate in the class sometime after the withdrawal deadline.	Permitted. Upon petition original F will remain but will not be computed
NP	0	No Pass. NP means student did not fulfill the academic requirements of the course.	Permitted. Upon petition original NP will remain but will not be computed.
P	0	Pass. At least satisfactory. Units awarded not counted in GPA. Only assigned for courses with P/NP option.	Not Permitted.
W	0	Withdrawal. W is assigned for students who withdraw officially from a class between the 5th and 14th weeks.	Permitted. Original W will remain but will not be computed.
MW	0	Military Withdrawal. MW 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 MW symbol may be given in lieu of a grade at any time. The MW shall not be counted in determining progress probation or in calculating grade points for dismissal.	Permitted. Original MW 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 IP will remain but will not be computed.
RD	0	Report Delay	Not Permitted.
SP	0	Satisfactory progress. Awarded by instructor 500 classes only.	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 five (5) units of A, four (4) units of B, three (3) units of C, two (2) units of D and two (2) units of P would compute the GPA as follows:

Units Attempted	Units Completed	Grade/Points	Units	Grade Points
5 units	5 units	A=4x	5	20 grade points
4 units	4 units	B=3x	4	12 grade points
3 units	3 units	C=2x	3	6 grade points
2 units	2 units	D=1x	2	2 grade points
0 units	2 units	P=0x	2	0 grade points
<b>TOTAL</b>				
14 units	16 units			40 grade points

Units for which the FW, 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 Option:** Each Peralta college shall determine which courses can be offered on a pass/no pass basis and shall specify in the college catalog which courses have this option. (In the absence of such a determination, a course will be presumed to be offered on a letter-grade basis.)

The student's decision to take a course for Pass/No Pass must be made prior to the 4th week of instruction (30 percent of instruction for summer session and short-term classes). The student must go into the Passport Student Center to choose P/ NP.

All units earned on a pass/no pass basis in California institutions of higher education or equivalent out-of-state institutions, shall be counted in satisfaction of community college curriculum requirements, but such courses shall not be included in determining a student's grade point average.

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 regarding the use of courses in which a "P" grade was received.

### CREDIT BY EXAMINATION

A registered student who is attending classes, is in good-standing (not on probation), and has completed at least six units at Laney College may request by petition to take an equivalency examination in certain designated 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.

Since the approved course list is updated annually, confer with a counselor regarding any changes.

Credit by Examination Courses:

COMM 19	MATH 210C
COSM 220	MATH 210D
COSM 230	MATH 211A
FREN 1A	MATH 211B
FREN 1B	MATH 211C
FREN 2A	MATH 211D
GEOG 1	MEDIA 100A
JOURN 62	MEDIA 104
KIN 150	MEDIA 111
MACH 210	MEDIA 112
MATH 201	SPAN 40
MATH 203	
MATH 210A	
MATH 210B	

### 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 Student Services' list. In addition to the GPA, 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 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 deficient.

There are two conditions of scholastic deficiency:

**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 their 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 their cumulative grade-point average is 2.0 or higher.

**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 (50) percent 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 Student Services will notify the student by mail when they have 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 for 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 taken, reaches or exceeds fifty (50) percent 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 Student Services or designee. Circumstances that warrant exceptions to the standards for dismissal are evaluated by the petition committee and submitted to the Vice President of Student Services or designee for final action.

Students will be notified via Peralta email when they are 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 period of one year must have elapsed since the work to be alleviated was completed;
- 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.

Since the most recent work to be disregarded was completed, the student must have completed 15 lower-division semester units with at least a 2.5 GPA, at either any of the Peralta Community Colleges or another regionally accredited institution.

**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 Admissions and Records web page at [www.peralta.edu](http://www.peralta.edu).

### 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 incompetency. No grade will be changed later than two 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.



## 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 Community College District. 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 Table of Contents for page numbers). 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 is 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

## ASSOCIATE DEGREE PROGRAM GENERAL EDUCATION 2019- 2020 (UPDATED ANNUALLY)

General Education Requirements for the Associate in Arts and Associates in Science degrees (not for the AA-T or AS-T) 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 (AP 4100).

One course with a minimum value of 3 semester units from the following:

Anthropology: 1, 21  
 Astronomy: 10  
 Biology: 1A, 1B, 2, 3, 4, 10, 11, 20A, 20B, 24, 76  
 Chemistry: 1A, 1B, 12A, 12B, 25, 30A, 30B  
 Engineering: 100  
 Environmental Control Technology: 1\*, 101  
 Geography: 1, 9, 18, 19  
 Geology: 10  
 Physical Science: 22  
 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 (AP 4100).

**One course with a minimum value of three (3) semester units.**

African American Studies: 1, 2, 5, 8, 11, 12, 14A, 16, 18^, 23, 30, 31, 32, 35\*, 38, 45\*\*  
 Anthropology: 2, 3, 7, 14, 19, 20

Asian / Asian-American Studies: 2, 21, 26, 30, 32, 35\*, 42, 45A, 45B  
 Biology: 27\*\*\*  
 Business: 5  
 Communication: 19\*\*\*\*  
 Counseling: 30, 230  
 Culinary Arts: 88  
 Economics: 1, 2  
 Engineering: 100  
 Ethnic Studies: 1, 3, 12, 13, 14, 30, 50  
 Geography: 2, 3, 18  
 Health Education: 1, 6  
 History: 2A, 2B, 3A, 3B, 7A, 7B, 19  
 Humanities: 45\*\*  
 Journalism: 62\*\*\*\*  
 Labor Studies: 10, 13, 21, 22  
 Mexican and Latin-American Studies: 12, 19, 23, 31, 32^, 33, 34, 35\*  
 Native American Studies: 1, 2, 35\*  
 Political Science: 1, 2, 3, 4, 6, 16, 18, 21  
 Psychology: 1A, 6, 7A, 12\*\*\*, 21, 24, 26, 28  
 Social Science: 19, 20  
 Sociology: 1, 2, 5, 8, 13, 120

- \* 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.
- ^ Students receive credit for one 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 (AP 4100).

#### One course with a minimum value of three (3) semester units.

African American Studies: 18^, 26, 29, 45\*  
 Anthropology: 7  
 Architecture: 107  
 Art: 1, 2, 3, 4, 5, 7, 40, 141, 144, 145  
 Asian / Asian-American Studies: 10, 30  
 Chinese: 1, 2, 3, 4, 8+, 22A  
 Communication: 2A  
 Culinary Arts: 88  
 Dance: 1, 7  
 English: 1B, 10A, 10B, 12, 17A, 17B, 30A, 30B, 31, 43, 210A, 210B, 212, 217A, 217B, 230A, 230B, 231, 243  
 French: 1A, 1B, 2A, 2B  
 Humanities: 6, 7, 16, 30A, 30B, 31A, 31B, 40, 45\*  
 Japanese: 1A, 1B, 2A, 50A, 50B  
 Mexican and Latin-American Studies: 30A, 30B, 32^, 36, 37  
 Music: 8A, 8B, 8C, 8D, 10, 15A, 15B, 100, 101, 102, 103, 104

Philosophy: 1, 2, 4, 6, 10, 14, 20A, 20B, 30, 37  
 Photography: 25  
 Spanish: 1A, 1B, 2A, 2B, 22A, 22B, 30A, 30B, 33A, 33C, 33B, 36A, 36B, 40  
 Theatre Arts: 2, 11, 31

- \* Students will receive credit for one course only.
- + Students must take 3 units to satisfy Area 3.
- ^ Students receive credit for one course only.

### AREA 4 – LANGUAGE AND RATIONALITY

Minimum level of English 1A Freshman Composition, or an equivalent course (AP 4100).

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 (AP 4100).

One course with a minimum value of three (3) semester units.

English: 1A, 1B, 5  
 English for Speakers of Other Languages: 52A, 52B

#### 4b. Mathematics:

Minimum level of intermediate algebra or an equivalent course (AP 4100).

May be met by one of the two plans listed below:

**Plan I:** Completion of one course, three (3) semester units minimum:

Mathematics: 1, 2, 3A, 3B, 3C, 3E, 3F, 11, 13, 15, 16A, 16B, 50, 202, 203, 211ABCD\*, 220 CDEFG\*\*, 221, 230, 240

**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 (AP 4100).

One course with a minimum value of one (1) semester unit.

Architecture: 104A, 125, 204  
 Biology: 28  
 Business: 24, 38, 43A, 43B, 43BA, 43BB, 219, 239, 245B, 245E  
 Computer Information System: All courses numbered 1 – 248  
 Construction Management: 31A, 31B  
 Engineering: 22, 77  
 Electricity/Electronics Technology: 37\*  
 Environmental Control Technology: 37\*  
 Graphic Arts: 32, 34, 35, 36, 42, 43, 111, 114, 115, 150, 230  
 Journalism: 65, 69

Learning Resources: 211  
 Machine Technology: 20, 30, 31  
 Media Communications: 70, 72, 75, 77, 80, 115, 130, 131, 132,  
 140, 150, 151  
 Music: 147

\* 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 for Speakers of Other Languages (ESOL) (AP 4100).

One course with a minimum value of three (3) semester units.

Biology: 74  
 Business: 201  
 Communication: 1A, 2A, 19\*, 20, 44, 45  
 English: All courses numbered 1 through 247, except 48, 49,  
 205, 206AB, 209  
 English for Speakers of Other Languages: 50A, 50B, 52A,  
 52B  
 Journalism: 21, 62\*  
 Media Communications: 100A, 100B, 100C, 100D  
 Mexican/Latin-American Studies: 36

\*Students will receive credit for one (1) course only.

**AREA 5 – ETHNIC STUDIES:**

Ethnic Studies is an intensive and scholarly study of African American, Hispanic, Asian, and /or Native American experiences in the United States involving an examination of these cultures and the history, social, economic, and political influences on them (AP 4100).

One course with a minimum value of three (3) semester units

African American Studies: 1, 2, 5, 8, 11, 12, 14A, 16, 23, 26, 29,  
 30, 31, 32, 35\*, 38, 45\*\*  
 Anthropology: 14  
 Art: 7  
 Asian and Asian-American Studies: 2, 10, 21, 30, 32, 35\*, 42,  
 45A, 45B  
 English: 31, 231  
 Ethnic Studies: 1, 3, 12, 13, 14, 30, 50  
 History: 19  
 Humanities: 45\*\*  
 Mexican/Latin-American Studies: 12, 19, 23, 30A, 31, 33, 34,  
 35\*, 36, 37  
 Music: 15A, 15B  
 Native American Studies: 1, 2, 35\*  
 Psychology: 26  
 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 DEGREES AND CERTIFICATES

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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 59. 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 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 56, 319) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern (see page 55, 321), 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.

## CERTIFICATE OF ACHIEVEMENT (CA)

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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 are approved by the State Chancellor's Office of the California Community Colleges before they can be offered at departments.

## CERTIFICATE OF PROFICIENCY (CP)

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A Certificate of Proficiency is granted to the student when the required courses are completed 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 the student's transcript.

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 must 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.

## LICENSURE

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The college program in Cosmetology is designed to prepare students to take the State examination for a license to practice in this field.



## LIBERAL ARTS: CSU/GE BREADTH CA

(UPDATED ANNUALLY) (See ASSIST.org for 2019-2020)

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.

### 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, 20, 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 10

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

Geography 1, 9, 19

Geology 10

Physical Science 22

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

##### B2: Life Sciences

Anthropology 1, 21

Biology 1A/L, 1B/L, 2/L, 3/L, 4/L, 10/L, 11, 20A/L, 20B/L, 24/L, 76

##### B3: Laboratory Activity

One course from either B-1 or B-2 with laboratory (/L), or one of the following:

Anthropology 1L

Geography 1L

##### B4: Mathematics, Quantitative Reasoning

(Must be completed with a grade of "C-" or better.)

Mathematics 1, 2, 3A, 3B, 3C, 3E, 3F, 11, 13, 15, 16A, 16B, 50

Physics 4A, 4B, 4C

#### 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

African American Studies 26

Architecture 107

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

Asian / Asian-American Studies 10

Dance 1, 5

Mexican/Latin-American Studies 37

Music 3A, 3B, 8A, 8B, 8C, 8D, 10, 14A, 14B, 15A, 15B, 100, 101

Photography 25

Theatre Arts 2, 11

##### C2: Humanities

African American Studies 18+, 29, 45\*

Asian / Asian-American Studies 30

Chinese 1, 2, 3, 4, 22A

Communication 2A

English 1B, 10A, 10B, 12, 17A, 17B, 20, 30A, 30B, 31, 43

French 1A, 1B, 2A, 2B

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

Japanese 1A, 1B, 2A

Mexican/Latin-American Studies 30A, 30B, 32+, 36

Philosophy 1, 2, 4, 6, 14, 20A, 20B, 30, 37

Spanish 1A, 1B, 2A, 2B, 22A, 22B, 30A, 30B, 33A, 33B, 33C, 36A, 36B, 40

#### 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, 11, 12, 14A, 16, 18+, 23, 29, 30, 31, 32, 35\*, 38

Anthropology 2, 3, 7, 14, 19

Asian/ Asian-American Studies 2, 21, 26, 29, 32+, 35\*, 42, 45A, 45B

Biology 27\*\*++

Communication 19\*\*\*

Economics 1, 2

Ethnic Studies 1, 3, 12, 13, 14, 30^, 50

Geography 1, 2, 3, 18

History 2A, 2B, 3A, 3B, 7A, 7B, 19

Journalism 62\*\*\*

Labor Studies 10

Mexican/Latin American Studies 12,19, 23, 31, 32+, 33, 34, 35\*

Native American Studies 1, 2, 35\*

Political Science 1, 2, 3, 4, 6, 16, 18

Psychology 1A, 7A, 12\*\*, 21, 24, 26, 28

Social Science 19, 20

Sociology 1, 2, 5, 8, 13, 120

#### Area E: Lifelong Understanding and Self-Development

Minimum of 3 semester (4-5 quarter) units.

For certification, DD-214 documentation will clear this area.

Asian/ Asian-American Studies 32+

Biology 27\*++, 28

Counseling 24, 30, 57

Ethnic Studies 30^

Health Education 1, 5, 6

Psychology 6, 12\*\*++, 21+++

**Total Minimum Required Units:**

**39**

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

^or+or++or+++ Course will be certified for one area only.

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.

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Communication: Students will effectively express and exchange ideas through various modes of communication.
- Critical Thinking and Problem Solving: Students will be able to think critically and solve problems by identifying relevant information, evaluating alternatives, synthesizing findings and implementing effective solutions.
- Global Awareness, Ethics and Civil Responsibility: Students will be prepared to practice community engagement that addresses one or more of the following: environmental responsibility, social justice and cultural diversity.

## LIBERAL ARTS: INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) (CA)

(UPDATED ANNUALLY) (See ASSIST.org for 2019-2020)

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.

### 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, 20, 44, 45

#### Area 2: Mathematical Concepts and Quantitative Reasoning

One course, 3 semester (4-5 quarter) units.

Mathematics 1, 2, 3A, 3B, 3C, 3E, 3F, 11, 13, 15, 16A, 16B

#### 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.**

##### 3A Arts:

African American Studies 26

Architecture 107

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

Asian/Asian-American Studies 10

Dance 1

Mexican/Latin American Studies 37

Music 3A, 3B, 4A, 4B, 8A, 8B, 8C, 8D, 10, 15A, 15B, 100, 101

Photography 25

Theatre Arts 2

##### 3B Humanities:

African American Studies 29

Asian/Asian-American Studies 30

Chinese 2+, 3+, 4+

English 1B, 12, 17A, 17B, 20, 30A, 30B, 31, 43

French 1B+, 2A+, 2B+

Humanities 6, 7, 16, 30A, 30B, 31A, 31B, 40

Japanese 1B+, 2A+

Mexican/Latin-American Studies 30A, 30B, 32^, 36

Philosophy 1, 2, 4, 6, 14, 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, 2, 5, 8, 11, 12, 14A, 16, 18+, 23, 30, 31, 32, 35\*, 38, 45\*\*

Anthropology 2, 3, 7, 14, 19

Asian/Asian-American Studies 2, 21, 26, 29, 32, 35\*, 42, 45A, 45B

Biology 27\*\*\*

Communication 19\*\*\*\*

Economics 1, 2

Ethnic Studies 1, 3, 12, 13, 14, 30, 50

Geography 2, 3, 18

History 2A, 2B, 3A, 3B, 7A, 7B, 19

Humanities 45\*\*

Journalism 62\*\*\*\*

Labor Studies 10

Mexican/Latin American Studies 12, 19, 23, 31, 32+, 33, 34, 35\*

Native American Studies 1, 2, 35\*

Political Science 1, 2, 3, 4, 6, 16, 18

Psychology 1A, 6, 7A#, 12\*\*\*, 21, 24, 28

Social Science 19, 20

Sociology 1, 2, 5, 8, 13, 120

**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.**

**5A Physical Sciences:**

Astronomy 10#  
 Chemistry 1A(L), 1B(L), 12A(L)#, 12B(L)#, 25, 30A(L)#, 30B(L)#  
 Geography 1, 1L, 9, 19  
 Geology 10  
 Physical Science 22  
 Physics 3A(L)#, 3B(L)#, 4A(L)#, 4B(L)#, 4C(L)#, 10#

**5B Biological Sciences:**

Anthropology 1, 1L, 21  
 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 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 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. Proficiency met by:

At least three courses from at least two disciplines or an interdisciplinary sequence, 9 semester (12-15 quarter) units.

**Laney course(s) that meet the proficiency level (or more advanced level) are:**

Chinese: 1, 22A  
 French: 1A  
 Japanese: 1A  
 Spanish: 1A, 22A

**TOTAL REQUIRED UNITS:****37**

+ Courses designated with an "+" may be counted in Language other than English and one additional area, i.e. Area 3: Humanities.

^ Course will be certified for one area only.

\*or\*\*or\*\*\*or\*\*\*\* 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.

**PROGRAM LEARNING OUTCOMES**

*Upon completion of this program a student will be able to:*

- **Communication:** Students will effectively express and exchange ideas through various modes of communication.
- **Critical Thinking and Problem Solving:** Students will be able to think critically and solve problems by identifying relevant information, evaluating alternatives, synthesizing findings and implementing effective solutions.
- **Global Awareness, Ethics and Civil Responsibility:** Students will be prepared to practice community engagement that addresses one or more of the following: environmental responsibility, social justice and cultural diversity.





# DEGREES & CERTIFICATES

Associate in Arts (AA) degree, Associate in Arts for Transfer (AA-T) degree, Associate in Science (AS) degree, Associate in Science for Transfer (AS-T) degree, Certificates of Achievement (CA) and Certificates of Proficiency (CP).

## ASSOCIATE DEGREES FOR TRANSFER: ADT/AA-T/AS-T (AS OF MAY 2019):

- |                            |                       |  |
|----------------------------|-----------------------|--|
| 1. Anthropology            | 8. Journalism         | 16. Social Justice Studies: African American Studies |
| 2. Business Administration | 9. Kinesiology        | 17. Social Justice Studies: Chicana & Latinx Studies |
| 3. Communication Studies   | 10. Mathematics       | 18. Social Justice Studies: Ethnic Studies           |
| 4. Economics               | 11. Music             | 19. Sociology  |
| 5. English                 | 12. Philosophy        | 20. Spanish  |
| 6. Geography               | 13. Physics           | 21. Studio Arts                                      |
| 7. Global Studies          | 14. Political Science | 22. Theater Arts                                     |
|                            | 15. Psychology        |  |

<b>African-American Studies</b>	AA	<b>Environmental Control Technology</b>	
Social Justice: African American Studies	AA-T	Building Automation Systems	CA, AS
<b>Anthropology</b>	AA-T	Commercial HVAC Systems	CA, AS
<b>Architecture</b>	CA, AS	Refrigeration Technology	CP
<b>Art</b>		Residential and Light Commercial HVAC & Refrigeration	CA, AS
Ceramics	AA	<b>Ethnic Studies</b>	
Studio Arts	AA-T	Community Change Studies	CP
<b>Asian and Asian-American Studies</b>	AA	Ethnic Studies	AA
<b>Biological Sciences</b>		Social Justice Studies: Ethnic Studies	AA-T
Biomanufacturing	CA	<b>Geography</b>	AA-T
Biomanufacturing Production	AS	<b>Graphic Arts</b>	
Biomanufacturing Skills	CP	Applied Graphic Design/Digital Imaging	CA, AA
<b>Business</b>		Graphics in Motion	CP
Accounting	CA, AS	<b>Humanities</b>	AA
Banking	CA, AA	<b>Journalism</b>	AA, AA-T
Bookkeeping	CA	<b>Kinesiology</b>	AA-T
Business Administration	CA, AS, AS-T	Personal Trainer -Prep Certification	CP
Business Information Systems	CA, AS	<b>Labor Studies</b>	CA, AA
Entrepreneurship	CA	<b>Language Arts</b>	AA
Management & Supervision	CA, AS	<b>Legal and Community Interpreting</b>	CA
Marketing & Sales	CA, AS	<b>Liberal Arts: IGETC</b>	CA
Retail Management	CA	<b>Liberal Arts: CSUGE Breadth</b>	CA
Water Efficiency Management	CA	<b>Machine Technology</b>	
<b>Carpentry</b>	CA, AS	Industrial Maintenance Technology	CA
High Performance Building	CP	Machine Technology	CA, AS
<b>Communication Studies</b>	AA-T	<b>Mathematics</b>	AS-T
<b>Computer Information Systems</b>		<b>Media Communication</b>	
Android Programming	CA	AR/VR: Immersive Design	CA
Computer Information Sciences	AS	Audio Visual Technology	CA
CIS/Computer Programming	AS	Performance and Production for Video, Broadcast, and Digital Cinematography	CA, AA
Computer Programming with C++	CA	Video Production for Video, Broadcast, and Digital Cinematography	CA, AA
Computer Programming with Java	CA	<b>Mexican and Latin-American Studies</b>	AA
Computer Systems Analysis	CA	Chicano/a & and Latino/a Studies	AA
Database Management with SQL	CA	Social Justice Studies: Chicana & Latinx Studies	AA-T
iOS Programming	CA	<b>Music</b>	AA, AA-T
<b>Construction Management</b>		Music Industry Studies	CA, AA
Building Codes & Inspections	CP	<b>Philosophy</b>	AA-T
Construction Management	CA, AS	<b>Photography</b>	CA, AA
<b>Cosmetology</b>	CA, AS	Dark Room Photography	CP
<b>Culinary Arts</b>		<b>Political Science</b>	AA-T
Baking & Pastry	CA, AS	<b>Physics</b>	AS-T
Culinary Foundations	CP	<b>Psychology</b>	AA-T
Culinary Arts & Restaurant Management	CA, AS	<b>Science</b>	AS
<b>Dance</b>	AA	<b>Social Sciences</b>	AA
<b>Economics</b>	AA-T	Global Studies	AA-T
<b>Electrical &amp; Electronics Technology</b>		<b>Sociology</b>	AA-T
Electrical Technology	CA, AS	<b>Spanish</b>	AA-T
Residential Automation Cloud Based	CA	<b>Theatre Arts</b>	AA-T
Robotics and Mechatronics Controls	CA	<b>Welding Technology</b>	CA, AS
Solar Photovoltaic Professionals	CA	<b>Wood Technology</b>	CA, AS
<b>Engineering</b>			
Biomedical Engineering Technology	CA		
<b>English</b>	AA-T		
<b>English for Speakers of Other Language (ESOL)</b>			
Advanced	CP		
Intermediate	CP		
High Intermediate	CP		

## COURSES AND PROGRAMS

### CURRICULUM PATTERNS / ANNOUNCEMENT OF COURSES

All departments are listed alphabetically in the catalog. Curriculum patterns that are required for the Certificate of Achievement 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 schedule of classes 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 the student's academic background is sufficient for success in the course
- **Corequisite:** Means a condition of enrollment consisting of a course that the student must take concurrently
- **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 column).
- **Course Student Learning Outcomes:** Student learning outcomes for the following courses are maintained in the CurricUNET curriculum 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

Independent study allows students to pursue projects under faculty advisement and supervision.

Courses can range in unit value from 0.5 to 5 units.

#### Prerequisites for Independent Study:

(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.

Regulations governing Independent Study 49 courses are as follows for Laney, CSU, and UC:

#### I. Laney College

Maximum units earned in one department may be repeated for up to a maximum of five (5) units per department (individual departments may choose a lower maximum).

During any one semester, the total number of units earned in all 49 courses attempted may not exceed five (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.

#### Distance Education

Distance education takes place when a teacher and student(s) 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 fully 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.

**Career Education** (formerly CTE)

courses lead directly to employment or advancement in a field after intensive training in theory and practical application in trade, technical, business, and service occupations.

**Transfer Education courses**

paralleling freshman and sophomore years at four-year institutions. Also included are courses, which prepare students for transfer to four-year colleges or universities.

**English for Speakers of Other Languages**

**(ESOL)** is offered at Laney College for those whose English is not their native language. The courses assist students in developing the following language skills in English: listening, speaking, reading, writing, and job readiness. Description of the courses are given in the course announcements, listed as English for Speakers of Other Languages (ESOL).

**Cooperative Work Experience**

Education is a joint effort of the college and the community to provide students with opportunities to relate college education to a "real" employment situation. In this program, students can receive income, experience, and college credits. The business community becomes the classroom. Through the combined program of employment and classroom study, students learn the relationship between theory and practical application. Any student may enroll in a Cooperative Work Experience Education course. It constitutes a regular and essential element in the educational process.

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**SYMBOLS**

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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.
SP	Satisfactory Progress

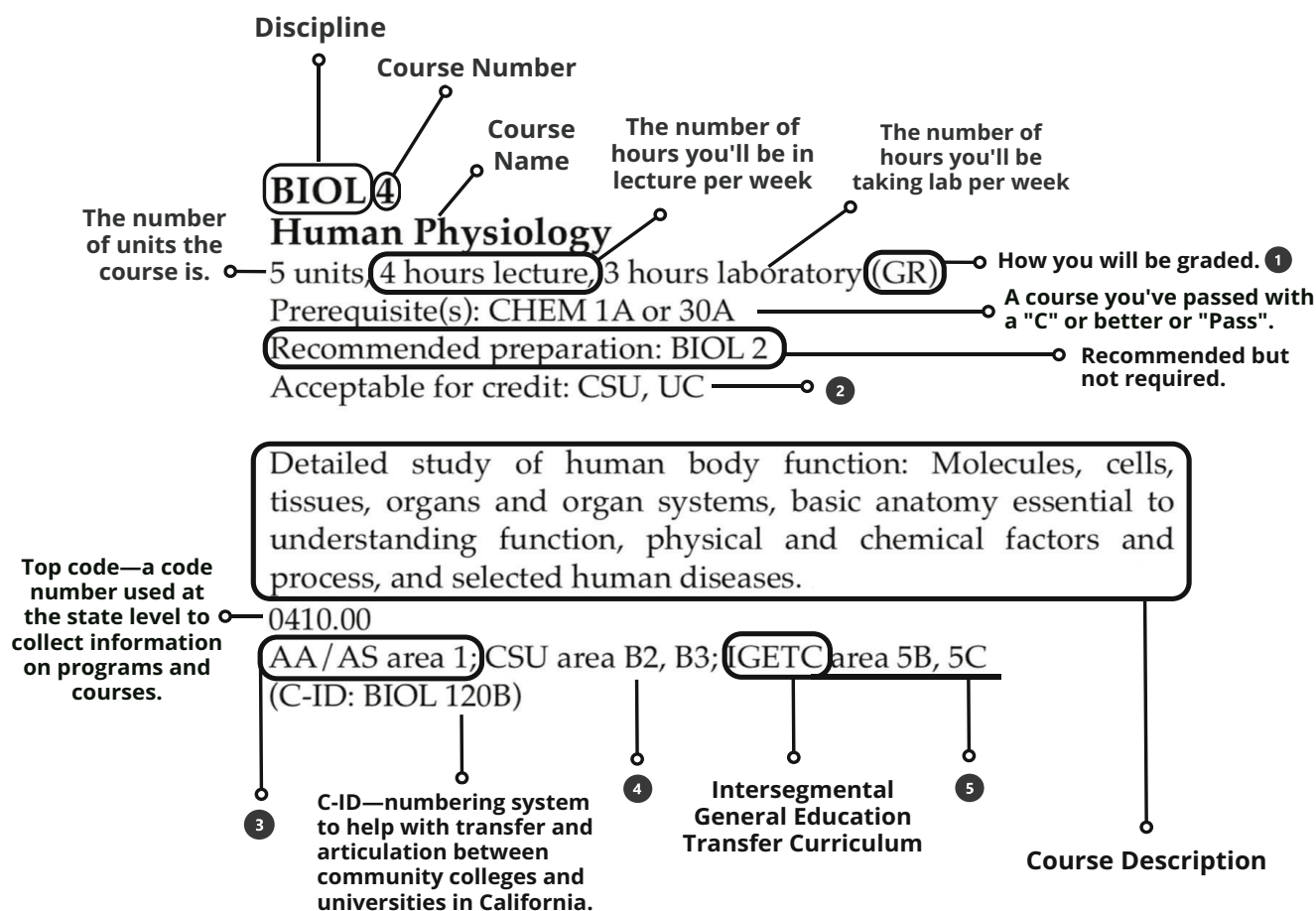


## DEPARTMENT ABBREVIATIONS

African American Studies	AFRAM	Geology	GEOL
Anthropology	ANTHR	Graphic Arts	GRART
Apprenticeship	APPR	Health Education	HLTED
Architecture	ARCH	History	HIST
Art	ART	Humanities	HUMAN
Asian and Asian-American Studies	ASAME	Japanese	JAPAN
Astronomy	ASTR	Journalism	JOURN
Athletics	ATHL	Kinesiology	KIN
Banking & Finance	BNK/F	Labor Studies	LABST
Biological Sciences	BIOL	Learning Resources	LRNRE
Business	BUS	Legal and Community Interpretation	LCI
Carpentry	CARP	Library and Information Studies	LIS
Chemistry	CHEM	Machine Technology	MACH
Chinese	CHIN	Management & Supervision	M/SVN
Communication	COMM	Mathematics	MATH
Computer Information Systems	CIS	Media Communications	MEDIA
Construction Management	CONMT	Mexican and Latin-American Studies	M/LAT
Cooperative Education	COPED	Music	MUSIC
Cosmetology	COSM	Native American Studies	NATAM
Counseling	COUN	Philosophy	PHIL
Culinary Arts	CULIN	Photography	PHOTO
Dance	DANCE	Physics	PHYS
Economics	ECON	Political Science	POSCI
Electrical and Electronics Technology	E/ET	Psychology	PSYCH
Engineering	ENGIN	Social Sciences	SOCSC
English	ENGL	Sociology	SOC
English for Speakers of Other Languages	ESOL	Spanish	SPAN
Environmental Control Technology	ECT	Sports Fitness	SPFT
Ethnic Studies	ETHST	Theatre Arts	THART
French	FREN	Welding	WELD
Geography	GEOG	Wood Technology	WDTEC



# ★ Course Legend ★



## 1 Grading: There are 2 types of grading:

- GR= A, B, C, D, or F
- P/NP= Pass or No pass

For some courses, you can choose how you want to be graded.

## 2 CSU, UC: This course is accepted at California State Universities and at University of California institutions.

## 3 AA/AS area #: This course satisfies the General Education requirement for your Associate degree.

## 4 CSU area B2, B3: This course satisfies the subject area requirement for California State Universities transfer.

## 5 IGETC area 5B, 5C: This course satisfies an area requirement for University of California transfer.

## AFRICAN AMERICAN STUDIES ASSOCIATE OF ARTS (AA)

The African American Studies program prepares students with the comprehensive knowledge base, critical skills and social consciousness necessary to function as effective leaders in an increasingly globalized and diverse society. Our program is grounded in the decolonization and liberation projects of African Americans and their allies in the civil rights, gender, and sexual liberation movements of the 1960s that continue through the present in new forms that address new conditions. The aim of African American Studies is to support students in developing a critical consciousness and an understanding of social, political, cultural, and economic forces that have shaped the histories and current day realities of African Americans. Our studies are grounded in the principles of social justice and self-determination of oppressed communities. This program centralizes the knowledges, epistemologies and critical thinking produced by racially and sexually oppressed subjects, and we endeavor to examine the entangled intersectionality of racialized sexuality, gender, and class in complex sociohistorical processes.

### CAREER OPPORTUNITIES

Health care, social work, mental health, law, historical societies, education, non-profit organizations, community organizing.

### COURSE SEQUENCE

#### Core Courses (min 9 units):

AFRAM 1	Introduction to African American Studies	3	AFRAM 16	The Prison Industrial Complex: African American Incarceration	3
AFRAM 30	African American History: Africa to 1865	3	AFRAM 18	African Heritage of Latin America	3
	or			or	
AFRAM 31	African American History: 1865-1945	3	M/LAT 32	African Heritage of Latin America ***	3
AFRAM 35	Women of Color *	3	AFRAM 29	African American Experience Through Films	3
	or		AFRAM 38	Environmental Racism and Justice	3
ASAME 35	Women of Color	3	AFRAM 45	Religion and the African American Church in America	3
	or				
M/LAT 35	Women of Color	3			
	or				
NATAM 35	Women of Color	3			
	or				
AFRAM 23	Perceptions of African American Women **	3			

#### Arts and Humanities (min 3 units):

AFRAM 11	Perceptions of the African American Male in America	3	ETHST 1	Introduction to Ethnic Studies	3
AFRAM 12	Psychology of African Americans	3	ETHST 3	Race, Gender and Sports	3
AFRAM 14A	Social Psychology of African American Male/Female Relationships	3	ETHST 14	Community Building and Transformation in Urban America	3
AFRAM 23	Perceptions of African American Women **	3	ETHST 30	Introduction to Race, Gender and Health	3
AFRAM 26	African American Culture: Black Music, Art, and Literature	3	ETHST 50	Introduction to Race, Class and Schools	3
AFRAM 29	African American Experience Through Films	3			

#### History and Social Sciences (min 3 units):

AFRAM 2	Black Economics	3			
AFRAM 5	The African American Family in the United States	3			
AFRAM 8	African-American Politics	3-4			

#### Comparative Ethnic Studies (min 3 units):

(ETHST 1 is recommended):

ETHST 1	Introduction to Ethnic Studies	3
ETHST 3	Race, Gender and Sports	3
ETHST 14	Community Building and Transformation in Urban America	3
ETHST 30	Introduction to Race, Gender and Health	3
ETHST 50	Introduction to Race, Class and Schools	3

**TOTAL MAJOR UNITS: 18-19**

\* Students may substitute ASAME 35 OR, M/LAT 35 OR NATAM 35 for the requirement, but AFRAM 35 is preferred.

\*\* AFRAM 23 can only be used for Core Courses or Arts and Humanities, not both.

\*\*\* Students may substitute M/LAT 32 for the requirement, but AFRAM 18 is preferred.

Courses may be applied to Associate Degree General Education requirement

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Research: Evaluate the development of the field of African American Studies, and utilize research methodologies and scholarship within the field to produce research papers.
- Analysis of issues: Effectively employ social science methodologies in the analysis of issues related to African Americans.
- Identify and describe the general history of African American people in the U.S. and the Diaspora (i.e., West Africa, Middle passage, North American slavery, Civil War, Reconstruction, Jim Crow Era, and Civil Rights Movement).

## ASSOCIATE OF ARTS DEGREE IN SOCIAL JUSTICE: AFRICAN AMERICAN STUDIES FOR TRANSFER (AA-T)

The Associate in Arts in Social Justice: African American Studies for Transfer Degree, (AA-T AFRAM) is designed to prepare students for a seamless transfer with junior status and priority admission to their CSU campus to a program or major in African American Studies or similar major for completion of a baccalaureate degree.

### CAREER OPPORTUNITIES

Program is geared in future careers in teaching, social work, public health, community organizing, as well as working in higher education or graduate school.

### COURSE SEQUENCE

<b>Required Core 1: Introduction to Ethnic Studies (3 units):</b>			<b>Area 3: Social Science (3 units):</b>		
ETHST 1	Introduction to Ethnic Studies	3	AFRAM 2	Black Economics	3
			AFRAM 5	The African American Family in the United States	3
<b>Required Core 2: Intersections of Race and Gender (3 units):</b>			AFRAM 11	Perceptions of the African American Male in America	3
AFRAM 35	Women of Color*	3	AFRAM 12	Psychology of African Americans	3
	or		AFRAM 14A	Social Psychology of African American Male/ Female Relationships	3
ASAME 35	Women of Color	3	AFRAM 16	The Prison Industrial Complex: African American Incarceration	3
	or		AFRAM 23	Perceptions of African American Women	3
M/LAT 35	Women of Color	3	AFRAM 45	Religion and the African American Church in America	3
	or		AFRAM 38	Environmental Racism and Justice	3
NATAM 35	Women of Color	3	<b>Area 4: Quantitative Reasoning and Research Methods (4 units)</b>		
<b>Required Core 3: Introduction to African American Studies (3 units):</b>			MATH 13	Introduction to Statistics	4
AFRAM 1	Introduction to African-American Studies	3	<b>TOTAL MAJOR UNITS:</b>		
<b>List A: Select three courses from at least two of the following areas (9-12 units):</b>					
<b>Area 1: History or Government (3-4 units):</b>			<b>IGETC or CSU GE-Breadth Education Pattern</b>		
AFRAM 8	African-American Politics	3-4	<b>CSU Transferable General Elective Courses to meet 60 units</b>		
AFRAM 30	African American History: Africa to 1865	3	<b>TOTAL UNITS:</b>		
AFRAM 31	African American History: 1865-1945	3			
AFRAM 32	African American History 1945 to the Present	3 - 4			
<b>Area 2: Arts and Humanities (3 units):</b>					
AFRAM 26	African American Culture: Black Music, Art, and Literature	3			
AFRAM 29	African American Experience Through Films	3			
AFRAM 45	Religion and the African American Church in America	3			

\*AFRAM 35 is preferred

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Evaluate and Research: Evaluate the development of the field of African American Studies, and utilize research methodologies and scholarship within the field to produce research papers.
- Analysis: Effectively employ social science methodologies in the analysis of issues related to African American Studies.
- Identify and describe the social, economic, and political forces that have shaped the historical and contemporary realities of people of African descent in the United States, Africa, as well as the African diaspora.

## **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.

### **AFRAM 1**

#### **Introduction to African American Studies**

3 units, 3 hours lecture (GR or P/NP)

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. 2203.00

AA/AS area 2, 5; CSU area D; IGETC area 4

### **AFRAM 2**

#### **Black Economics**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Concentration on those areas of the U.S. economy that affect African Americans the most: Economic contributions of slave labor; the connection between race, gender and wages, Black entrepreneurs, philosophies of economic empowerment, globalization, and a critical examination of capitalism and socialism from an African centered perspective. 2203.00

AA/AS area 2, 5; CSU area D; IGETC area 4

### **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. 2203.00

AA/AS area 2, 5; CSU area D; IGETC area 4

### **AFRAM 8**

#### **African-American Politics**

3-4 units, 3-4 hours lecture (GR or P/NP)

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. 2203.00

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

The African American male in the history of the United States: Roles in sports, economics, entertainment, military, politics and family structure. 2203.00

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. 2203.00

AA/AS area 2, 5; CSU area D; IGETC area 4

### **AFRAM 14A**

#### **Social Psychology of African American Male/Female Relationships**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Exploration of the dynamics of African American male-female relationships: Self-actualizing, handling conflict in relationships, building a foundation for healthy relationships. 2203.00

AA/AS area 2, 5; CSU area D; IGETC area 4

### **AFRAM 16**

#### **The Prison Industrial Complex: African American Incarceration**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Overview of the criminal justice system and the growth of the prison industrial complex in the United States as it affects the African American community including: Arrest, trial, sentencing, incarceration and private industry profits. 2203.00

AA/AS area 2, 5; CSU area D; IGETC area 4

### **AFRAM 18**

#### **African Heritage of Latin America**

3 units, 3 hours lecture (GR)

Not open for credit to students who have completed or are concurrently enrolled in M/LAT 32.

Acceptable for credit: CSU, UC

Survey of the influence of African people through Latin America: Culture; music, language, religion and dance; examination of slavery, colonialism, resistance and independence in the region. 2203.00

AA/AS area 2, 3; CSU area C2, D; IGETC area 3B, 4



**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. 2203.00

AA/AS area 2, 5; CSU area D; IGETC area 4

**AFRAM 26****African American Culture: Black Music, Art, and Literature**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Survey of current major black works and themes: Analysis of new styles and themes in poetry, music and art forms of Africa and the United States. 2203.00

AA/AS area 3, 5; CSU area C1; IGETC area 3A

**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. 2203.00

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)

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. 2203.00

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)

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. 2203.00

AA/AS area 2, 5; CSU area D; IGETC area 4

**AFRAM 32****African American History: 1945 to Present**

3-4 units, 3-4 hours lecture (GR)

Acceptable for credit: CSU, UC

Survey of the experience of African American people in the United States from 1945 to the Present: Emphasis on the Civil Rights movement and other contemporary issues. 2203.00

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 or 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. 2203.00

AA/AS area 2, 5; CSU area D; IGETC area 4

(C-ID: SJS 120)

**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. 2203.00

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)

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. 2203.00

AA/AS area 2, 5; CSU area C2; IGETC area 4

**AFRAM 49****Independent Study in African American Studies**

0.5-5 units, 0.5-5 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC

See section on Independent Study on page 60. 2203.00

## ASSOCIATE IN ARTS DEGREE IN ANTHROPOLOGY FOR TRANSFER (AA-T)

The Associate in Arts Degree in Anthropology for Transfer is designed to prepare students for a seamless transfer with junior status and priority admission to their local CSU campus to a program or major in Anthropology or similar major for completion of a baccalaureate degree. Students are required to complete: \* a minimum of 19 semester units in the major with a grade of C or better while maintaining a minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. \* 60 semester CSU-transferable units using the California State University-General Education-Breadth pattern (CSU-GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern. \* No more than 60 semester units are required. The Associate in Arts Degree in Anthropology for Transfer will also assist Anthropology major students to transfer to a U.C. or other baccalaureate institutions. Students are advised to consult with a counselor to verify transfer requirements.

### CAREER OPPORTUNITIES

Health care, social work, mental health, law, historical societies, education, non-profit organizations, community organizing.

### COURSE SEQUENCE

#### Core Courses (9 units):

ANTHR 1	Introduction to Physical Anthropology	3
ANTHR 2	Introduction to Archaeology and Prehistory	3
ANTHR 3	Introduction to Social and Cultural Anthropology	3

#### Select three course from the following (8 units):

ANTHR 1L	Introduction to Physical Anthropology Laboratory	1
MATH 13	Introduction to Statistics	4
SOC 120	Introduction to Research Methods	3

#### Select one course from the following (3 units):

ANTHR 7	Magic, Religion and Witchcraft	3
ANTHR 14	Introduction to the Anthropology of Race, Class, Ethnicity, and Society	3
ANTHR 19	Anthropology of Sex and Gender	3
ETHST 13	Introduction to Community Based Research in Urban America	3
HUMAN 40	Religions of the World	3
SOC 1	Introduction to Sociology	3

<b>TOTAL MAJOR UNITS:</b>	<b>20</b>
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<b>IGETC or CSU GE-Breadth Education Pattern</b>	<b>37-39</b>
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**CSU Transferable General Elective Courses to meet 60 units**

<b>TOTAL UNITS:</b>	<b>60</b>
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### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Analyze cultural aspects of human prehistory, including American cultural diversity and traditions of past civilizations world-wide
- Apply knowledge of genetics and evolutionary forces to analyze diversity in human populations.
- Apply holistic analysis to social phenomena.

## ANTHROPOLOGY (ANTHR)

Anthropology is the holistic study of human, from biological, socio-cultural, historical, political-economic perspectives. Courses in Physical Anthropology focus upon the biological/physical aspects of humans, tracing our origins, evolutionary development, genetic diversity and relationship to other species. Courses in Archaeology emphasize 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. Through Anthropology courses, students 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

(C-ID: ANTH 110)

### ANTHR 1L

#### Physical Anthropology Laboratory

1 unit, 4 hours laboratory (GR)

Prerequisite(s) or corequisite(s): 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

(C-ID: ANTH 115L)

### ANTHR 2

#### Introduction to Archaeology and Prehistory

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

World prehistory as reconstructed from the archaeological and physical evidence of cultural beginnings through the early agricultural civilizations of Africa, America and Euro-Asia: Archaeological methods, techniques and problems. 2202.00

AA/AS area 2; CSU area D; IGETC area 4

(C-ID: ANTH 150)

### 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

(C-ID: ANTH 120)

### 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; CSU area D; IGETC area 4

### ANTHR 14

#### Introduction to the Anthropology of Race, Class, Ethnicity, and Society

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: 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 19

#### Anthropology of Sex and Gender

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Formation of sexual and gender identities from a cross-cultural, cross-societal perspective: Biological and historical understandings of male/female difference. Female body, alternative sexualities, female power in the public sphere, mother-child relations and gender-related violence. Consideration of contemporary globalized societies and gendered behavior in smaller-scale societies. 2202.00

AA/AS area 2; CSU area D; IGETC area 4

### ANTHR 20

#### Introduction to Visual Anthropology of Film

3 units, 3 hours lecture (GR)

Recommended preparation: ANTHR 3

Acceptable for credit: CSU, UC

Introduction to the use of film by anthropologists: Ethnographic research tool of culture and societies around the world. 2202.00

AA/AS area 2

### **ANTHR 21**

#### **Introduction to Forensic Anthropology**

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC

Introduction to recovery, analysis and identification of human physical remains in medico-legal context. 2202.00

AA/AS area 1; CSU area B2; IGETC 5B

### **ANTHR 49**

#### **Independent Study in Anthropology**

0.5-5 units, 0.5-5 hours lecture (GR)

Acceptable for credit: CSU, UC♦

See section on Independent Study on page 60. 2202.00





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## APPRENTICESHIP (APPR)

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Students enrolled in any Apprenticeship course must be an apprentice with the State of California in their respective occupation.

### APPR 455

#### Cosmetology Apprentice

1-4 units, 1-4 hours lecture (GR)

Prerequisite(s): 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. 3007.00

### APPR 456

#### Barber Apprentice

1-4 units, 1-4 hours lecture (GR)

Prerequisite(s): 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. 3007.00



## ARCHITECTURE CERTIFICATE OF ACHIEVEMENT (CA)

The Architecture Department offers vocational and paraprofessional programs in architectural 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 drafting technicians, 3-D project renderers, and other similarly related occupations in public and private sector architecture and construction/building industry related offices. Supplemental courses offer students a broad architectural and general education background and enable them to continue their education in architecture at the University Level

### CAREER OPPORTUNITIES

Entry level CAD/Revit Technicians

#### COURSE SEQUENCE

##### First Semester (9 units):

ARCH 010	Introduction to Architecture	2
ARCH 013	Architectural Drafting and Design I	4
ARCH 104A	Beginning Computer Aided Drafting (CAD)	3

##### Second Semester (9 units):

ARCH 023	Architectural Drafting and Design II	4
CONMT 020	Blueprint Reading and Interpretation	3
ARCH 125	Digital Tools for Architecture and Design	3

##### Third Semester (8-9 units)

ARCH 033	Architectural Drafting and Design III	4
ARCH 103	Materials of Construction	2
	or	
CONMT 032	Materials and Methods of Construction	3
ARCH 121A	Introduction to Building Information Modeling (BIM)	2

##### Fourth Semester (6 units):

ARCH 043	Architectural Drafting and Design IV	4
ARCH 121B	Advanced Building Information Modeling (BIM)	2

<b>TOTAL MAJOR UNITS:</b>	<b>33-34</b>
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+ Course may be applied to Associate Degree General Education requirement.

##### Recommended But Not Required

ARCH 035	Perspective, Shades and Shadows I	2
ARCH 045	Perspective, Shades and Shadows II	2
ARCH 107	Architectural History and Theory	3
ARCH 111	Sustainable Architectural Design	3
ART 060	Beginning Painting: Watercolor	2
ART 176	Beginning Sculpture	3
COMM 001A	Introduction to Speech	3
COMM 045	Public Speaking	3
ENGL 001A	Composition and Reading	4
ENGL 001B	Composition and Reading	4
PHOTO 011	Introduction to Black/White Film Photography	3
PHYS 003A	General Physics	5
PHYS 4A	General Physics with Calculus	5

### PROGRAM LEARNING OUTCOMES

*Upon successful completion of this program, students will be able to:*

- Create a Building Design using manual/ computer tools.
- Create Accurate Detailed Drawings.
- Verbally and Graphically present ideas.

## ARCHITECTURE ASSOCIATE OF SCIENCE (AS)

The Architecture Department offers vocational and paraprofessional programs in architectural 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 drafting technicians, 3-D project renderers, and other similarly related occupations in public and private sector architecture and construction/building industry related offices. Supplemental courses offer students a broad architectural and general education background and enable them to continue their education in architecture at the university level.

### CAREER OPPORTUNITIES

Entry level CAD/Revit Technicians.

#### COURSE SEQUENCE

##### First Semester (9 units):

ARCH 10	Introduction to Architecture	2
ARCH 13	Architectural Drafting and Design I	4
ARCH 104A	Beginning Computer Aided Drafting (CAD)	3

##### Second Semester (9 units):

ARCH 23	Architectural Drafting and Design II	4
ARCH 20	Blueprint Reading and Interpretation	3
ARCH 125	Digital Tools for Architecture and Design	3

##### Third Semester (8-9 units):

ARCH 33	Architectural Drafting and Design III	4
ARCH 103	Materials of Construction	2
	or	
CONMT 32	Materials and Methods of Construction	3
ARCH 121A	Introduction to Building Information Modeling (BIM)	2

##### Fourth Semester (6 units):

ARCH 43	Architectural Drafting and Design IV	4
ARCH 21B	Advanced Building Information Modeling (BIM)	2

<b>TOTAL MAJOR UNITS:</b>	<b>32-33</b>
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##### Recommended But Not Required

ARCH 35	Perspective, Shades and Shadows I	2
ARCH 45	Perspective, Shades and Shadows II	2
ARCH 107	Architectural History and Theory	3
ARCH 111	Sustainable Architectural Design	3
ART 60	Beginning Painting: Watercolor	2
ART 176	Beginning Sculpture	3
COMM 1A	Introduction to Speech	3
COMM 45	Public Speaking	3
ENGL 1A	Composition and Reading	4
ENGL 1B	Composition and Reading	4
PHOTO 11	Introduction to Black/White Film Photography	3
PHYS 3A	General Physics	5
PHYS 4A	General Physics with Calculus	5

<b>TOTAL UNITS:</b>	<b>60</b>
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### PROGRAM LEARNING OUTCOMES

*Upon successful completion of this program, students will be able to:*

- Create a Building Design using manual/ computer tools.
- Create Accurate Detailed Drawings.
- Verbally and Graphically present ideas

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## ARCHITECTURE (ARCH)

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The Architecture Department offers vocational and paraprofessional programs in architectural 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 building-related offices.

### ARCH 10

#### Introduction to Architecture

2 units, 2 hours lecture (GR)

Acceptable for credit: CSU, UC

Introduction to the history and practice of architecture and related design professions: Social, technological and environmental considerations encountered during the architectural design/development of the built environment. 0201.00

### ARCH 13

#### Architectural Drafting and Design I

4 units, 2 hours lecture, 6 hours laboratory (GR)

Prerequisite(s): ARCH 211 or Instructor's approval with previous drafting experience

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

### ARCH 23

#### Architectural Drafting and Design II

4 units, 2 hours lecture, 6 hours laboratory (GR)

Prerequisite(s): ARCH 13

Acceptable for credit: CSU, UC

Continuation of ARCH 13: Advanced study and practice in lettering, freehand sketching and detailing of 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

### ARCH 33

#### Architectural Drafting and Design III

4 units, 2 hours lecture, 6 hours laboratory (GR)

Prerequisite(s): ARCH 23

Acceptable for credit: CSU

Continuation of ARCH 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, and integration/utilization of various computer program software; field trips to construction projects and architects' offices. 0201.00

### ARCH 35

#### Perspective, Shades and Shadows I

2 units, 1 hour lecture, 3 hours laboratory (GR)

Prerequisite(s): ARCH 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

### ARCH 43

#### Architectural Drafting and Design IV

4 units, 2 hours lecture, 6 hours laboratory (GR)

Prerequisite(s): ARCH 33

Acceptable for credit: CSU

Continuation of ARCH 33: 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

### ARCH 45

#### Perspective, Shades and Shadows II

2 units, 1 hour lecture, 3 hours laboratory (GR)

Prerequisite(s): ARCH 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

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**ARCH 103****Materials of Construction**

2 units, 2 hours lecture (GR)

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

**ARCH 104A****Beginning Computer Aided Drafting (CAD)**

3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)

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. 0201.00  
AA/AS area 4c

**ARCH 107****Architectural History and Theory**

3 units, 3 hours lecture (GR or P/NP)

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  
AA/AS area 3; CSU area C1; IGETC area 3A

**ARCH 111****Sustainable Architectural Design**

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

**ARCH 121A****Introduction to Building Information Modeling (BIM)**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Recommended preparation: ARCH 211

Acceptable for credit: CSU

Introduction to Building Information Modeling (BIM): Use of computer and software to develop plans, details, sections, elevations and schedules from Revit generated Building Information Model. 0201.00

**ARCH 121B****Advanced Building Information Modeling (BIM)**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Prerequisite(s): ARCH 121A

Acceptable for credit: CSU

Advanced concepts in Building Information modeling (BIM): Development of plans, details, sections, elevations and schedules from Revit generated Building Information Model. 0201.00

**ARCH 125****Digital Tools for Architecture and Design**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Acceptable for credit: CSU

Computer modeling and illustration using primarily Sketchup, Rhino, and Photoshop: Strategic use of computer software for creation of three-dimensional models and two-dimensional illustrations, impact of software on design process, rapid but not rushed production of presentation renderings, creative style balanced with effective and professional graphic communication. 0299.00

AA/AS area 4c

**ARCH 200****Special Projects Laboratory**

1-2 units, 3-6 hours laboratory (GR)

Course study under this section may be repeated three times.

Open laboratory: Upgrading of specific architect skills, and selected architect projects. 0201.00

**ARCH 204****Computer Aided Drafting Laboratory - CAD Lab**

1 unit, 4 hours laboratory (GR)

Prerequisite(s) or corequisite(s): ARCH 104A, 121A, 121B, and 125 or Instructor's approval

Supervised computer-aided drafting laboratory: Designed as an adjunct to ARCH 104A, 121A and 121B focusing on computer drafting skills using current software. 0201.00  
AA/AS area 4c

**ARCH 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. 0201.00

## CERAMICS ASSOCIATE OF ARTS (AA)

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.

### CAREER OPPORTUNITIES

This program prepares students to transfer to professional art schools to major in industrial design professions such as Ceramic Development Engineer, Ceramic Engineer, Clay prototype modeler for car manufacturing, and/or Ceramicist/pottery Mulcers.

### COURSE SEQUENCE

#### First Semester (min 4 units):

ART 41	Basic Design	2
ART 80	Beginning Ceramics	2-3

#### Second Semester (min 6 units):

ART 20	Beginning Drawing and Composition	2-3
ART 176	Beginning Sculpture	3
ART 81	Continuing Ceramics	2

#### Third Semester (11 units):

ART 40+	Color Dynamics: The Interaction of Color	3
ART 71	Continuing Sculpture	2
ART 82	Intermediate Ceramics	3

#### Select one course from the following:

ART 2+	History of Western Art: Prehistoric Through the Middle Ages	3
ART 3+	History of Western Art: Renaissance to Contemporary Art	3
ART 4+	History of Modern Art (1800 to Present)	3

#### Fourth Semester (7 units):

ART 83	Advanced Ceramics	3
ART 84	Special Projects: Ceramics	2

#### Select one course from the following:

ART 50	Beginning Painting	3
ART 60	Beginning Painting: Watercolor	2

<b>TOTAL MAJOR UNITS:</b>	<b>28</b>
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#### Recommended:

ART 2, 3, 4, 5, 21, 72, 73, 118  
CHEM 30A

+Courses may be applied to Associate Degree General Education requirement

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Students will learn to load, fire, and unload, gas and electric kilns.
- Students will learn to formulate and mix glazes as well as test and evaluate the results.
- Students will learn to create work using the potter's wheel as well as creating work using hand building techniques.
- Students will learn to evaluate their Ceramic work and develop a personal style in Ceramics.

## ASSOCIATE IN ARTS DEGREE IN STUDIO ARTS FOR TRANSFER (AA-T)

The Associate in Arts Degree in Studio Arts for Transfer is designed to prepare students for a seamless transfer with junior status and priority admission to their local CSU campus to a program or major in Studio Arts or similar major for completion of a baccalaureate degree. Students are required to complete: \* a minimum of 19 semester units in the major with a grade of C or better while maintaining a minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. \* 60 semester CSU-transferable units using the California State University-General Education-Breadth pattern (CSU-GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern. \* No more than 60 semester units are required. The Associate in Arts Degree in Studio Arts for Transfer will also assist Studio Arts major students to transfer to a U.C. or other baccalaureate institutions. Students are advised to consult with a counselor to verify transfer requirements.

## CAREER OPPORTUNITIES:

This program prepares students to transfer to Art majors in four-year institutions, leading to careers in teaching or private sector employment.

## COURSE SEQUENCE

**Core Courses (12 units):**

ART 3	History of Western Art: Renaissance to Contemporary Art	3
ART 20	Beginning Drawing and Composition	3
ART 46	2-D Visual Design	3
ART 47	3-D Visual Design	3

**List A: Art History** Select one of the following (3 units):

ART 2	History of Western Art: Prehistoric Through the Middle Ages	3
ART 4	History of Modern Art (1800 to Present)	3
ART 5	History of Asian Art (Past to Present)	3

**List B: Studio Art** Select one from any three of the following areas (9 units):

**Drawing:**

ART 22	Intermediate Drawing and Composition	3
ART 137	or Beginning Figure Drawing and Composition Painting	3

Painting:

ART 50	Beginning Painting	3
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### Printmaking:

ART 100	Beginning Painting	3
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### Ceramics:

ART 80	Beginning Ceramics	3
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**Sculpture:**

ART 165	Beginning Figure Sculpture	3
ART 176	Beginning Sculpture	3

### Color Theory:

ART 40 Color Dynamics: The Interaction of Color 3

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**TOTAL MAJOR UNITS:** 24

IGETC or CSU GE-Breadth Education Pattern 37-39

### CSU Transferable General Elective Courses to meet 60 units

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<b>TOTAL UNITS:</b>	<b>60</b>
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## PROGRAM LEARNING OUTCOMES

Upon completion of this program a student will be able to:

- Write a visual analysis/critique of their own and others' art on both form and content, and its relation to a historical and global context.
- Produce artworks in various media reflecting an understanding of line, shape, value, texture, space, color, scale, proportion, balance, mood, movement, mass, and emphasis.
- Assemble a portfolio of strong drawings, painting, sculptures or digital media that demonstrate skill and understanding of techniques in various media

## ART (ART)

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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.

### ART 1

#### **Introduction to Art History**

3 units, 3 hours lecture (GR or P/NP)

Recommended preparation: ENGL 1A

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 Through the Middle Ages**

3 units, 3 hours lecture (GR or P/NP)

Recommended preparation: ENGL 1A

Acceptable for credit: CSU, UC

Major visual art forms of early civilizations: Painting, sculpture, and architecture from prehistory through the medieval period. 1001.00

AA / AS area 3; CSU area C1; IGETC area 3A

(C-ID: ARTH 110)

### ART 3

#### **History of Western Art: Renaissance to Contemporary Art**

3 units, 3 hours lecture (GR or P/NP)

Recommended preparation: ENGL 1A

Acceptable for credit: CSU, UC

Major visual art forms of Western cultures from the Renaissance period to Contemporary period: Survey of the foremost artists and their works. 1002.00

AA / AS area 3; CSU area C1; IGETC area 3A

(C-ID ARTH 120)

### ART 4

#### **History of Modern Art (1800 to Present)**

3 units, 3 hours lecture (GR or P/NP)

Recommended preparation: ENGL 1A

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

(C-ID: ARTH 150)

### ART 5

#### **History of Asian Art (Past to Present)**

3 units, 3 hours lecture (GR or P/NP)

Recommended preparation: ENGL 1A

Acceptable for credit: CSU, UC

Major visual art and architecture of Asia: Focus on India, Southeast Asia, China, Korea, and Japan from pre-history to modern times. 1001.00

AA / AS area 3; CSU area C1; IGETC area 3A

(C-ID: ARTH 130)

### 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**

3 units, 2 hours lecture, 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

(C-ID: ARTS 110)

### 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 of artistic concepts, styles, and creative expression related to intermediate-level drawing, complex subject matter and concepts using a variety of drawing mediums, techniques, and methodologies: Foundations of drawing skills to develop personalized approaches to content and materials in exercises covering multiple historical and contemporary approaches to drawing. 1002.10

(C-ID: ARTS 205)

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**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

Independent exploration and experimentation in special areas of drawing. 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 39****Special Projects: Portraiture**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU

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

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

(C-ID: ARTS 270)

**ART 46****2-D Visual Design**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Fundamental elements of design: Dot, line, plane, volume, space, color, texture and light; laboratory experience in visual composition and layout emphasizing two dimensional design. Development of a visual vocabulary for creative expression through lecture presentations, studio projects, problem solving, and writing assignments. 1002.10

(C-ID: ARTS 100)

**ART 47****3-D Visual Design**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Introduction to the concepts, applications, and historical references related to three-dimensional design and spatial composition: Elements and organizing principles of design as they apply to three-dimensional space and form. Development of visual vocabulary for creative expression through lecture presentations and use of appropriate materials for non-representational three-dimensional studio projects. 1002.10

(C-ID: ARTS 101)

**ART 49****Independent Study in Art**

0.5-5 units, 0.5-5 hours lecture, (GR or P/NP)

Acceptable for credit: CSU, UC♦

See section on Independent Study on page 60. 1002.00

**ART 50****Beginning Painting**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Recommended preparation: ART 20

Acceptable for credit: CSU, UC

Emphasis on the 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

(C-ID: ARTS 210)

**ART 51****Continuing Painting**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Continuation of ART 50: Emphasis on 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

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 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 64****Special Projects: Watercolor Painting**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Continued study and skill development in advanced watercolor projects. 1002.10

**ART 71****Continuing Sculpture**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Prerequisite(s): ART 176 or Instructor's approval

Acceptable for credit: CSU, UC

Continuation of ART 176: Intermediate to advanced course in material investigation; emphasis different methodology utilizing such materials as clay, wood, plaster, metal and found objects; focus on integration of 3D technology through cross-disciplinary collaborations. 1099.00

**ART 74****Special Projects: Sculpture**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Continued study and skill development in advanced sculpture projects. 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 165: 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 79****Special Projects: Figure Sculpture**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Continued study and skill development in advanced figure sculpture projects. 1002.20

**ART 80****Beginning Ceramics**

2-3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Introduction to ceramics: Forming techniques, design, glazing, and firing processes. The course covers aesthetics and creative development of clay objects examining historical, contemporary, and personal modes of expression across cultures. 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

Exploration and experimentation in special areas of ceramics. 1002.30

**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 collagraph. 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 117****Special Projects: Printmaking**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)  
Acceptable for credit: CSU

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

Introduction to the ancient art of Raku ceramics: Aesthetic and philosophical considerations; mixing, applying, and firing raku glazes. 1002.30

**ART 137****Beginning Figure Drawing and Composition**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)  
Recommended Preparation: ART 20  
Acceptable for credit: CSU, UC

Introduction to drawing the human figure from observation using a wide variety of drawing media and techniques: Human anatomy, historical and contemporary roles of figure drawing in the visual arts with descriptive and interpretive approaches to drawing the figure. 1002.10  
(C-ID: ARTS 200)

**ART 141****Eco Art Matters - Beginning**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)  
Acceptable for credit: CSU, UC

Exploration of the history and aesthetics of the environmental/community/social justice 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 144****Eco Art Matters Continuing Food and Water**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)  
Prerequisite(s): ART 141  
Acceptable for credit: CSU, UC

Continuation of the study and art practices based on environmental and social justice issues: Extensive research on an issue of choice, with an emphasis on Food and Water. 1001.00  
AA/AS area 3

**ART 145****Advanced Eco Art Matters: Community Outreach and Collaboration**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Prerequisite(s): ART 141

Acceptable for credit: CSU, UC

Continuation of ART 141 with an emphasis on social justice, community outreach and collaboration projects for a public art exhibition. 1001.00

AA/AS area 3

**ART 146****Special Projects: EcoArt Matters**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Prerequisite(s): ART 145

Acceptable for credit: CSU, UC

Continued study: Advanced research and art practice of environmental and social justice issues. 1001.00

**ART 165****Beginning Figure Sculpture**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC.

Introduction to direct modeling from the live model: Direct observation sketching, clay and other media, introduction to human anatomy and historical and contemporary roles of figurative sculpture in the visual arts, descriptive and interpretive approaches to sculpting the figure. 1002.20

**ART 176****Beginning Sculpture**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Introduction to three-dimensional sculptural principles, techniques, and concepts utilizing a wide range of materials and practices: Various sculpture methods with attention to creative self-expression and historical context. 1002.20

**ART 202****Fundamentals of Drawing**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Introduction to drawing: Study of shape, form, and space in black and white. 1002.10

**ART 205****Fundamentals of Painting**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Introduction to painting: Basic painting techniques and composition using oils, acrylics. 1002.10

**ART 208****Foundations of Ceramics**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Introduction to Ceramics: Wheel throwing and hand-building instruction, glazing and firing techniques. 1002.30

**ART 230****Beginning Art Gallery Management**

3 units, 2 hours lecture, 3 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 231****Continuing Art Gallery Management**

3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)

Continuation of ART 230: Continued research and related theory; budget analysis; lighting techniques and installation; practical experience in all phases of art exhibit; research in art exhibit design and philosophy; includes field trips. 1002.00

**ART 232****Intermediate Art Gallery Management**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Continuation of ART 231: Continued research and application of art gallery related theory; budget analysis and management; lighting techniques and installation; practical experience in all



## ASIAN AND ASIAN-AMERICAN STUDIES ASSOCIATE OF ARTS (AA)

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. The major emphasizes the disaggregation of the Asian American experience, focusing not only on East Asians, but also Central Asians, Southeast Asians, as well as Pacific Islanders. Courses feature a comparative methodology, exploring Asian and Asian American phenomena both within and across race and ethnicity.

### CAREER OPPORTUNITIES

Program is geared in future careers in Teaching, Social Work, Public Health, Community Organizing, as well as working in higher education or graduate school.

### COURSE SEQUENCE

#### Core Courses (min 6 units):

ASAME 45A	Asian-American History to 1945	3
ASAME 35	Women of Color*	3
	or	
AFRAM 35	Women of Color	3
	or	
M/LAT 35	Women of Color	3
	or	
NATAM 35	Women of Color	3

#### Arts and Humanities (min 3 units):

Choose 1 course from this list

ASAME 10	Asian and Asian American Popular Culture	3
ASAME 30	Asians and Asian-Americans Through Films	3

#### Social Sciences and History (min 6 units):

Choose 2 courses from this list

ASAME 2	Introduction to the Pacific Islander Experience from 1850 to the Present	3
ASAME 21	Asian-American Communities	3

ASAME 32	Asian-American Psychology	3
ASAME 42	Southeast Asians in the United States	3
ASAME 45B	Asian American History From 1945 to the Present	3
<b>Comparative Courses (min 3 units):</b>		
ETHST 1	Introduction to Ethnic Studies	3
ETHST 3	Race, Gender and Sports	3
ETHST 12	Economics and Social Change: Racial Conflict and Class in America	3
ETHST 13	Introduction to Community Based Research in Urban America	3
ETHST 14	Community Building and Transformation in Urban America	3
ETHST 30	Introduction to Race, Gender and Health	3
ETHST 50	Introduction to Race, Class and Schools	3

**TOTAL MAJOR UNITS: 18**

\* Students may substitute AFRAM 35 OR, M/LAT 35 OR NATAM 35 for the requirement, but ASAME 35 is preferred.

### PROGRAM LEARNING OUTCOMES

Upon completion of this program a student will be able to:

- Evaluate the development of the field of Asian American Studies, and utilize research methodologies and scholarship within the field to produce research papers.
- Effectively employ social science methodologies in the analysis of issues related to Asian American Studies

## ASIAN AND ASIAN-AMERICAN STUDIES

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.

### ASAME 2

#### Introduction to the Pacific Islander Experience from 1850 to the Present

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC

Introduction to the experiences of Pacific Islanders in the United States through historical and political lens of annexation, immigration and acculturation: Comparison of social outcomes of Pacific Islanders by investigating themes of identity, colonialism, and community activism. 2203.00

AA/AS area 2, 5; CSU area D; IGTEC 4

### ASAME 10

#### Asian and Asian American Popular Culture

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC

Survey of major Asian Americans cultural themes: Analysis of popular and contemporary cultural productions such as music, performance arts, visual culture, food, film, digital/internet cultures and transnational practices to contest and reconstruct ethnic and racial identity in the United States. 2203.00

AA/AS area 3, 5; CSU area C1; IGTEC 3A

### 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. 2203.00

AA/AS area 2, 5; CSU area D; IGTEC 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 21st century. 2203.00

AA/AS area 2, 5; CSU area D; IGTEC 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. 2203.00

AA/AS area 2, 3, 5; CSU area C2; IGTEC 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. 2203.00

AA/AS area 2, 5; CSU area D,E; IGTEC area 4

### ASAME 35

#### Women of Color

3 units, 3 hours lecture (GR)

Also offered as AFRAM 35, M/LAT 35 or NATAM 35. Not open for credit to students who have completed or are concurrently enrolled in AFRAM 35, NATAM 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. 2203.00

AA/AS area 2, 5; CSU area D; IGTEC area 4

(C-ID: SJS 120)

### ASAME 42

#### Southeast Asians in the United States

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC

Survey of the Southeast Asian experience in the United States: Analysis of post-colonialism, refugee migration and resettlement through themes of race, class, gender, culture and sexuality. 2203.00

AA/AS area 2, 5; CSU area D; IGTEC 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. 2203.00

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. 2203.00

AA/AS area 2, 5; CSU area D; IGETC area 4

**ASAME 49****Independent Study in Asian and Asian-American Studies**

0.5-5 units, 0.5-5 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC•

See section on Independent Study on page 60. 2203.00





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## ASTRONOMY (ASTR)

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### 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.

Recommended preparation: MATH 201 or 210D

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





## ATHLETICS (ATHL)

### ATHLETIC COURSES:

Laney College offers six sports teams for student-athlete participation: football, women's volleyball, women's water polo, women's basketball, women's track and field, women's crosscountry, women's swimming and baseball. In order to participate in intercollegiate athletics, student-athletes must fulfill eligibility requirements as set forth by the California Community College Athletic Association (CCCAA) and Laney College. Student-athletes must adhere to the following requirements for eligibility:

- Meet with a counselor and complete a Student Educational Plan (SEP).
- Maintain at least a 2.0 cumulative Grade Point Average (GPA.)
- Successfully complete 24 units between the first and second season of competition in a specific sport, of which 18 units must be academic.
- Maintain active enrollment in a minimum of 12 units during the semester of competition, of which 9 units must be academic.

### ATHL 1

#### Intercollegiate Women's Basketball

1.5 units, 5 hours laboratory (GR or P/NP)

Recommended preparation: Intermediate level Basketball Skills

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

Fundamentals of intercollegiate competition: Application of basketball theory, team organization, technique, strategy, and leadership in competition with other colleges. 0835.50

### ATHL 2

#### Basketball Foundations

3 units, 10 hours laboratory (GR or P/NP)

Recommended preparation: Intermediate level Basketball Skills

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

Fundamentals of intercollegiate competition: Theory and practice of basketball fundamentals. 0835.50

### ATHL 11

#### Intercollegiate Baseball

3 units, 10 hours laboratory (GR)

Recommended preparation: High School or Organized Baseball Experience

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

Advanced intercollegiate baseball competition: Application of theory, team organization, technique, strategy, and leadership. 0835.50

### ATHL 12

#### Baseball Foundations

3 units, 10 hours laboratory (GR)

Recommended preparation: High School or Organized Baseball Experience

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

Fundamentals of Intercollegiate baseball competition: Fundamentals, theory, practice, rules and baseball skills. 0835.50

### ATHL 17

#### Intercollegiate Football

3 units, 10 hours laboratory (GR or P/NP)

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

Fundamentals of intercollegiate competition: Theory, team organization, technique, strategy, and leadership. 0835.50

### ATHL 18

#### Football Physiological and Team Development

3 units, 1 hour lecture, 6 hours laboratory (GR or P/NP)

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

Fundamentals of Intercollegiate competition: Concepts of offensive, defensive, and special teams theory and development. 0835.50

### ATHL 41

#### Intercollegiate Women's Swimming and Diving Team

3 units, 10 hours laboratory (GR)

Prerequisite(s): To pass the intermediate swim test. Swim 2 laps (25 yards) without stopping and to tread water for 1 full minute.

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

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

### ATHL 42

#### Techniques and Conditioning for Intercollegiate Swimming

1 unit, 4 hours laboratory (GR or P/NP)

Recommended preparation: Ability to pass Intermediate swim test: I.e., swim 1 lap without stopping and tread water for 1-2 mins.

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

Fundamental of Intercollegiate competition: Specific techniques and conditioning for swimming; advanced drills, strength, flexibility and cardiovascular development. 0835.50

### **ATHL 43** **Intercollegiate Swimming and Diving Team** **Pre-season Conditioning**

1 unit, 3 hours laboratory (GR or P/NP)

Recommended preparation: Deep water safety. Ability to swim 2 laps non stop and tread water for 1-2 minutes.

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

Fundamentals of intercollegiate competition: A comprehensive course designed for the student athlete covering advanced intercollegiate swimming and diving skills. The course includes theories and analyses of skill acquisition, development of fitness skills and mental preparation for competition. 0835.50

### **ATHL 44** **Strength Training for Swimming**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Recommended preparation: Student must be able to pass the Intermediate Swim test. Swim one lap and tread water for 1-2 minutes.

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

Fundamental of Intercollegiate competition: Advanced training and instruction for increased strength and power in the sport of swimming. 0835.50

### **ATHL 45** **Fundamentals for Intercollegiate Diving**

1 unit, 4 hours laboratory (GR or P/NP)

Recommended preparation: Comfortable in deep water. Ability to pass Intermediate swim test: I.e., swim 1 lap tread water for 1-2 min.

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

Fundamentals of springboard diving: Advanced techniques for one- and three-meter events. 0835.50

### **ATHL 51** **Intercollegiate Women's Water Polo Team**

3 units, 10 hours laboratory (GR or P/NP)

Recommended preparation: The ability to tread water for 1 minute and swim laps of freestyle without stopping.

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

Fundamentals of intercollegiate competition: Team competition in water polo: Advanced skills in passing, dribbling, shooting and defense; team organization; strategy; team leadership. 0835.50

### **ATHL 53** **Intercollegiate Water Polo Team Pre-season** **Preparation**

1 unit, 4 hours laboratory (GR or P/NP)

Recommended preparation: To be able to swim 2 laps non stop and tread water for 1 minute.

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

Activity class: Fundamentals of intercollegiate competition; team competition in water polo; advanced skills in passing, dribbling, shooting and defense; team organization; strategy; team leadership. 0835.50

### **ATHL 54** **Water Polo Theory**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Recommended preparation: To be able to swim 2 laps non stop and tread water for 1 minute.

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

Fundamentals of intercollegiate competition: Practice, theory, rules and water polo skills. 0835.50

### **ATHL 59** **Intercollegiate Track and Field**

3 units, 10 hours laboratory (GR or P/NP)

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

Fundamentals in intercollegiate track and field competition: Theory, team organization, technique, strategy, and leadership. 0835.50

### **ATHL 60** **Track and Field Foundations**

3 units, 10 hours laboratory (GR or P/NP)

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

Fundamentals in intercollegiate track and field competition: Theory, team organization, technique, strategy, and leadership. 0835.50

### **ATHL 66** **Intercollegiate Cross Country**

3 units, 10 hours laboratory (GR or P/NP)

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

Fundamentals of intercollegiate competition: Theory, team organization, technique, strategy and leadership. 0835.50

**ATHL 67****Cross Country Foundation**

3 units, 10 hours laboratory (GR)

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

Fundamentals of intercollegiate cross country competition: Theory, team organization, technique, strategy and leadership. 0835.50

**ATHL 71****Intercollegiate Women's Volleyball**

3 units, 10 hours laboratory (GR)

Recommended preparation: KIN 120B or Beginning High School or club level volleyball experience or demonstration of such.

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

Fundamentals of intercollegiate competition: Theory, team organization, techniques, strategy, and team leadership. 0835.50

**ATHL 72****Volleyball Strategy and Theories**

1 unit, 1 hour lecture (GR)

Recommended preparation: High school or club volleyball experience

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

Fundamentals of Intercollegiate Volleyball: application of theory and practice of volleyball offensive and defensive theories, transitional techniques, fundamental and special situations. 0835.50

**ATHL 73****Volleyball Team Pre-season Preparation**

0.5 units, 2 hours laboratory (GR)

Acceptable for credit: CSU, UC

Intercollegiate Volleyball Team Pre-season training. The course includes fundamentals of intercollegiate competition: Team competition in volleyball: Advanced skill development, offensive and defensive strategies. 0835.50

**ATHL 91****Football Officiating I**

1 unit, 1 hour lecture, 1 hour laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Officiating Fundamentals for Football: Basic introduction to developing officiating skills focusing on the rules of the sport of football. 0835.00

**ATHL 92****Football Officiating II**

1 unit, 1 hour lecture, 1 hour laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Introduction of developing advanced officiating skills leading to a advanced understanding of the sport. 0835.00



## BANKING AND FINANCE CERTIFICATE OF ACHIEVEMENT (CA)

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### CAREER OPPORTUNITIES

Teller, credit care services, loan administration, and customer services.

### COURSE SEQUENCE

#### Core Courses (18-19 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
	or	
BUS 20	General Accounting	3
BUS 202*	Business Mathematics	3
ECON 1	Principles of Economics (Macro-Economics)	3

#### Select one course from the following (min 3 units):

BUS 5	Human Relations in Business	3
BUS 210	Financial Management and Investments	3
RLEST 2A	Principles of Real Estate	3

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<b>TOTAL MAJOR UNITS:</b>	<b>21-22</b>
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\*MATH 201 or 210D or a more advanced Math course may be substituted for BUS 202.

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

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- Apply appropriate critical and problem solving skills to a banking situation dealing with services banks provide to the public.
  - Critique the functions of money and evaluate which functions holds the greatest significance.
  - Investigate the technology advances in the bank's cash management systems, and evaluate the strength and weakness of each systems.
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## BANKING AND FINANCE ASSOCIATE OF ARTS (AA)

### CAREER OPPORTUNITIES

Teller, credit care services, loan administration, and customer services.

### COURSE SEQUENCE

#### Core Courses (18-19 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
	or	
BUS 20	General Accounting	3
BUS 202*	Business Mathematics	3
ECON 1+	Principles of Economics (Macro-Economics)	3

#### Select one course from the following (min 3 units):

BUS 5	Human Relations in Business	3
BUS 210	Financial Management and Investments	3
RLEST 2A	Principles of Real Estate	3

<b>TOTAL MAJOR UNITS:</b>	<b>21-22</b>
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\*MATH 201 or 210D or a more advanced Math course may be substituted for BUS 202.

+Course may be applied to Associate Degree General Education requirement.

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Apply appropriate critical and problem solving skills to a banking situation dealing with services banks provide to the public.
- Critique the functions of money and evaluate which functions holds the greatest significance.
- Investigate the technology advances in the bank's cash management systems, and evaluate the strength and weakness of each systems.

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## BANKING AND FINANCE (BNK/F)

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The Banking and Finance program prepares students for entry-level positions in banks, savings and loan associations, and credit unions.

### BNK/F 54

#### Principles of Banking

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

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)

Acceptable for credit: CSU

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)

Acceptable for credit: CSU

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

### BUS 456C

#### Occupational Work Experience in Banking and Finance

1-4 units, 3-12 hours laboratory (GR)

Acceptable for credit: CSU

Course study under this section may be repeated three times.

Supervised employment providing opportunities in the field of banking and finance or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training.

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). 0504.00



## BIOMANUFACTURING SKILLS CERTIFICATE OF PROFICIENCY (CP)

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

Glassware washing, documentation coordinators, laboratory support workers, quality control inspectors.

### COURSE SEQUENCE

<b>Core Courses (9-10 units)</b>			CHEM 1A	General Chemistry	5
BIOL 75	Fundamentals of Biotechnology	2		or	
MATH 208	Mathematics for Laboratory Sciences	3	CHEM 30A	Introductory General Chemistry	4
<b>TOTAL MAJOR UNITS:</b>					<b>9-10</b>

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Setup and manipulate laboratory equipment, carry out experimental procedures and identify possible sources of error.
- Maintain a laboratory notebook according to standard scientific guidelines.
- Effectively document observations and conclusions in a laboratory notebook and communicate the scientific information using formal laboratory reports and oral presentations.
- Write clear, well documented lab reports using the language of science
- Prepare data to be analyzed using a spreadsheet program.
- Calculate experimental values from laboratory data and interpret the results.
- Apply mathematical problems to solve quantitative problems.
- Estimate dosages, concentrations and dilutions
- Use dimensional analysis to solve quantitative problems and evaluate the results of calculations to make sure they are physically reasonable.

## BIOMANUFACTURING CERTIFICATE OF ACHIEVEMENT (CA)

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The Certificate of Achievement in Biomanufacturing is designed to provide students with the knowledge and skills necessary for employment in the biomanufacturing/pharmaceutical industry. Students study basic biotechnology and biomanufacturing skills in one semester, earning a Certificate of Proficiency in Biomanufacturing Skills. Students may then 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

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.

### COURSE SEQUENCE

#### Fall Semester (9 units)

BIOL 75	Fundamentals of Biotechnology	2
CHEM 30A	Introductory General Chemistry	4
MATH 208	Mathematics for Laboratory Sciences	3

#### Spring Semester (7-8 units)

BIOL 76	Principles of Biomanufacturing	3
BIOL 3	Microbiology	5
	or	
BIOL 73	Cell Culture Principles and Techniques	4

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<b>TOTAL MAJOR UNITS:</b>	<b>16-17</b>
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### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

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- Setup and manipulate laboratory equipment, carry out experimental procedures and identify possible sources of error.
  - Maintain a laboratory notebook according to standard scientific guidelines.
  - Write clear, well documented lab reports using the language of science.
  - Apply mathematical problems to solve quantitative problems.
  - Explain and discuss both verbally and in writing the science concepts listed in the course content, as well as their relevance to everyday events and circumstances in a broad interdisciplinary context.
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## BIOMANUFACTURING PRODUCTION ASSOCIATE OF SCIENCE (AS)

The Associate of Science in Biomanufacturing Production 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

Manufacturing Technician, Production Technician, Laboratory Technician, Quality Control Technician.

### COURSE SEQUENCE

#### First Semester (9 units)

BIOL 75	Fundamentals of Biotechnology	2
CHEM 30A	Introductory General Chemistry	4
MATH 208	Mathematics for Laboratory Sciences	3

#### Second Semester (7-8 units)

BIOL 3	Microbiology	5
	or	
BIOL 73	Cell Culture Principles and Techniques	4
BIOL 76	Principles of Biomanufacturing	3

#### Third Semester (7 units)

BIOL 72A	Biotech Instrumentation: Good Manufacturing Practices and Safe Chemical Handling	1
BIOL 72B	Biotech Instrumentation: Clean Room	1

BIOL 72C	Biotech Instrumentation: PCR	1
BIOL 72D	Biotech Instrumentation: Protein Purification and Quality Control	1
BIOL 74	Scientific Communication	3

#### Fourth Semester (7 units)

BIOL 77	Business and Regulatory Practices in Biomanufacturing	3
BIOL 79	Bioreactor Cell Culture and Protein Recovery	4

<b>TOTAL MAJOR UNITS:</b>	<b>30-31</b>
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### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- PLO # 1 Describe and practice laboratory safety guidelines relating to working with laboratory equipment.
- PLO # 2 Set up and manipulate laboratory equipment, carry out experimental procedures and identify possible sources of error.
- PLO # 3 Maintain a laboratory notebook according to standard scientific guidelines.
- PLO # 4 Write clear, well-documented reports or SOPs or other documentation required in the lab using the language of science.
- PLO # 5 Apply mathematics to solve quantitative problems.
- PLO # 6 Explain and discuss both verbally and in writing the science concepts listed in the course content, as well as their relevance to everyday events and circumstances in a broad interdisciplinary context.

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## BIOLOGICAL SCIENCES (BIOL)

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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.

### BIOL 1A General Biology

5 units, 3 hours lecture, 6 hours laboratory (GR)  
Prerequisite(s): 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, 5C  
(C-ID: BIOL 190) (C-ID: 135S when taken with BIOL 1B)

### BIOL 1B General Biology

5 units, 3 hours lecture, 6 hours laboratory (GR)  
Prerequisite(s): 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, 5C  
(C-ID: BIOL 140) (C-ID: 135S when taken with BIOL 1A)

### BIOL 2 Human Anatomy

5 units, 4 hours lecture, 3 hours laboratory (GR)  
Prerequisite(s): 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, 5C  
(C-ID: BIOL 110B)

### BIOL 3 Microbiology

5 units, 4 hours lecture, 3 hours laboratory (GR)  
Prerequisite(s): 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, 5C

### BIOL 4 Human Physiology

5 units, 4 hours lecture, 3 hours laboratory (GR)  
Prerequisite(s): 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, 5C  
(C-ID: BIOL 120B)

### 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, 5C

### 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, 5C

(C-ID: 115BS when taken with BIOL 20B)

**BIOL 20B****Human Anatomy and Physiology**

5 units, 4 hours lecture, 3 hours laboratory (GR)

Prerequisite(s): 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, 5C

(C-ID: 115S when taken with BIOL 20A)

**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, 5C

**BIOL 27****Human Sexuality**

3 units, 3 hours lecture (GR)

Also offered as PSYCH 12. Not open for credit to students who have completed or are currently enrolled in 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

(C-ID: PSY 130)

**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

AA/AS area 4c; 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 49****Independent Study in Biological Sciences**

0.5-5 units, 0.5-5 hours lecture, (GR or P/NP)

Acceptable for credit: CSU, UC♦

See section on Independent Study. 0401.00

**BIOL 72A****Biotech Instrumentation: Good Manufacturing Practices and Safe Chemical Handling**

1 unit, 0.5 hour lecture, 1.5 hours laboratory (GR)

Acceptable for credit: CSU

Good Manufacturing Practices: Use of Good Manufacturing Practices (GMP) for working in the laboratory and in writing and maintaining batch production records. 0430.00

(C-ID: BIOT 220X when taken with BIOL 72D)

**BIOL 72B****Biotech Instrumentation: Clean Room**

1 unit, 0.5 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, 0.5 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: Protein Purification and Quality Control**

1 unit, 0.5 hour lecture, 1.5 hours laboratory (GR)

Acceptable for credit: CSU

Protein Purification Quality Control Assays: Common assays used in quality control including protein separation and purification, electrophoresis, Column chromatography and Enzyme linked Immunabsorbant Assay (ELISA) to test products. 0430.00  
(C-ID: BIOT 220X when taken with BIOL 72A)

**BIOL 73****Cell Culture Principles and Techniques**

4 units, 2 hours lecture, 6 hours laboratory (GR)

Prerequisite(s): BIOL 75

Acceptable for credit: CSU

Cell culture techniques and principles: Aseptic conditions, sterile techniques, media preparation, quantification and passage of cell lines, cell cycle, growth factors, understanding, avoiding, and detecting contamination, cell structure and differentiation working with different types of cells including bacterial, yeast, plant and mammalian cells. Laboratory includes preparation for work in the manufacture of biological products. 0430.00  
(C-ID: BIOT 230X)

**BIOL 74****Scientific Communication**

3 units, 3 hours lecture (GR)

Recommended preparation: ENGL 1A

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  
AA/AS area 4d

**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)

Acceptable for credit: CSU

General examination of biology as it relates to development, production, recovery and analysis of biotechnology products: Topics include chemical processes in prokaryotic and eukaryotic biology, chemistry of biomolecules, basic immunology, gene expression and genetic engineering and production of 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)

Recommended preparation: ENGL 1A

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  
(C-ID: BIOT 210X)

**BIOL 79****Bioreactor Cell Culture and Protein Recovery**

4 units, 2 hours lecture, 6 hours laboratory (GR)

Prerequisite(s): 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 201****Medical Terminology I**

2 units, 2 hours lecture (GR)

Not open for credit to students who have completed or are currently enrolled in HLTOC 201

Study of basic structure of medical words, including prefixes, suffixes, word roots, combining forms, plurals and abbreviations, pronunciation, spelling and definition of medical terms. 1299.00



**BIOL 202**  
**Medical Terminology II**

2 units, 2 hours lecture (GR)

Prerequisite(s): BIOL 201

Not open for credit to students who have completed or are currently enrolled in HLTOC 202

Study of terminology related to body structure, pathological conditions and diseases, operative terms and techniques including laboratory/radio-logical diagnostic procedures. 1299.00

**BIOL 272**  
**iEat: Survey Course of Nutrition in the Food Sciences**

0.5 units, 0.25 hours lecture, 0.75 hours laboratory (P/NP)

Corequisite(s): BIOL 273, CHEM 274, CULIN 271

Introduction to food sciences with a focus on nutrition: Topics including safety, career opportunities and hands on experience. Part of a four-part series, including: Culinary 271, Biology 272 and 273, and Chemistry 274. 1306.00

**BIOL 273**  
**iEat: Survey Course of Food Biomanufacturing in the Food Sciences**

0.5 units, 0.25 hours lecture, 0.75 hours laboratory (P/NP)

Corequisite(s): BIOL 272, CHEM 274, CULIN 271

Introduction to food sciences with a focus in the biomanufacturing of food technology. Topics including safety, career opportunities and hands on experience. Part of a four-part series, including: Culinary 271, Biology 272 and 273, and Chemistry 274. 1306.00

**BIOL 484A**  
**Occupational Work Experience in Biotechnology**

1-4 units, 3.43-17.15 hours laboratory (GR)

Course study under this section may be repeated three times. Acceptable for credit: CSU

Supervised employment in biotechnology or a related field: Extension of classroom learning to the job site. The employment must be related to the student's educational or occupational goals. Each 75 hours of paid work equals one unit, while each 60 hours of non-paid work equals one unit. Students can earn at most 16 units through general and occupational work experience courses combined, but may re-enroll in such courses any number of times until the maximum of 16 units is earned. 0430.00



## ACCOUNTING CERTIFICATE OF ACHIEVEMENT (CA)

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The Accounting Certificate of Achievement is designed for students who want to acquire skills for an entry-level position in accounting. This certificate is recommended for students who wish to enter the field of accounting without a four-year degree and prepare students to continue toward the attainment of an Associate Degree.

### CAREER OPPORTUNITIES

The Accounting Certificate of Achievement prepares students for entry-level positions working in payroll, accounts receivable and accounts payable, income tax firms, and financial services organization.

### DEGREE REQUIREMENTS:

#### Required Core Courses (12 units):

BUS 001A	Financial Accounting	4
BUS 001B	Managerial Accounting	4
BUS 043B	Introduction to Microsoft Excel For Business Applications	4

#### Select at least 5 units from the following (min 5 units):

BUS 004	Cost Accounting	3
BUS 021	Payroll Accounting	2
BUS 206*	Certified Bookkeeper Exam Review	4
BUS 209	Fundamentals of Income Tax	4
BUS 230D	Beginning Keyboarding	1
BUS 239	QuickBooks	1.5

#### Select at least 3 units from following (min 3 units):

BUS 010	Introduction to Business	3
BUS 002	Introduction to Business Law	3
BUS 201	Business Communications *	3

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<b>TOTAL REQUIRED UNITS:</b>	<b>20</b>
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\*ENGL 1A or 201A or 201B may be substituted for BUS 201.

### PROGRAM LEARNING OUTCOMES

*Upon successful completion of this program, students will be able to:*

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- Computational Skills: Prepare financial statement for a publicly held enterprise and analyze results.
  - Computer Application Skills: Design and complete professional assignments using computer applications as Microsoft Excel, QuickBooks, general ledger software to summarize business transactions.
  - Ethics and Personal Responsibility: Apply legal and ethical principles when preparing business and accounting reports.
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## ACCOUNTING ASSOCIATE OF SCIENCE (AS)

The Accounting Associate of Science program provides a wide variety of courses that will give students a solid base in career-specific accounting skills. The degree: (1) prepares students for an entry-level position in accounting; (2) develops the knowledge and skills needed to transfer to a four-year institution; (3) upgrades workplace skills in specific occupational areas.

### CAREER OPPORTUNITIES

The Accounting Associate of Science program prepares students for a number of entry-level accounting jobs in bookkeeping, payroll, accounts receivable and accounts payable, tax preparation and administration, and financial services organization.

### COURSE SEQUENCE:

#### Required core courses (11 units)

BUS 001A	Financial Accounting	4
BUS 001B	Managerial Accounting	4
BUS 002	Introduction to Business Law	3

#### Select at least 10 units from: (min 10 units)

BUS 004	Cost Accounting	3
BUS 020	General Accounting	3
BUS 021	Payroll Accounting	2
BUS 206	Certified Bookkeeper Exam Review	4
BUS 209	Fundamentals of Income Tax	4

#### Select at least 4 units from: (min 4 units)

BUS 024	Computerized Accounting Principles	3
BUS 043B	Introduction to Microsoft Excel for Business Applications	4
BUS 202	Business Mathematics *	3
BUS 230D	Beginning Keyboarding	1
BUS 239	Quickbooks	1.5

#### Select at least 6 units from: (min 6 units)

BUS 005	Human Relations in Business	3
BUS 010	Introduction to Business	3
BUS 054	Small Business Management	3
BUS 201	Business Communications **	3
BUS 210	Financial Management & Investment **	3
ECON 2	Principles of Economics **	3

#### Recommended, but not required:

COMM 045	Public Speaking	3
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<b>TOTAL MAJOR UNITS:</b>	<b>31</b>
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\*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.

### PROGRAM LEARNING OUTCOMES

*Upon successful completion of this program, students will be able to:*

- Ethics and Personal Responsibility: Apply legal and ethical principles in business decision making.
- Critical Thinking: Analyze a business situation and recommend a solution or plan for improvement.
- Computational Skills: Prepare financial statement for a publicly held enterprise and analyze results.

## BOOKKEEPING CERTIFICATE OF ACHIEVEMENT (CA)

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The Bookkeeping Certificate is designed to add the skills needed to enter the accounting profession within a short period of time. The program covers theoretical, analytical, and computer application skills required to apply for jobs as bookkeepers, or as clerks in the following positions: general ledger, accounts receivable, accounts payable, payroll, and income tax. Graduates of the program will have knowledge of double-entry accounting, preparation of journals, adjustments, payroll documents, tax forms, and bank reconciliation, as well as proficiency in Excel, Computerized Accounting and QuickBooks.

### CAREER OPPORTUNITIES

The successful completion of this program will allow students to apply for positions in bookkeeping, and clerical positions such as general ledger, accounts receivable, accounts payable, payroll, and income tax.

### COURSE SEQUENCE

#### First Semester (min 11 units):

BUS 20	General Accounting	3
BUS 209	Fundamentals of Income Tax	4
BUS 43B	Introduction to Microsoft Excel for Business Applications	4
	or	
BUS 43BA	Introduction to Microsoft Excel for Business Applications and	2
BUS 43BB	Introduction to Microsoft Excel for Business Applications	2

#### Second Semester (6.5 units):

BUS 21	Payroll Accounting	2
BUS 24	Computerized Accounting Principles	3
BUS 239	QuickBooks Pro	1.5

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<b>TOTAL MAJOR UNITS:</b>	<b>17.5</b>
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#### To help student prepare for the National Bookkeeper Certification Exam; Recommended but not required:

BUS 1A	Financial Accounting	4
BUS 206	Certified Bookkeeper Exam Review	3

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

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- Computational Skills: Input financial transactions and prepare financial statements.
  - Design and create a business spreadsheet using Microsoft Excel application to summarize business transactions.
  - Ethics and Personal Responsibility: Apply legal, accounting and ethical principles when preparing business reports.
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## BUSINESS ADMINISTRATION CERTIFICATE OF ACHIEVEMENT (CA)

The course of study for the Business Administration certificate prepares students to demonstrate knowledge, skills, integrity, a sense of social responsibility, and individual qualities that influence successful outcomes in the business world. Successful completion of the curriculum prepares students to perform a wide range of tasks and demonstrate leadership abilities, technological awareness, and intellectual capacity.

### CAREER OPPORTUNITIES

**Entry level management position in: hospitality management, sales, marketing, general business; HR management, administrative service managers**

### COURSE SEQUENCE

#### Core Courses (17 units):

BUS 1A	Financial Accounting	4
BUS 10	Introduction to Business	3
BUS 20	General Accounting	3
BUS 38	Introduction to Microcomputers and Business Software	4
ECON 001	Principles of Economics (Macro-Economics)	3

#### Select one of the following (3-4 units):

BUS 201	Business Communications	3
ENGL 1A	Composition and Reading*	4

<b>TOTAL MAJOR UNITS:</b>	<b>20-21</b>
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#### Recommended but not required:

BUS 2	Introduction to Business Law	3
ECON 2	Principles of Economics (Micro-Economics)	3
M/SVN 060	Introduction to Management	3
M/SVN 061	Psychology of Management	3
M/SVN 064	Organization and Management	3

\*ENGL 001A is required for students who plan to transfer

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Ethics and Personal Responsibility: Exhibit legal and ethical principles in business decision making.
- Critical Thinking: Using critical thinking skills analyze a business situation and recommend a solution or plan by for improvement.

## BUSINESS ADMINISTRATION ASSOCIATE OF ARTS (AS)

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The course of study for the Business Administration degree prepares students to demonstrate knowledge, skills, integrity, a sense of social responsibility, and individual qualities that influence successful outcomes in the business world. Successful completion of the curriculum prepares students to perform a wide range of tasks and demonstrate leadership abilities, technological awareness, and intellectual capacity.

### CAREER OPPORTUNITIES

Entry to mid-level management position in administrative services, hospitality, sales, marketing, general business, and HR management.

### COURSE SEQUENCE

			Select one of the following (3-4 units):	
<b>Core Courses (20 units):</b>			BUS 201 Business Communications	3
			ENGL 001A Composition and Reading*	4
BUS 001A	Financial Accounting	4		
BUS 002	Introduction to Business Law	3	<b>TOTAL MAJOR UNITS:</b>	<b>23-24</b>
BUS 010	Introduction to Business	3		
BUS 020	General Accounting	3	<b>Recommended but not required:</b>	
BUS 038	Introduction to Microcomputers and Business Software	4	M/SVN 060 Introduction to Management	3
ECON 001	Principles of Economics (Macro-Economics)	3	M/SVN 061 Psychology of Management	3
			M/SVN 064 Organization and Management	3

\*: \*ENGL 001A is required for students who plan to transfer

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

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- Exhibit ethical and personal responsibilities when applying legal and ethical principles in business decisions.
  - Using critical thinking skills analyze a business situation and recommend a solution or plan by for improvement.
  - Analyze data and corporate financial statements to ensure maximum use of organizational resources to achieve goals.
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## ASSOCIATE IN SCIENCE DEGREE IN BUSINESS ADMINISTRATION FOR TRANSFER (AS-T)

The Associate in Science Degree in Business Administration for Transfer is designed to prepare students for a seamless transfer with junior status and priority admission to their local CSU campus to a program or major in Business or similar major for completion of a baccalaureate degree. Students are required to complete: \* a minimum of 19 semester units in the major with a grade of C or better while maintaining a minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. \* 60 semester CSU-transferable units using the California State University-General Education-Breadth pattern (CSU-GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern. \* No more than 60 semester units are required. The Associate in Science Degree in Business Administration for Transfer will also assist Business major students to transfer to a U.C. or other baccalaureate institutions. Students are advised to consult with a counselor to verify transfer requirements.

### COURSE SEQUENCE

#### Core Courses (17 units):

BUS 1A	Financial Accounting	4
BUS 1B	Managerial Accounting	4
BUS 2	Introduction to Business Law	3
ECON 1	Principles of Economics (Macro-Economics)	3
ECON 2	Principles of Economics (Micro-Economics)	3

#### Required for the degree (7 units)

BUS 10	Introduction to Business	3
CIS 1	Introduction to Computer Information Systems	4

<b>TOTAL MAJOR UNITS:</b>	<b>27-28</b>
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#### Choose one of the following (3-4 units):

MATH 13	Introduction to Statistics	4
	or	
MATH 16A	Calculus for Business and the Life and Social Sciences	3

<b>IGETC or CSU GE-Breadth Education Pattern</b>	<b>37-39</b>
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<b>CSU Transferable General Elective Courses to meet 60</b>	
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<b>TOTAL UNITS:</b>	<b>60</b>
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### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Analyze a business situation and recommend a solution or plan for improvement, applying legal and ethical principles in business decision making.
- Obtain information related to the profession using traditional and electronic sources. Synthesize the information into a business report.
- Analyze data and prepare common business and personal financial reports.
- Analyze impact of globalization on culture, politics, and economics.

## BUSINESS INFORMATION SYSTEMS CERTIFICATE OF ACHIEVEMENT (CA)

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The Business Information Systems program is designed for students interested in pursuing a career in business with a focus on information technology. The major satisfies the business sector's need for well-rounded technology professionals. As technology managers, graduates of this program are responsible for delivering information systems to the end-user while cost-effectively administering their organization's information resources.

### CAREER OPPORTUNITIES

The Business Information Systems program prepares students to work in an office environment. It prepares students to assume positions as office managers, supervisors, administrative assistance. These positions use a variety of office technology and computer-based applications (word processing, electronic mail, database, spreadsheets, presentation graphics. Classes emphasize technology, proofreading and editing, document formatting, electronic filing, accounting, and human relations. Students will develop administrative skills necessary to participate as part of the management team. Office management personnel assist in planning, organizing, and controlling the information related activities and in leading or directing people to attain the objectives of the organization. They support and help facilitate accurate communication and information exchange to internal and external customers on a timely basis.

### COURSE SEQUENCE

#### Core Courses (23 units):

BUS 5	Human Relations in Business	3
BUS 10	Introduction to Business	3
BUS 20	General Accounting	3
BUS 38	Introduction to the Microcomputers and Business Software	4
BUS 43B	Introduction to Microsoft Excel for Business Applications	4
BUS 201+	Business Communications	3
BUS 202*	Business Mathematics	3

#### Recommended:

BUS 21
BUS 204A
BUS 204B
BUS 230D
BUS 245E
BUS 456D
ECON 2

+ ENGL 1A or ESOL 52A or ESL 52A may be substituted for BUS 201

\* MATH 201 or 210D or a more advanced math course may be substituted for BUS 202.

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**TOTAL MAJOR UNITS:** 23

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

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- Information Competency: Obtain information related to the profession using traditional and electronic sources. Synthesize the information into written or oral business reports.
  - Critical Thinking: Analyze business situations and recommend solutions or plans for improvement.
  - Computational Skills: Analyze data and prepare common business and personal financial reports.
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## BUSINESS INFORMATION SYSTEMS ASSOCIATE OF SCIENCE (AS)

The Business Information Systems program is designed for students interested in pursuing a career in business with a focus on information technology. The major satisfies the business sector's need for well-rounded technology professionals. As technology managers, graduates of this program are responsible for delivering information systems to the end-user while cost-effectively administering their organization's information resources.

### CAREER OPPORTUNITIES

The Business Information Systems program prepares students to work in an office environment. It prepares students to assume positions as office managers, supervisors, administrative assistance. These positions use a variety of office technology and computer-based applications (word processing, electronic mail, database, spreadsheets, presentation graphics. Classes emphasize technology, proofreading and editing, document formatting, electronic filing, accounting, and human relations. Students will develop administrative skills necessary to participate as part of the management team. Office management personnel assist in planning, organizing, and controlling the information related activities and in leading or directing people to attain the objectives of the organization. They support and help facilitate accurate communication and information exchange to internal and external customers on a timely basis.

### COURSE SEQUENCE

#### Core Courses (23 units):

BUS 5	Human Relations in Business	3
BUS 10	Introduction to Business	3
BUS 20	General Accounting	3
BUS 38	Introduction to the Microcomputers and Business Software	4
BUS 43B	Introduction to Microsoft Excel for Business Applications	4
BUS 201+	Business Communications	3
BUS 202*	Business Mathematics	3

<b>TOTAL MAJOR UNITS:</b>	<b>23</b>
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#### Recommended:

BUS 21
BUS 204A
BUS 204B
BUS 230D
BUS 245E
BUS 456D
ECON 2

- + ENGL 1A or ESOL 52A or ESL 52A may be substituted for BUS 201  
 \* MATH 201 or 210D or a more advanced math course may be substituted for BUS 202.

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Information Competency: Obtain information related to the profession using traditional and electronic sources. Synthesize the information into written or oral business reports.
- Critical Thinking: Analyze business situations and recommend solutions or plans for improvement.
- Computational Skills: Analyze data and prepare common business and personal financial reports.

## ENTREPRENEURSHIP CERTIFICATE OF ACHIEVEMENT (CA)

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The Entrepreneurship Certificate of Achievement is designed to prepare students with the fundamental skills necessary to start and operate their own businesses, collaborate with others to identify business opportunities, join entrepreneurial ventures, or work in an entrepreneurial capacity for an established organization.

### CAREER OPPORTUNITIES

Business Development, Venture Analysis, Business Planning, Management, Leadership, Strategic Management Starting and owning a business, working in a small business setting or environment, becoming an intrapreneur.

### COURSE SEQUENCE

<b>Core Courses (17.5 units):</b>			Electives: Select one of the following (3 units):		
BUS 2	Introduction to Business Law	3	BUS 5	Human Relations in Business	3
BUS 43B	Introduction to Microsoft Excel for Business Applications	4	BUS 20	General Accounting	3
BUS 54	Small Business Management	3			
BUS 70	Introduction to Marketing	3			
BUS 76	E-Commerce/Entrepreneurship	3			
BUS 239	QuickBooks	1.5			
<b>TOTAL MAJOR UNITS:</b>					<b>20.5</b>

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

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- Develop and prepare a comprehensive plan for a new business.
  - Evaluate the strengths and weakness in e-commerce versus a traditional business.
  - Prepare an income statement and balance sheet for a start up on business.
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## MARKETING AND SALES CERTIFICATE OF ACHIEVEMENT (CA)

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The Certificate of Achievement in Marketing and Sales degree prepares students for high-demand careers in merchandising, sales and customer service, planning and promotions, advertising and public relations to meet the consumer's demand. This program provides students with the skills to meet those needs.

### CAREER OPPORTUNITIES

Merchandising, Professional Sales and Customer Service Representative, Planning and Promotions, Advertising and Public Relations.

### COURSE SEQUENCE

#### Core Courses (18 units):

BUS 10	Introduction to Business	3
	or	
BUS 2	Introduction to Business Law	3
BUS 20	General Accounting	3
BUS 70	Introduction to Marketing	3
BUS 72	Principles of Retailing	3
BUS 74	Introduction to Advertising	3
BUS 75	Salesmanship	3

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TOTAL MAJOR UNITS:	18
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### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

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- Evaluate the variables of the marketing mix of a business.
- Develop a sales plan using each of the stages of the selling process.
- Apply college level critical thinking, research, and problem solving techniques for the completion of business based reports and writing assignments.

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## MARKETING AND SALES ASSOCIATE OF SCIENCES (AS)

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The Associate of Science in Marketing and Sales degree prepares students for high-demand careers in merchandising, sales and customer service, planning and promotions, advertising and public relations to meet the consumer's demand. This program provides students with the skills to meet those needs.

### CAREER OPPORTUNITIES

Merchandising, Professional Sales and Customer Service Representative, Planning and Promotions, Advertising and Public Relations.

### COURSE SEQUENCE

#### Core Courses (26 units):

BUS 1A	Financial Accounting	4
BUS 2	Introduction to Business Law	3
BUS 10	Introduction to Business	3
BUS 38	Introduction to Microcomputers and Business Software	4
BUS 72	Principles of Retailing	3
BUS 74	Introduction to Advertising	3
BUS 75	Salesmanship	3
M/SVN 060	Introduction to Management	3

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<b>TOTAL MAJOR UNITS:</b>	<b>26</b>
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### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

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- Evaluate the variables of the marketing mix of a business.
  - Develop a sales plan using each of the stages of the selling process.
  - Apply college level critical thinking, research, and problem solving techniques for the completion of business based reports and writing assignments.
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## RETAIL MANAGEMENT CERTIFICATE OF ACHIEVEMENT (CA)

The Associate of Science in Marketing and Sales degree prepares students for high-demand careers in merchandising, sales and customer service, planning and promotions, advertising and public relations to meet the consumer's demand. This program provides students with the skills to meet those needs.

### CAREER OPPORTUNITIES

Assistant buyer, assistant store manager, pricing and signing coordinator, merchandising representative

### COURSE SEQUENCE

#### Core Courses (27 units)

BUS 5	Human Relations in Business	3
BUS 20	General Accounting	3
BUS 38	Introduction to Microcomputers and Business Software	4
BUS 56	Human Resources Management	3
BUS 70	Introduction to Marketing	3
BUS 72	Principles of Retailing	3
BUS 239	QuickBooks	1.5

#### TOTAL MAJOR UNITS:

20.5

\* MATH 201 or 210D or a more advanced Math course may be substituted for BUS 202.

\*\* ENGL 1A or 201A or 201B may be substituted for Bus 207A.

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Determine best operation procedures in choosing location, set-up and operations of a retail store in several different business situations.
- Demonstrate decision-making skills, particularly in such areas as buying, pricing, financial management, and personnel relations.
- Apply college level critical thinking, research, and problem solving techniques for the completion of business based reports and writing assignments.

## WATER EFFICIENCY MANAGEMENT CERTIFICATE OF ACHIEVEMENT (CA)

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The Water Efficiency Management certificate prepares students for mid-level management or promotional opportunities in the water industry. The course content focuses on managerial or leadership to ensure high quality drinking water, public and environment safety through efficiency and conservation. Those already employed in public works, construction, landscaping, municipal administration, water distribution/treatment, or facilities oversight and planning are encouraged to complete this certificate to complement their knowledge and potentially increase employability, wages, and promotion opportunities.

### CAREER OPPORTUNITIES

After completing the program, students may find employment as a specialist in water supply, water efficiency, program conservation, conservation outreach, natural resources, or environmental protection.

### COURSE SEQUENCE

<b>Core Courses (12 units)</b>			MATH 220B	Technical Mathematics with Algebra - Part 2 (Lab)	0.5
BUS 201	Business Communications	3			
M/SVN 82	Essentials of Managerial Communications	3			
BUS 219	Computer Literacy	1			
	or				
CIS 205	Computer Literacy	1			
BUS 456I	Occupational Work Experience in Management and Supervision *	4			
MATH 220A	Technical Mathematics with Algebra - Part 1 (Lab)	0.5			
<b>TOTAL MAJOR UNITS:</b>					<b>12</b>

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

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- Analyze work related problems to determine the optimal alternative in the decision-making.
  - Develop effective communication and interpersonal skills to serve and interact with diverse clientele.
  - Illustrate basic computer competency to communicate and assist in the decision making and problem solving process.
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## 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.

### 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  
(C-ID: ACCT 110)

### BUS 1B

#### Managerial Accounting

4 units, 4 hours lecture (GR)

Prerequisite(s): 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  
(C-ID: ACCT 120)

### 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  
(C-ID: BUS 125)

### BUS 4

#### Cost Accounting

3 units, 3 hours lecture (GR)

Prerequisite(s): 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  
(C-ID: BUS 110)

### 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(s): 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(s): 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 38****Introduction to Microcomputers and Business Software**

4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)

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 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 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 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 43BA or 43BB.

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 49****Independent Study in Business**

0.5-5 units, 0.5-5 hours lecture, (GR)

Acceptable for credit: CSU

See section on Independent Study on page 60. 0501.00

**BUS 54****Small Business Management**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Overview of the factors involved in starting or growing a business: Business plan development; marketing, sales, and promotional strategies; financial management and forecasting techniques; human resources management; and information systems management.. 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 or P/NP)

Recommended preparation: BUS 219/CIS 205 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 269B, 252B, or 250D

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 206****Certified Bookkeeper Exam Review**

4 units, 4 hours lecture (GR or P/NP)

Prerequisite(s) BUS 20 or 1A

Recommended Preparation: BUS 21

Intensive, comprehensive review, preparing students for the National Bookkeeper Certification Exam: Adjusting Entries, correction of accounting errors, depreciation, payroll, inventory, internal controls and fraud prevention. 0502.00

**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 230D****Beginning Keyboarding**

1 unit, 1 hour lecture, 1.5 hour laboratory (GR)

Modular, open-entry/open-exit course

Students may enroll up to the 8th week of the semester.

Eligible for credit by examination.

Introduction to the computer keyboard: Basic skill development with emphasis on skills improvement and speed to 30 words per minute. 0501.00



### **BUS 239** **QuickBooks**

1.5 units, 1 hour lecture, 1.5 hours laboratory (GR or P/NP)

Introduction to QuickBooks business accounting software: Company setup, payroll, and transactions to complete the accounting cycle. 0502.00

AA/AS area 4c

### **BUS 245E** **Word Processing Using Microsoft Word**

4 units, 3 hours lecture, 3 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 245EA or 245EB.

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 456A** **Occupational Work Experience in Accounting**

1-4 units, 3-12 hours laboratory (GR)

Course study under this section may be repeated three times.

Acceptable for credit: CSU

Supervised employment providing opportunities in the field of accounting or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. 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). 0502.00

### **BUS 456C** **Occupational Work Experience in Banking and Finance**

1-4 units, 3-12 hours laboratory (GR)

Course study under this section may be repeated three times.

Acceptable for credit: CSU

Supervised employment providing opportunities in banking and finance or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. 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).

0504.00

### **BUS 456D** **Occupational Work Experience in Business Administration**

1-4 units, 3-12 hours laboratory (GR)

Course study under this section may be repeated three times.

Acceptable for credit: CSU

Supervised employment providing opportunities in business administration or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. 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). 0505.00

### **BUS 456I** **Occupational Work Experience in Management and Supervision**

1-4 units, 3-12 hours laboratory (GR)

Course study under this section may be repeated three times

Acceptable for credit: CSU

Supervised employment providing opportunities in management and supervision or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. 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). 0506.30

### **BUS 456J** **Occupational Work Experience in Marketing and Sales**

1-4 units, 3-12 hours laboratory (GR)

Course study under this section may be repeated three times.

Acceptable for credit: CSU

Supervised employment providing opportunities in marketing and sales or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. 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). 0509.00

**BUS 456Q****Occupational Work Experience in Administrative Office Systems and Applications**

1-4 units, hours to be arranged (GR)

Course study under this section may be repeated three times

Acceptable for credit: CSU

Supervised employment providing opportunities in administrative office systems and applications or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. 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/ Apprenticeship Work Experience). 0514.00



## CARPENTRY CERTIFICATE OF ACHIEVEMENT (CA)

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The program is designed to instruct students with hands on building skills and provide participation in all phases of the construction process, including traditional and new building technologies such as high performance building, sustainability and advanced manufacturing of homes. Carpentry students build new houses and/or remodel existing homes. Carpentry students can apply the Carpentry Certificate as a portion of work experience needed when applying for a contractors license or gain specific skills for home improvement.

### CAREER OPPORTUNITIES

Jobs as journey level carpenters, home re-modelers and general contractors.

### COURSE SEQUENCE

#### Core Courses (22-23 units):

CARP 206	High Performance Building	3.5
CARP 210	Foundation and Forms Construction	3.5
CARP 211	Beginning Carpentry	3.5
CARP 223	CAL-OSHA 30-Hour Construction Industry Training for Carpentry	2
CARP 229	Rough Framing	3.5
CARP 232	Residential Plumbing for Carpenters	1.5
CARP 233	Residential Electrical For Carpenters	1.5
CARP 207	Math for Construction Trades	3
	or	
MATH 221	Technical Mathematics	4

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<b>TOTAL REQUIRED UNITS:</b>	<b>22-23</b>
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\* MATH 210D or a more advanced Mathematics course may be substituted.

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

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- Communicate effectively in the technical language of the Carpentry / Construction Trades
  - Develop a foundation of core skills necessary to safely operate power tools and equipment used to build, repair and remodel homes to current code requirements.
-

## CARPENTRY ASSOCIATE OF SCIENCE (AS)

The program is designed to instruct students with hands on building skills and provide participation in all phases of the construction process, including traditional and new building technologies such as high performance building, sustainability and advanced manufacturing of homes. Carpentry students build new houses and/or remodel existing homes. Carpentry students can apply the Carpentry A.S degree as a portion of work experience needed when applying for a contractors license or gain specific skills for home improvement.

### CAREER OPPORTUNITIES

Jobs as journey level carpenters, home re-modelers and general contractors.

### COURSE SEQUENCE

#### Core Courses (37.5-38.5 units):

CARP 206	High Performance Building	3.5
CARP 210	Foundation and Forms Construction	3.5
CARP 211	Beginning Carpentry	3.5
CARP 221	Finish Carpentry	3.5
CARP 223	CAL-OSHA 30-Hour Construction Industry Training for Carpentry	2
CARP 229	Rough Framing	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 / Kitchens	2
CONMT 240B	Construction Rehabilitation / Bathrooms	2

CONMT 210	Residential Building Codes for Carpenters	3
CARP 207	Math for Construction Trades	3
	or	
MATH 221	Technical Mathematics	4
<b>TOTAL MAJOR UNITS:</b>		<b>37.5 - 38.5</b>

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Communicate effectively in the technical language of the Carpentry / Construction Trades, including written, verbal and mathematical computation skills.
- Develop a foundation of core skills necessary to safely operate power tools and equipment used to build, repair and remodel homes to current code requirements.
- Analyze building components in order to determine the proper execution of construction or repair.

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## HIGH PERFORMANCE BUILDING CERTIFICATE OF PROFICIENCY (CP)

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The High Performance Building certificate was created for entry level carpentry students to achieve high performance building skills required for home auditing, thermal imaging, blower door testing and sustainable practices that ensure indoor air quality and comfort for healthy homes.

### CAREER OPPORTUNITIES

Entry level Building Trades, construction, remodeling, energy auditing, home energy upgrades, seismic retrofitting,

### COURSE SEQUENCE

#### Required Courses

CARP 206	High Performance Building	3.5
CARP 204	The Sustainable Built Environment	3
CARP 223	CAL-OSHA 30-Hour Construction Industry Training for Carpentry	2

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<b>TOTAL MAJOR UNITS:</b>	<b>8.5</b>
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### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

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- Analyze and apply energy efficient and safe building techniques.
-



## CARPENTRY (CARP)

The Carpentry program is designed to instruct students with hands-on building skills and provide participation in all phases of the construction process, including traditional and new building technologies such as high performance building, sustainability and advanced manufacturing of homes. Carpentry students build new houses and/or remodel existing homes. Carpentry students can apply the Carpentry Certificate and/or the Carpentry A.S degree as a portion of work experience needed when applying for a contractor's license or gain specific skills for home improvement.

### 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)

Corequisite(s): Concurrent enrollment in any CARP course

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 206 High Performance Building

3.5 units, 2 hours lecture, 5 hours laboratory (GR or P/NP)

Introduction to home performance, building design and building science. Hands on applications of new materials in the construction industry as well as advanced framing, energy efficiency and air sealing techniques. 0952.10

### CARP 207 Math for Construction Trades

3 units, 3 hours lecture (GR or P/NP)

Mathematics with specific application to Carpentry: Whole numbers, fractions, decimals, percents and percentages, measurements, areas and volumes, powers and roots, combined applications to construction problems. 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 Beginning Carpentry

3.5 units, 2 hours lecture, 5 hours laboratory (GR)

Beginning carpentry: Basic skills with hand and power tools, mathematical problem solving and interpretation of working drawings, development of leadership skills while performing various methods of construction. 0952.10

### CARP 221 Finish Carpentry

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 223 CAL-OSHA 30-Hour Construction Industry Training for Carpentry

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

### CARP 224A Digital Fabrication I

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Introduction to digital design and fabrication: Use of CAD to operate 3-D printers, laser cutters, and CNC machines in the design and fabrication; applications of this technology include rapid prototyping, industrial design, and construction building design. 0952.10

### CARP 224B Digital Fabrication II

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)  
Recommended Preparation: CARP 224A

Continuation of CARP 224A: Intermediate level digital design and fabrication with emphasis on CAD to utilize tools for 3-D printing and CNC machines. 0952.10

**CARP 229****Rough Framing**

3.5 units, 2 hours lecture, 5 hours laboratory (GR)

Various types of framing for floors and walls: Backing used in houses and selected heavy construction. 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.

Prerequisite(s): CARP 207 or MATH 201 or MATH 221

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 or P/NP)

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 or P/NP)

Not open for credit to student who have completed or are currently enrolled in ECT 17

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/Kitchens**

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/Bathrooms**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Continuation of CARP 240A: Continuation of cognitive and manipulative skills development. 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

**CARP 255****Survey Course for the Skilled Trades**

0.5 units, 1.5 hours laboratory (P/NP)

Corequisite(s): MACH 255, WDTEC 255, WELD 255

Introduction to the skilled trades Carpentry: Topics include safety, career opportunities, and hands on experience. Part of a four part series survey class including WELD 255, MACH 255, WDTEC 255. 0952.10

**CARP 466G****Occupational Work Experience in Carpentry**

1-4 units, 3-12 hours laboratory (GR)

Course study under this section may be repeated three times.

Acceptable for credit: CSU

Supervised employment providing opportunities in the field of Carpentry or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. 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). 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).

### CHEM 1A

#### General Chemistry

5 units, 3 hours lecture, 3 hours lecture-demonstration, 3 hours laboratory (GR)

Prerequisite(s): Satisfactory score on the math assessment or MATH 203 or 211D and CHEM 30A or 50 or satisfactory score on the chemistry assessment

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, 5C

(C-ID: CHEM 110) (C-ID: 120S when taken with CHEM 1B)

### CHEM 1B

#### General Chemistry

5 units, 3 hours lecture, 3 hours lecture-demonstration, 3 hours laboratory (GR)

Prerequisite(s): 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, 5C

(C-ID: 120S when taken with CHEM 1A)

### CHEM 12A

#### Organic Chemistry

5 units, 3 hours lecture, 6 hours laboratory (GR)

Prerequisite(s): 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, 5C

(C-ID: CHEM 150) (C-ID: 160S when taken with CHEM 12B)

### CHEM 12B

#### Organic Chemistry

5 units, 3 hours lecture, 6 hours laboratory (GR)

Prerequisite(s): 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, 5C

(C-ID: 160S when taken with CHEM 12A)

### CHEM 30A

#### Introductory General Chemistry

4 units, 3 hours lecture, 3 hours laboratory (GR)

Prerequisite(s): MATH 201 or 208 or MATH 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, 5C

(C-ID: CHEM 101)

### CHEM 30B

#### Introductory Organic and Biochemistry

4 units, 3 hours lecture, 3 hours laboratory (GR)

Prerequisite(s): 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, 5C

(C-ID: CHEM 102)

### CHEM 49

#### Independent Study in Chemistry

0.5-5 units, 0.5-5 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC♦

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Chemistry. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 1905.00

**CHEM 274****iEat: Survey Course of Chemistry in the Food Sciences**

0.5 units, 0.25 hours lecture, 0.75 hours laboratory (P/NP)

Corequisite(s): BIOL 272, BIOL 273, CULIN 271

Introduction to food science with a focus in chemistry of food. Topics including safety, career opportunities and hands on experience. Part of a four-part series, including: Culinary 271, Biology 272 and 273, and Chemistry 274. 1306.00

**CHEM 459A****Occupational Work Experience in Chemistry**

1-4 units, 3.43-17.15 hours laboratory (GR) Acceptable for credit: CSU ♦

Course study under this section may be repeated three times.

Supervised employment in chemistry or a related field: Extension of classroom learning to the job site. The employment must be related to the student's educational or occupational goals. Each 75 hours of paid work equals one unit, while each 60 hours of non- paid work equals one unit. Students can earn at most 16 units through general and occupational work experience courses combined, but may re-enroll in such courses any number of times until the maximum of 16 units is earned. 1905.00





## CHINESE (CHIN)

The Chinese language curriculum offers a selection of courses designed to prepare students for further studies in humanities and liberal arts, and in professional careers which requires knowledge of the Chinese language and culture.

### 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 6A

### CHIN 2

#### Elementary Chinese (Mandarin) (Continuation)

5 units, 5 hours lecture (GR or P/NP)

Prerequisite(s): 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, 6A

### CHIN 3

#### Intermediate Chinese (Mandarin)

5 units, 5 hours lecture (GR or P/NP)

Prerequisite(s): 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, 6A

### CHIN 4

#### Intermediate Chinese (Mandarin) (Continuation)

5 units, 5 hours lecture (GR or P/NP)

Prerequisite(s): 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, 6A

### CHIN 8

#### Chinese Study Abroad

2-5 units, 1.5-3 hours lecture, 3-6 hours laboratory (GR or P/NP)

Prerequisite(s): Must have the instructor's and the Dean's approval

Acceptable for credit: CSU

In-depth study of Chinese language and culture through immersion: Tradition, history, geography and economic development. 1107.00

AA/AS area 3

### CHIN 22A

#### Chinese for Bilingual Speakers I

5 units, 5 hours lecture (GR or P/NP)

Prerequisite(s): Oral fluency in at least one Chinese dialect other than standard Mandarin and knowledge of approximately 800-1000 Chinese

Acceptable for credit: CSU/UC

High beginning level of Mandarin for students whose native language is Chinese or other linguistically qualified students: Intensive training in written and spoken Mandarin with emphasis on Pinyin development, lexical expansion, critical reading and composition. This course is equivalent to two years of high school study. 1107.00

AA/AS area 3; CSU area C2; IGETC area 6A

### CHIN 25A

#### Chinese Character Writing I

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC

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 25B

#### Chinese Character Writing II

3 units, 3 hours lecture (GR or P/NP)

Prerequisite(s): CHIN 25A

Acceptable for credit: CSU, UC

Continuation CHIN 25A: 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)

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(s): 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 49****Independent Study in Chinese**

0.5-5 units, 0.5-5 hours lecture (GR)

Acceptable for credit: CSU

See section on Independent Study on page 60. 1107.00

**CHIN 233A****Introduction to Community Interpreting for Cantonese Speakers**

3 units, 3 hours lecture (GR or P/NP)

Recommended preparation: Students need to be able to speak Cantonese.

Introduction to Cantonese for use in community interpreting: Interaction involving workplace, education, health, business, welfare agencies, and cultural sensibility, as well as a variety of settings. 1107.00



## ASSOCIATE OF ARTS DEGREE IN COMMUNICATION STUDIES FOR TRANSFER (AA-T)

The Associate in Arts Degree in Communication Studies for Transfer is designed to prepare students for a seamless transfer with junior status and priority admission to their local CSU campus to a program or major in Communication Studies or similar major for completion of a baccalaureate degree. Students are required to complete: \* a minimum of 19 semester units in the major with a grade of C or better while maintaining a minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. \* 60 semester CSU-transferable units using the California State University-General Education-Breadth pattern (CSU-GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern. \* No more than 60 semester units are required. The Associate in Arts Degree in Communication Studies for Transfer will also assist Communication Studies major students to transfer to a U.C. or other baccalaureate institutions. Students are advised to consult with a counselor to verify transfer requirements.

### CAREER OPPORTUNITIES

Public Affairs, Public Relations, Journalism, Speech Writing, Media Consulting, Politics, Translating, Sales and Marketing, Broadcast News, Entertainment, Mediation, Education, Coaching, Counseling, and Corporate Communication.

### COURSE SEQUENCE

#### Core Courses (9 units)

COMM 20	Interpersonal Communication Skills	3	ENGL 5	Critical Thinking in Reading and Writing	3
COMM 44	Argumentation	3		or	
COMM 45	Public Speaking	3	JOURN 21	News Writing	3
				or	

#### Complete the following courses (6 units)

COMM 2A	The Fundamentals of Oral Interpretation of Literature	3	PSYCH 1A	Introduction to General Psychology	3
			SOC 1	Introduction to Sociology	3
COMM 19	Survey of Mass Media	3			

**TOTAL MAJOR UNITS: 18-19**

#### Select one course from the following (3-4 units)

ANTHR 3	Introduction to Social and Cultural Anthropology	3	IGTEC or CSU GE-Breadth Education Pattern	37-39
	or			
ENGL 1B	Composition and Reading	4		
	or			
<b>TOTAL UNITS</b>				<b>60</b>

**CSU Transferrable General Elective Courses to meet 60 units**

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Analyze a business situation and recommend a solution or plan for improvement, applying legal and ethical principles in business decision making.
- Obtain information related to the profession using traditional and electronic sources. Synthesize the information into a business report.
- Analyze data and prepare common business and personal financial reports.
- Analyze impact of globalization on culture, politics, and economics.

## COMMUNICATION STUDIES (COMM)

Communication skills are essential to forming and maintaining personal relationships, acquiring and excelling in a job, and relating to the world around us. Through the study and practice of interpersonal, professional, and intercultural communication skills, students will learn how their perceptions and self-esteem affect their interactions with others. Beyond this, students will improve their abilities to speak, write, and present information effectively, whether in face-to-face interactions or in public or mass-media settings. The Communication program prepares students to transfer to a four-year college or university to obtain a degree in Communication or a related Social Science field.

### 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 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  
(C-ID: COMM 170)

### COMM 19

#### Survey of Mass Media

3 units, 3 hours lecture (GR)  
Not open for credit to students who have completed or are currently enrolled in JOURN 62.  
Eligible for credit by examination  
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  
(C-ID: JOUR 100)

### COMM 20

#### Interpersonal Communication Skills

3 units, 3 hours lecture (GR)  
Acceptable for credit: CSU, UC

Analysis of communication needs and improvement of skills: Listening, perception, nonverbal communication, semantics, and conflict management. 1506.00  
AA / AS area 4d; CSU area A1; IGETC area 1C  
(C-ID: COMM 130)

### 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  
(C-ID: COMM 120)

### 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  
(C-ID: COMM 110)

### COMM 49

#### Independent Study in Communication

0.5-5 units, 0.5-5 hours lecture (GR)  
Acceptable for credit: CSU, UC ♦  
See section on Independent Study. 1506.00

## ANDROID PROGRAMMING CERTIFICATE OF ACHIEVEMENT (CA)

The Android Mobile Application Programming certificate prepares students for careers as entry-level mobile application developers and quality assurance engineers. Students are taught to program native mobile applications utilizing the Android SDK. In addition to learning the fundamentals of programming for the Android platform, students learn to develop applications that support quality user-experience, memory efficiency, data reliability, and security.

### CAREER OPPORTUNITIES

Students completing this certificate program will be qualified for employment as entry-level app developers and quality assurance technicians.

### COURSE SEQUENCE

<b>Core Courses: (16 units)</b>			CIS 79A	Introduction to Application Design in Android	3
CIS 6	Introduction to Computer Programming	5	CIS 79B	Advanced Application Design in Android	3
CIS 25	Object Oriented Programming Using C++ or	4	CIS 205	Computer Literacy	1
CIS 36A	Java Programming Language I	4	<b>TOTAL REQUIRED UNITS:</b>		<b>16</b>

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Analyze a problem and interpret technical specifications to create and program appropriate algorithmic solutions that include the use of control structures, parameters and return values
- Design and implement abstract data types using classes, encapsulation, inheritance, polymorphism, exceptions, events, multithreading, collections and generics
- Create User Interfaces UIs using controls, layout managers, adaptors, menus and dialogs
- Implement Android applications incorporating activities, services, content providers, broadcast receivers, location tracking, maps, and Internet access
- Integrate database management systems, media/content playback, and APIs.
- Write and debug apps using multiple threads, including their use to optimize power efficiency and performance.
- Implement memory management best practices.

## CIS/COMPUTER PROGRAMMING ASSOCIATE OF SCIENCE (AS)

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.

### CAREER OPPORTUNITIES

Computer programming continues to be an excellent career, with openings in all industries. Job titles include: Computer Programmer, Programmer/Analyst, Software Developer, Computer Systems Analyst, Computer Applications Developer, Computer Applications Engineer, Computer Language Coder, Computer Systems Consultant, Software Architect, Software Engineer.

### COURSE SEQUENCE

#### Introduction to Computer Science (5 units)

CIS 5	Introduction to Computer Science	5	BUS 20	General Accounting	3
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#### Introductory Programming (5 units)\*

CIS 6	Introduction to Computer Programming	5	BUS 24	Computerized Accounting Principles	3
	or		CIS 6	Introduction to Computer Programming	5
CIS 61	Structure and Interpretation of Computer Programs	5	CIS 20	Microcomputer Assembly Language	4
			CIS 25	Object Oriented Programming Using C++	4
			CIS 25B	C++ Programming Language II	4
			CIS 27	Data Structures and Algorithms	4
			CIS 36A	Java Programming Language I	4
			CIS 36B	Java Programming Language II	4
			CIS 61	Structure and Interpretation of Computer Programs	5

#### Programming Fundamentals (4 units)

CIS 25	Object Oriented Programming Using C++	4	CIS 62	Introduction to Systems Analysis and Design	3
	or		CIS 81	Systems Analysis with UML	3
CIS 36A	Java Programming Language I	4	CIS 98	Database Programming with SQL	4

#### Advanced Programming (4 units)

CIS 20	Microcomputer Assembly Language	4	CIS 99	Database Administration with SQL	4
	or		ECON 2	Principles of Economics (Micro-Economics)	3
CIS 25B	C++ Programming Language II	4	MATH 3A	Calculus I	5
	or		MATH 11	Discrete Mathematics	3
CIS 36B	Java Programming Language II	4	MATH 13	Introduction to Statistics	4

**TOTAL MAJOR UNITS: 25**

#### Electives (minimum 7 units)

BUS 1A	Financial Accounting	4	*Take one of these introductory programming courses. Students planning to transfer to a Computer Science program, especially at UC Berkeley, should choose CIS 61.
BUS 1B	Managerial Accounting	4	
BUS 5	Human Relations in Business	3	

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Computer Software Development: Demonstrate the ability to apply data requirements, algorithmic principles, and software development practice in the modeling and design of computer-based systems in a way that proves comprehension of the tradeoffs involved in design choices.
- Programming Skills: Demonstrate an understanding and competence in the ability to analyze a problem, using algorithms to create computer systems and appropriate problem solving using a programming language.
- Solve Business Problems with Computers: Interpret and analyze a business information problem and design, code, compile, test and debug a program solution in C++ using proper program syntax balancing efficiency and maintainability, and manage project tasks required for completion of a computer system development project.



## COMPUTER INFORMATION SCIENCE ASSOCIATE OF SCIENCE (AS)

The major in Computer Information Science prepares students for careers in the Information Technology field. The program provides the analytical, methodological, and language skills required within the computer industry, and prepares students for transfer to four-year colleges for further study in Computer Information Systems, as well as related areas such as Computer Science. Please consult with a counselor for more information regarding transferring.

### CAREER OPPORTUNITIES

Computer Information Science continues to be an excellent career, with openings in all industries. Technical positions include: computer operator, computer programmer, systems analyst, database administrator, computer support or help desk specialist, Web developer, and application developer.

### COURSE SEQUENCE

#### First Semester (10 units)

CIS 5	Introduction to Computer Science	5
MATH 3A	Calculus I	5

#### Second Semester (10 units)

CIS 61	Structure and Interpretation of Computer Programs	5
MATH 3B	Calculus II	5

#### Third Semester (7 units)

MATH 3E	Linear Algebra	3
CIS 25	Object Oriented Programming Using C++	4
	or	
CIS 36A	Java Programming Language I	4

#### Fourth Semester (7-8 units)

CIS 25B	C++ Programming Language	4
	or	
CIS 36B	Java Programming Language II	4
MATH 3F	Differential Equations	3
	or	
MATH 11	Discrete Mathematics	4

<b>TOTAL MAJOR UNITS:</b>	<b>34-35</b>
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### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Solve problems and conduct experiments in basic computer science.
- Solve mathematical problems using calculus, linear algebra, discrete math and differential equations.
- Create and program algorithmic solutions to solve problems.

## COMPUTER PROGRAMMING WITH C++ CERTIFICATE OF ACHIEVEMENT (CA)

The certificate in Computer Programming with C++ 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. It provides a "merit badge" certification of a skill set needed in a vital career field. See a counselor for more information.

### CAREER OPPORTUNITIES:

Computer programming continues to be an excellent career, with openings in all industries. Job titles include: Computer Programmer, Programmer/Analyst, Software Developer, Computer Systems Analyst, Computer Applications Developer, Computer Applications Engineer, Computer Language Coder, Computer Systems Consultant, Software Architect, and Software Engineer.

### COURSE SEQUENCE

#### Core Courses (13 units):

CIS 6	Introduction to Computer Programming	5	CIS 98	Database Programming with SQL	4
	or		CIS 99	Database Administration with SQL	4
CIS 61*	Structure and Interpretation of Computer Programs*	5	ECON 2*	Principles of Economics (Micro-Economics)	3
CIS 25	Object Oriented Programming Using C++	4	MATH 11**	Discrete Mathematics	3
CIS 25B	C++ Programming Language II	4	MATH 13**	Introduction to Statistics	4
<b>TOTAL MAJOR UNITS:</b>					<b>16-17</b>

#### Choose one course from the following (min 3 units)

BUS 1A*	Financial Accounting	4	*Students planning to transfer to a Computer Science program, especially at UC Berkeley, should choose CIS 61.
BUS 5*	Human Relations in Business	3	
BUS 20*	General Accounting	3	
BUS 24*	Computerized Accounting Principles	3	*Finance courses mentioned
CIS 20	Microcomputer Assembly Language	4	**Mathematics courses mentioned above
CIS 27	Data Structures and Algorithms	4	Many programming jobs involve financial systems, an introductory accounting or micro-economics course is useful to a programming career so can be used as an elective. Computer Science majors often require higher mathematics, so an advanced mathematics course can be used as an elective.
CIS 36A	Java Programming Language I	4	
CIS 36B	Java Programming Language II	4	
CIS 62	Introduction to Systems Analysis and Design	3	
CIS 81	Systems Analysis with UML	3	

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Computer Software Development: Demonstrate the ability to apply data requirements, algorithmic principles, and software development practice in the modeling and design of computer-based systems in a way that proves comprehension of the tradeoffs involved in design choices.
- Programming Skills: Demonstrate an understanding and competence in the ability to analyze a problem, using algorithms to create computer systems and appropriate problem solving using a programming language.
- Solve Business Problems with Computers: Interpret and analyze a business information problem and design, code, compile, test and debug a program solution in C++ using proper program syntax balancing efficiency and maintainability, and manage project tasks required for completion of a computer system development project.

## COMPUTER PROGRAMMING WITH JAVA CERTIFICATE OF ACHIEVEMENT (CA)

The certificate in Computer Programming with Java 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. It provides a “merit badge” certification of a skill set needed in a vital career field. See a counselor for more information.

### CAREER OPPORTUNITIES:

Computer programming continues to be an excellent career, with openings in all industries. Job titles include: Computer Programmer, Programmer / Analyst, Software Developer, Computer Systems Analyst, Computer Applications Developer, Computer Applications Engineer, Computer Language Coder, Computer Systems Consultant, Software Architect, and Software Engineer.

### COURSE SEQUENCE

#### Core Courses (13 units):

CIS 6	Introduction to Computer Programming	5	CIS 98	Database Programming with SQL	4
	or		CIS 99	Database Administration with SQL	4
CIS 61*	Structure and Interpretation of Computer Programs	5	ECON 2*	Principles of Economics (Micro-Economics)	3
CIS 36A	Java Programming Language I	4	MATH 11**	Discrete Mathematics	3
CIS 36B	Java Programming Language II	4	MATH 13**	Introduction to Statistics	4
<b>TOTAL MAJOR UNITS:</b>					<b>16-17</b>

#### Choose one course from the following (min 3 units)

BUS 1A*	Financial Accounting	4	*Students planning to transfer to a Computer Science program, especially at UC Berkeley, should choose CIS 61.
BUS 5*	Human Relations in Business	3	
BUS 20*	General Accounting	3	
BUS 24*	Computerized Accounting Principles	3	*Finance courses mentioned
CIS 20	Microcomputer Assembly Language	4	**Mathematics courses mentioned above
CIS 25	Object Oriented Programming Using C++	4	Many programming jobs involve financial systems, an introductory accounting or micro-economics course is useful to a programming career so can be used as an elective. Computer Science majors often require higher mathematics, so an advanced mathematics course can be used as an elective.
CIS 25B	C++ Programming Language II	4	
CIS 27	Data Structures and Algorithms	4	
CIS 62	Introduction to Systems Analysis and Design	3	
CIS 81	Systems Analysis with UML	3	

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Computer Software Development: Demonstrate the ability to apply data requirements, algorithmic principles, and software development practice in the modeling and design of computer-based systems in a way that proves comprehension of the tradeoffs involved in design choices.
- Programming Skills: Demonstrate an understanding and competence in the ability to analyze a problem, using algorithms to create computer systems and appropriate problem solving using a programming language.
- Solve Business Problems with Computers: Interpret and analyze a business information problem and design, code, compile, test and debug a program solution in C++ using proper program syntax balancing efficiency and maintainability, and manage project tasks required for completion of a computer system development project.

## COMPUTER SYSTEMS ANALYSIS CERTIFICATE OF ACHIEVEMENT (CA)

The certificate in Computer Systems Analysis prepares students for careers as Systems Analysts, or as software developers with duties in analysis and design. 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. It provides a “merit badge” certification of a skill set needed in a vital career field. See a counselor for more information.

### CAREER OPPORTUNITIES:

There are numerous opportunities for workers with these skills as Systems Analysts doing this work exclusively. These are also career-enhancing skills for programmers, software engineers, and computer systems developers.

### COURSE SEQUENCE

#### Core Courses (11 units)

CIS 6	Introduction to Computer Programming	5	CIS 36A	Java Programming Language I	4
	or		ECON 2*	Principles of Economics (Micro-Economics)	3
CIS 61*	Structure and Interpretation of Computer Programs*	5	ENGL 5	Critical Thinking in Reading and Writing	3
			GRART 115	Web Site Design	3
CIS 62	Introduction to Systems Analysis and Design	3	M/SVN 82	Essentials of Managerial Communications	3
			MATH 13**	Introduction to Statistics	4
CIS 81	Systems Analysis with UML	3	PHIL 10	Logic	3

**TOTAL MAJOR UNITS: 18-19**

#### Choose 2 courses from the following (7-8 units)

BNK/F 56*	Bank Management	3	*Students planning to transfer to a Computer Science program, especially at UC Berkeley, should choose CIS 61.
BUS 1A*	Financial Accounting	4	
BUS 1B*	Managerial Accounting	4	
BUS 5	Human Relations in Business	3	*Finance courses mentioned
BUS 10	Introduction to Business	3	**Mathematics courses mentioned above
BUS 20*	General Accounting	3	
BUS 24*	Computerized Accounting Principles	3	Many programming jobs involve financial systems, an introductory accounting or micro-economics course is useful to a programming career so can be used as an elective. Computer Science majors often require higher mathematics, so an advanced mathematics course can be used as an elective.
BUS 76	E-Commerce/Entrepreneurship	3	
COMM 20	Interpersonal Communication Skills	3	
CIS 25	Object Oriented Programming Using C++	4	

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Explain the purpose of systems analysis and design, life cycle of systems design, iterative, and waterfall development processes, object oriented analysis and design.
- Gather data to identify client requirements and interpret and evaluate requirements for completeness, relevance, accuracy, and consistency. Clearly define problems, opportunities, or mandates that initiate projects, write clear and concise business requirements documents and convert them into technical specifications.
- Use UML in requirements, analysis, design, and documentation phases of software. Use a methodology for analyzing a business situation (a problem or opportunity), modeling it using Use Case & Class Diagrams, and specifying requirements for a system that enables a productive change in a way the business is conducted.
- Design high-level logical system characteristics (user interface design, design of data and information requirements), and prototype system artifacts to implement a solution.
- Analyze and articulate economic, ethical, cultural, and legal issues and their feasibilities among alternative solutions.
- Communicate effectively with various organizational stakeholders to collect information using a variety of techniques and to convey proposed solution characteristics to them.

## DATABASE MANAGEMENT WITH SQL CERTIFICATE OF ACHIEVEMENT (CA)

The certificate in Database Management with SQL prepares students for careers as Database Administrators, or as software developers with skills in database programming. 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. It provides a “merit badge” certification of a skill set needed in a vital career field. See a counselor for more information.

### CAREER OPPORTUNITIES:

Virtually every computer programming shop requires database expertise. This Certificate provides a highly desirable skill for the computer programmer, or can be the basis for employment as Database Administrator (DBA).

### COURSE SEQUENCE

#### Core Courses (13 units)

CIS 6	Introduction to Computer Programming	5	CIS 36B	Java Programming Language II	4
	or		CIS 62	Introduction to Systems Analysis and Design	3
CIS 61*	Structure and Interpretation of Computer Programs*	5	CIS 81	Systems Analysis with UML	3
CIS 98	Database Programming with SQL	4	ECON 2	Principles of Economics (Micro-Economics)	3
CIS 99	Database Administration with SQL	4	MATH 11	Discrete Mathematics	4
			MATH 13	Introduction to Statistics	4

#### Choose one course from the following (3-4 units)

BUS 1A	Financial Accounting	4	<b>TOTAL MAJOR UNITS:</b>	<b>16-17</b>
BUS 5	Human Relations in Business	3		
BUS 20	General Accounting	3		
BUS 24	Computerized Accounting Principles	3		
CIS 20	Microcomputer Assembly Language	4	*Students planning to transfer to a Computer Science program, especially at UC Berkeley, should choose CIS 61.	
CIS 25	Object Oriented Programming Using C++	4		
CIS 25B	C++ Programming Language II	4		
CIS 27	Data Structures and Algorithms	4		
CIS 36A	Java Programming Language I	4		

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Develop Data Models such as Class Diagrams or Entity Relationship Diagrams (ERDs) from business processes to support database analysis and design.
- Create and modify a database and its tables using Structured Query Language's Data Definition Language (SQL-DDL) features.
- Write programs that store and modify data in database tables using Structured Query Language's Data Manipulation Language (SQL-DML) features.



## IOS PROGRAMMING CERTIFICATE OF ACHIEVEMENT (CA)

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This certificate is designed to teach students how to program native apps (mobile device applications) to run on iPhones, iPads, and other iOS devices. Students learn the basics of programming in Swift or a similar language, and also Java or C++. Students also learn the specifics of how to program for iPhones. Students completing this certificate program will be qualified for employment as entry-level app developers and quality assurance technicians.

### CAREER OPPORTUNITIES:

Students completing this certificate program will be qualified for employment as entry-level app developers and quality assurance technicians.

### COURSE SEQUENCE

#### Core Courses (16 units):

CIS 6	Introduction to Computer Programming	5	CIS 68B	Advanced iOS Programming	3
CIS 25	Object Oriented Programming Using C++	4	CIS 205	Computer Literacy	1
	or				
CIS 36A	Java Programming Language I	4	<b>TOTAL MAJOR UNITS:</b>		<b>16</b>
CIS 68A	iOS Programming	3			

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

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- Explain the fundamental architecture of existing databases, including data storage techniques of the relational model.
  - Develop Data Models such as Class Diagrams or Entity Relationship Diagrams (ERDs) from business processes to support database analysis and design.
  - Create and modify a database and its tables using Structured Query Language's Data Definition Language (SQL-DDL) features.
  - Write programs that store and modify data in database tables using Structured Query Language's Data Manipulation Language (SQL-DML) features.
  - Write programs that efficiently extract and summarize data in database tables using Structured Query Language's Data Query Language (SQL-DQL) features.
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## 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.

### 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. 0702.00

AA/AS area 4c

(C-ID: BUS 140) (C-ID: ITIS 120)

### 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 20

#### Microcomputer Assembly Language

4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)

Prerequisite(s): CIS 6 or 25 or 36A

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

(C-ID: COMP 142)

### CIS 25

#### Object-Oriented Programming Using C++

4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)

Recommended preparation: CIS 6 or 61

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 25B

#### C++ Programming Language II

4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)

Prerequisite(s): CIS 25 or 36A and familiarity with the C++ programming language

Acceptable for credit: CSU, UC

Continuation of CIS 25. Object-oriented program design using the C++ programming language: Designing and programming with exceptions, threads, file input/output (I/O); networking and graphic classes; developing code using tools such as .NET; and working with projects in areas such as animation. 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(s): 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 36A

#### Java Programming Language I

4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)

Recommended preparation: CIS 6 or 61

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(s): CIS 25 and 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 44****C# for Immersion Design**

4 units, 3 hours lecture, 3 hours laboratory (GR)

Recommended Preparation: CIS 6 or 23

Acceptable for credit: CSU/UC

Beginning C# programming for immersive design: Basic unified modeling language (UML) notation in object-oriented software design and development using the C# programming language in the context of the Unity 3D Engine, focusing on the program structure, syntax, constructs, and keywords. 0707.10  
AA/AS area 4c

**CIS 49****Independent Study in Computer Information Systems**

0.5-5 units, 0.5-5 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC♦

See section on Independent Study on page 60. 0702.00

**CIS 61****Structure and Interpretation of Computer Programs**

5 units, 4 hours lecture, 3 hours laboratory (GR or P/NP)

Recommended preparation: CIS 5

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

(C-ID: COMP 112)

**CIS 62****Introduction to Systems Analysis and Design**

3 units, 3 hours lecture (GR or P/NP)

Prerequisite(s): CIS 1 or 5 or 6 or 25 or 36A or 61

Acceptable for credit: CSU

Principles of systems analysis and design: Systematic methodology for analyzing business problems or opportunities; OOA&D (Object/Oriented Analysis and Design) and UML, the role technologies can play in addressing business needs, articulation of business requirements for technology solutions, alternative approaches to acquiring the technology capabilities needed to address business requirements, and specification of requirements for the information systems solution. 0707.30

AA/AS area 4c

(C-ID: ITIS 140)

**CIS 68A****iOS Programming**

3 units, 3 hours lecture (GR or P/NP)

Recommended Preparation: CIS 25 or 36A

Acceptable for credit: CSU, UC

Design and development of iOS apps using Xcode and Swift (or current development environment/language): Building custom UI elements, APIs (Application Programming Interfaces) and SDK (Software Development Kits) for phones and tablets. 0707.10  
AA/AS area 4c

**CIS 68B****Advanced iOS Programming**

3 units, 3 hours lecture (GR or P/NP)

Recommended Preparation: CIS 68A

Acceptable for credit: CSU, UC

Advanced iOS development programming: Animation, services, sensors, multi-threading, and the intricacies of iPhone Apps development. 0707.10  
AA/AS area 4c

**CIS 77A****Networking Architecture I**

4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Introduction to current and emerging network architecture technology: Safety, network terminology, protocols, network standards, LANs, WANs, OSI model, cabling options, routers, and topologies. 0708.10  
AA/AS area 4c

**CIS 79A****Introduction to Application Design in Android**

3 units, 3 hours lecture (GR or P/NP)

Recommended preparation: CIS 25 or 36A

Acceptable for credit: CSU, UC

Introduction to application design and development for Android operating system mobile devices: Android SDK for creating applications; crafting User Interfaces (UIs); creating location-based applications; and access to web services. 0707.10  
AA/AS area 4c

**CIS 79B****Advanced Application Design in Android**

3 units, 3 hours lecture (GR or P/NP)

Prerequisite(s): CIS 79A or 138

Acceptable for credit: CSU, UC

Advanced application design and development for Android operating system mobile devices: Complex application features such as animation, services, sensors, multi-threading, content provider; advanced debugging; program apps using touch screen events and gestures; and telephony. 0707.10  
AA/AS area 4c

**CIS 81****Systems Analysis with UML**

3 units, 3 hours lecture (GR or P/NP)

Prerequisite(s): CIS 25 or 36A or 62

Acceptable for credit: CSU, UC

Principles of systems analysis: Techniques of analysis and design emphasizing UML in software requirements analysis, and the design and documentation phase of software development; utilizing life cycle of systems design, iterative, and waterfall development processes, object-oriented analysis and design. 0707.30  
AA/AS area 4c

**CIS 98****Database Programming with SQL**

4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)

Prerequisite(s): CIS 6 or 25 or 36A or 61

Acceptable for credit: CSU, UC

Programming in database management systems using SQL: DML (Data Manipulation Language) and DQL (Data Query Language) features; database program design, programming structures, strategies, and techniques. 0707.20

AA/AS area 4c

**CIS 99****Database Administration with SQL**

4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)

Prerequisite(s): CIS 6 or 61

Acceptable for credit: CSU, UC

Design, implementation, and maintenance of relational databases using SQL: DDL (Structured Query Language/Data Definition Language) features; analysis of user requirements; modeling and designing tables, building and maintaining tables, granting privileges; security and recover planning. 0707.20

AA/AS area 4c

**CIS 205****Computer Literacy**

1 unit, 0.75 hours lecture, 0.75 hours laboratory (GR)

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 299****Survey Course for Digital Media/CIS [CIS/ Raspberry Pi]**

0.5 units, 0.25 hours lecture, 0.75 hours laboratory (GR or P/NP)

Introduction to Computer Information Systems Industry: Using the Raspberry Pi. Part of a four-part series including MEDIA 299, GRART 299 and PHOTO 299. 0702.00

**CIS 462A****Occupational Work Experience in Computer Information Systems**

1-4 units, 3.43-17.15 hours laboratory (GR)

Course study under this section may be repeated three times.

Acceptable for credit: CSU

Supervised employment providing opportunities in Computer Information Systems or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. Students may reenroll 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). 0707.00

**CIS 462B****Occupational Work Experience in Computer Programming**

1-4 units, 3.43-17.15 hours laboratory (GR)

Course study under this section may be repeated three times.

Acceptable for credit: CSU

Supervised employment providing opportunities in computer programming or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. Students may reenroll 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). 0707.10

**CIS 462C****Occupational Work Experience in Management Information Systems Programming**

1-4 units, 3.43-17.15 hours laboratory (GR)

Course study under this section may be repeated three times.

Acceptable for credit: CSU

Supervised employment providing opportunities in Management Information Systems or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. Students may reenroll 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). 0707.10

## BUILDING CODES AND INSPECTIONS CERTIFICATE OF PROFICIENCY (CP)

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Students will be able to find successful employment in construction and construction related professions in design, construction, subcontracting, administrative support and supplier vendors. Many Bay Area companies look for specific students with inspection capabilities to work in the Facilities Departments and general contractors seek out students with compliance knowledge and experience.

### CAREER OPPORTUNITIES

The Building Codes and Inspections program provides in depth knowledge of the uniform building codes, mechanical codes, electrical codes, plumbing codes, seismic codes, and energy codes that govern all construction projects in California. These codes form the basis of the standards of quality to which architects, engineers, and contractors must adhere. This constantly evolving and critical field undergirds the health, safety and livability of our built environment. The program provides access to a very strong field of employment in cities, counties, and consulting firms for inspections, code compliance, code development, code enforcement, and related fields.

### COURSE SEQUENCE

#### First Semester (6 units):

CONMT 12	Uniform Building Codes I	3
CONMT 15	Electrical Code Inspections	3

#### Second Semester (6 units):

CONMT 16	Plumbing Code Inspections	3
CONMT 22	Uniform Building Codes II	3

#### Third Semester (5.5 units):

CONMT 14	Mechanical Code Inspections	3
CONMT 17	Seismic Code Inspections	2.5

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<b>TOTAL MAJOR UNITS:</b>	<b>17.5</b>
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### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

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- Communication: Cite, list, and write effectively to communicate the intent of construction management and inspection services.
  - Critical Thinking: Create a work plan, construct a project management plan of execution and design a schedule for execution of construction.
  - Technical Skills: Create, assemble, and generate relevant, technical reports on real world projects and construction project simulations.
-



## CONSTRUCTION MANAGEMENT CERTIFICATE OF ACHIEVEMENT (CA)

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.

### CAREER OPPORTUNITIES

Completion of the Construction Management AS degree opens up a wide field of career opportunities ranging from small business ownership of a local construction company to project management for a large construction management firm. Other opportunities include working for cities and counties in inspections, plan checking, and city planning.

### COURSE SEQUENCE

#### First Semester (12 units):

CONMT 10	Introduction to Construction Practices	3	CONMT 31B	Computer Applications in Contracting	3
CONMT 11	Construction Estimating I/ Residential Projects	3		Business Management	
CONMT 12	Uniform Building Codes I	3	CONMT 32	Materials and Methods of Construction	3
CONMT 20	Blueprint Reading and Interpretation	3			

#### Select one course from the following:

CONMT 30	State Contracting License Law	3
CONMT 40	Construction Contracts and Specifications	3

#### Second Semester (12 units):

CONMT 18	Construction Project Management I	3	CONMT 19	Construction Contracts and Specifications	3
CONMT 21	Construction Estimating II/ Commercial Projects Construction	3	<b>TOTAL MAJOR UNITS:</b>		<b>36</b>
CONMT 22	Uniform Building Codes II	3	<b>Recommended</b>		
CONMT 31A	Computer Applications in Contracting Scheduling	3	ARCH 1A		
			BUS 1A, 20		

BUS 1A, 20

CHEM 1A, 30A

ENGL 1A

MATH 220A, 220B, 220C, 220D

PHYS 4A, 10

#### Third Semester (12 units):

CONMT 19	Construction Project Management II	3
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### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- **Communication:** Cite, list, and write effectively to communicate the intent of construction management and inspection services.
- **Critical Thinking:** Create a work plan, construct a project management plan of execution and design a schedule for execution of construction.
- **Technical Skills:** Create, assemble, and generate relevant, technical reports on real world projects and construction project simulations.

## CONSTRUCTION MANAGEMENT ASSOCIATE OF SCIENCE (AS)

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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

### CAREER OPPORTUNITIES

Completion of the Construction Management AS degree opens up a wide field of career opportunities ranging from small business ownership of a local construction company to project management for a large construction management firm. Other opportunities include working for cities and counties in inspections, plan checking, and city planning.

### COURSE SEQUENCE

#### First Semester (12 units):

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

#### Second Semester (12 units):

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

#### Third Semester (12 units):

CONMT 19	Construction Project Management II	3
CONMT 31B	Computer Applications in Contracting Business Management	3

CONMT 32	Materials and Methods of Construction	3
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#### Select one course from the following:

CONMT 30	State Contracting License Law	3
CONMT 40	Construction Contracts and Specifications	3

<b>TOTAL MAJOR UNITS:</b>	<b>36</b>
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#### Recommended

ARCH 1A  
BUS 1A, 20  
CHEM 1A, 30A  
ENGL 1A  
MATH 220A, 220B, 220C, 220D  
PHYS 4A, 10

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

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- Communication: Cite, list, and write effectively to communicate the intent of construction management and inspection services.
  - Critical Thinking: Create a work plan, construct a project management plan of execution and design a schedule for execution of construction.
  - Technical Skills: Create, assemble, and generate relevant, technical reports on real world projects and construction project simulations.
-

## CONSTRUCTION MANAGEMENT (CONMT)

The program is designed to instruct students in the principles of building design with basic construction management practices and provide knowledge of basic participation of all phases of the design and building execution process. Construction management students have the opportunity to work on the projects that will allow for the use of management skills that will support student development of required job ready skills for a management or support position in the industry. Special projects are available to participate in that include building of a new house and/or remodel existing structures in partnership with the Carpentry and Architecture programs at Laney College.

Construction Management provides students, who work in or plan to enter management of residential projects and non-residential commercial projects, with the knowledge and skills necessary for entry-level employment. The program will also provide refresher skills for the working professional who are already engaged in construction management. Emphasis is placed on inspection, estimating, scheduling, legal, and business aspects of construction.

The program is designed to instruct students in the principles of project management from the Project Management Institute (PMI) and the Construction Management Association of America (CMAA) best practices. Students will evaluate the processes required for management at all phases of the building process.

### CONMT 2 Green Rating Systems for the Built Environment

3 units, 3 hours lecture (GR)  
Acceptable for credit: CSU

Green rating systems methodology for the built environment: Sustainable principles, strategies, concepts, and best practices for green energy certified projects. 0957.00

### CONMT 3 California Title 24 Part 6 Nonresidential Energy Standards

3 units, 3 hours lecture (GR)  
Acceptable for credit: CSU

Introduction to Nonresidential California Energy Codes: Energy Standards (Part 6, Title 24) code section. 0957.00

### CONMT 4 California Title 24 Part 6 Nonresidential Energy Standards

3 units, 3 hours lecture (GR)  
Acceptable for credit: CSU

Introduction to Residential California Energy Codes: Energy Standards (Part 6, Title 24) code section. 0957.00

### CONMT 6 LEED Green Associate Exam Preparation

3 units, 3 hours lecture (GR)  
Prerequisite(s): CONMT 2 and CONMT 3 or CONMT 4  
Acceptable for credit: CSU

LEED Green Associate Exam Preparation: LEED core concepts, integrative design strategies, location and transportation, sustainable sites, water efficiency, energy and atmosphere, materials and resources, indoor environmental quality, innovation, regional priority. 0957.00

### CONMT 7 LEED AP Exam Preparation

1 unit, 1 hour lecture (GR)  
Prerequisite(s): CONMT 2 and CONMT 3 or CONMT 4  
Acceptable for credit: CSU

LEED Accredited Professional (AP) Exam Preparation: Focus on LEED Core Concepts, Integrative Design Strategies, Location and Transportation, Sustainable Sites, Water Efficiency, Energy and Atmosphere, Materials and Resources, Indoor Environmental Quality, Innovation, Regional Priority. 0957.00

### CONMT 8 California Title 24, Part 11 CALGreen

3 units, 3 hours lecture (GR)  
Prerequisite(s): CONMT 4  
Acceptable for credit: CSU

Introduction to California Energy Codes: Focus on CALGreen (Part 11, Title 24) code section. 0957.00

### CONMT 10 Introduction to Construction Practices

3 units, 3 hours lecture (GR)  
Acceptable for credit: CSU

Introduction of trades and their roles in construction practices: Analysis of construction best practices, labor movement trends in 21st century, various tools that support various trade applications. 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)

Recommended preparation: CONMT 10 or 20 or should be able to read plans and review specifications.

Acceptable for credit: CSU

Interpretation of components of construction process: Management process, contracts and deliver methods, estimating, scheduling, Integrated Project Delivery (IDP) methods of construction, types of project controls, cost structure and resource management and cost controls, principals of project management, PMI principles of Project Management Institute (PMI) certification examination. 0957.00

**CONMT 19****Construction Project Management II**

3 units, 3 hours lecture (GR)

Prerequisite(s): 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)

Acceptable for credit: CSU

Advanced estimating principles: Vocabulary and industry terms; estimation technology; residential and light commercial building projects; interpretation of CSI standards, general conditions, review plans, and CSI specification formats. 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)

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**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Recommended preparation: BUS 219 or CIS 205

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**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Recommended preparation: BUS 219 or CIS 205

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)

Recommended preparation: ARCH 10

Acceptable for credit: CSU

Applications of construction materials: Use of and overall application to various platforms of construction. Strength, durability, and degree of fire resistance of materials, sustainable practices in construction. 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 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 466H****Occupational Work Experience in Construction Management**

1-4 units, 3-12 hours laboratory (GR)

Course study under this section may be repeated three times.

Acceptable for credit: CSU

Supervised employment providing opportunities in the field of construction management or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. 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). 0957.00



## **COOPERATIVE WORK EXPERIENCE EDUCATION (COPED)**

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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.

**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, 3.43-12.86 hours laboratory, (GR or P/NP)

Course study under this section may be repeated three times  
Acceptable for credit: CSU

Supervised employment: acquisition of desirable work habits and attitudes; experience with potential careers. Employment need not be related to the students educational or occupational goals. Each 75 hours of paid work equals 1 unit, while each 60 hours of non-paid work equals 1 unit. Students can earn at most 16 units through general and occupational work experiences combined, but may re-enroll in such courses any number of times until the maximum of 16 units is earned. 4932.00

### **COSM 458A**

#### **Occupational Work Experience in Cosmetology**

1-4 units, hours to be arranged (GR) 3007.00

### **MEDIA 460A**

#### **Occupational Work Experience in Media Communications**

1-4 units, hours to be arranged (GR) 0604.20

### **CIS 462A**

#### **Occupational Work Experience in Computer Information Systems**

1-4 units, hours to be arranged (GR) 0702.00

### **CIS 462C**

#### **Occupational Work Experience in Management Information Systems Programming**

1-4 units, hours to be arranged (GR) 0707.10

### **ECT 466A**

#### **Occupational Work Experience in Environmental Control Technology**

1-4 units, hours to be arranged (GR) 0946.00

### **GRART 466K**

#### **Occupational Work Experience in Graphic Arts**

1-4 units, hours to be arranged (GR) 1030.00

### **MACH 466L**

#### **Occupational Work Experience in Machine Technology**

1-4 units, hours to be arranged (GR) 0956.30

### **WELD 466M**

#### **Occupational Work Experience in Welding Technology**

1-4 units, hours to be arranged (GR) 0956.50

### **BIOL 484A**

#### **Occupational Work Experience in Biotechnology**

1-4 units, hours to be arranged (GR) 0430.00

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## COSMETOLOGY CERTIFICATE OF ACHIEVEMENT (CA)

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 may be accepted when space is available, providing they have not achieved more than 200 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.

### COURSE SEQUENCE

#### First Semester (15-17 units):

COSM 210	Cosmetology Theory I	5
COSM 210L	Cosmetology Laboratory I	7
	or	
COSM 210LE	Cosmetology Laboratory I	5
COSM 211	Manicuring and 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

#### Second Semester (15-17 units):

COSM 220	Cosmetology Theory II	5
COSM 220L	Cosmetology Laboratory II	7
	or	
COSM 220LE	Cosmetology Laboratory II	5
COSM 221	Manicuring and 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 (15-17 units):

COSM 230	Cosmetology Theory III	5
COSM 230L	Cosmetology Laboratory III	7
	or	
COSM 230LE	Cosmetology Laboratory III	5
COSM 231	Manicuring and 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 (only if completing the evening program) (min 5 units):

COSM 240LE	Cosmetology Laboratory IV	5
	or	
COSM 200	Special Projects: Laboratory	1-7

<b>TOTAL DAY PROGRAM UNITS:</b>	<b>51</b>
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<b>TOTAL EVENING PROGRAM UNITS:</b>	<b>50</b>
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#### Recommended

BUS 20, 54  
COMM 45  
PSYCH 6  
SOC 1

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Provide professional hair, nail and skin care services.
- Write an effective resume.
- Pass California State Board Exam for cosmetology license.

## COSMETOLOGY ASSOCIATE OF ARTS (AA)

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 may be accepted when space is available, providing they have not achieved more than 200 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.

### COURSE SEQUENCE

#### First Semester (15-17 units):

COSM 210	Cosmetology Theory I	5
COSM 210L	Cosmetology Laboratory I	7
	or	
COSM 210LE	Cosmetology Laboratory I	5
COSM 211	Manicuring and 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

#### Second Semester (15-17 units):

COSM 220	Cosmetology Theory II	5
COSM 220L	Cosmetology Laboratory II	7
	or	
COSM 220LE	Cosmetology Laboratory II	5
COSM 221	Manicuring and 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 (15-17 units):

COSM 230	Cosmetology Theory III	5
COSM 230L	Cosmetology Laboratory III	7
	or	
COSM 230LE	Cosmetology Laboratory III	5
COSM 231	Manicuring and 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 (only if completing the evening program) (min 5 units):

COSM 240LE	Cosmetology Laboratory IV	5
	or	
COSM 200	Special Projects: Laboratory	1-7

<b>TOTAL DAY PROGRAM UNITS:</b>	<b>51</b>
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<b>TOTAL EVENING PROGRAM UNITS:</b>	<b>50</b>
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#### Recommended

BUS 20, 54  
COMM 45  
PSYCH 6  
SOC 1

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Provide professional hair, nail and skin care services.
- Write an effective resume.
- Pass California State Board Exam for cosmetology license.

## COSMETOLOGY (COSM)

### COSM 200

#### Special Projects Laboratory

1-7 units, 3-21 hours laboratory (GR)

Prerequisite(s): COSM 210, 210L or 210LE, 211, 212, 213, 214, 216

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 210

#### Cosmetology Theory I

5 units, 5 hours lecture (GR)

Corequisite(s): COSM 210L or 210LE, 211, 212, 213, 214, 215

Eligible for credit by examination.

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 I

7 units, 22.5 hours laboratory (GR)

Corequisite(s): 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(s): 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(s): 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; structure and function; nail shapes; water and oil manicures; pedicure; tips, silk wrap; acrylic nails. 3007.00

### COSM 212

#### Chemical Services/Haircutting I

1 unit, 1 hour lecture (GR)

Corequisite(s): COSM 210, 210L or 210LE, 211, 213, 214, 215

Beginning chemical services and hair cutting: Terminology and definitions; permanent wave and relaxer chemistry; rod selection and sectioning patterns; physical and chemical actions; wrapping, timing, and test curls; neutralizing; strand testing; base and no-base relaxers; virgin and retouch applications; application methods; smoothing; processing and neutralizing; hair cutting tools and equipment; sectioning; blunt and tapered hair cutting; low and high elevation hair cutting. 3007.00

### COSM 213

#### Hairstyling Services/Haircutting I

1 unit, 1 hour lecture (GR)

Corequisite(s): COSM 210, 210L or 210LE, 211, 212, 214, 215

Beginning hairstyling and haircutting: Terminology and definitions; scalp treatments and conditioners; brushing and manipulation; hair styling tools; wet and thermal hairstyling; haircutting tools; 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(s): 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(s): COSM 210, 210L or 210LE, 211, 212, 213, 214

Recommended preparation: COSM 245

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; scrubs and masks; daytime make-up. 3007.00

**COSM 220****Cosmetology Theory II**

5 units, 5 hours lecture (GR)

Prerequisite(s): COSM 210, 210L or 210LE, 211, 212, 213, 214, 215

Corequisite(s): COSM 220L or 220LE, 221, 222, 223, 224, 225

Eligible for credit by examination.

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(s): COSM 210, 210L, 211, 212, 213, 214, 215

Corequisite(s): 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(s): COSM 210, 210LE, 211, 212, 213, 214, 215

Corequisite(s): 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(s): COSM 210, 210L or 210LE, 211, 212, 213, 214, 215

Corequisite(s): 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(s): COSM 210, 210L or 210LE, 211, 212, 213, 214, 215

Corequisite(s): 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(s): COSM 210, 210L or 210LE, 211, 212, 213, 214, 215

Corequisite(s): 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(s): COSM 210, 210L or 210LE, 211, 212, 213, 214, 215

Corequisite(s): 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(s): COSM 210, 210L or 210LE, 211, 212, 213, 214, 215

Corequisite(s): 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; skin analysis; terminology and definitions; eyebrow wax; packs and masks; false lashes; evening make-up; electrical facials. 3007.00



**COSM 230****Cosmetology Theory III**

5 units, 5 hours lecture (GR)

Prerequisite(s): COSM 220, 220L or 220LE, 221, 222, 223, 224, 225

Corequisite(s): COSM 230L or 230LE, 231, 232, 233, 234, 235

Eligible for credit by examination.

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(s): COSM 220, 220L, 221, 222, 223, 224, 225

Corequisite(s): 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(s): COSM 220, 220LE, 221, 222, 223, 224, 225

Corequisite(s): 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(s): COSM 220, 220L or 220LE, 221, 222, 223, 224, 225

Corequisite(s): COSM 230, 230L or 230LE, 232, 233, 234, 235

Advanced level manicuring and pedicuring: Public health; safety. 3007.00

**COSM 232****Chemical Services/Haircutting III**

1 unit, 1 hour lecture (GR)

Prerequisite(s): COSM 220, 220L or 220LE, 221, 222, 223, 224, 225

Corequisite(s): 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(s): COSM 220, 220L or 220LE, 221, 222, 223, 224, 225

Corequisite(s): 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(s): COSM 220, 220L or 220LE, 221, 222, 223, 224, 225

Corequisite(s): 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; dying 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(s): COSM 220, 220L or 220LE, 221, 222, 223, 224, 225

Corequisite(s): 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; waxing; packs and masks; false lashes; evening make-up; electrical facials. 3007.00

**COSM 240LE****Cosmetology Laboratory IV**

5 units, 15 hours laboratory (GR)

Prerequisite(s): 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)

Selected 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 299****Cosmetology Study Abroad**

1-5 units, 1-5 hours lecture (P/NP)

Prerequisite(s): Students must be currently enrolled as a Cosmetology student or a licensed professional.

Study of cosmetology via travel to country of origin: Professional values, history, trends, and research of cultural life cycles as reflected in the region of study. 3007.00

**COSM 458A****Occupational Work Experience in Cosmetology**

1-4 units, 3-12 hours laboratory (GR)

Course study under this section may be repeated three times.

Acceptable for credit: CSU

Supervised employment providing opportunities in cosmetology or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. 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). 3007.00



## COUNSELING (COUN)

### COUN 24

#### College Success

3 units, 3 hours lecture (GR or P/NP)

Recommended preparation: ENGL 201B or ESL 21B

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

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

0.5 unit, 0.5 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

0.5 unit, 0.5 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 201

#### Orientation to College: Students Success and Support Program

1 unit, 1 hour lecture (P/NP)

Information for new students: College programs, policies and procedures, campus resources, assessment; and abbreviated Student Educational Plan (SEP). 4930.00

### 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, networking, and interviewing techniques. 4930.10

**COUN 221****Preparing for College/University Transfer**

0.5-1 unit, 0.5-1 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. 4901.10

**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



## BAKING AND PASTRY CERTIFICATE OF ACHIEVEMENT (CA)

Rise to the Challenge! Do you have a passion for food, creative expression with a sense of diligence and discipline? The Culinary Baking and Pastry Program at Laney College prepares you for an entry level baking employment, baker, pastry chef /owner and food industry trend setter or a stepping stone to a four year college. Your experience in our program includes classroom lectures reinforced with lab kitchen production. The Baking and Pastry AS Degree or Certificate of Achievement integrates the techniques and knowledge you need for the industry. The program integrates safety, leadership, math, food science, and operational efficiency.

### CAREER OPPORTUNITIES

Cook, Pastry Commis, Cook's assistant, Food sales, Food writer, Food truck owner, Independent business owner, Teacher.

### COURSE SEQUENCE

#### First Semester (12 units)

CULIN 203	Introduction to Baking	4
CULIN 204	Basic Patisserie	4
CULIN 215	Culinary Math Fundamentals	1
CULIN 88	Introduction to Food and Culture	3

#### Second Semester (10 units)

CULIN 205	Artisan Breads	5
CULIN 206	Advanced Cake Decorating	5

#### Third Semester (11 units)

CULIN 207	International Patisserie	6
CULIN 208	Confiserie (Candy and Chocolate Making)	5

#### Fourth Semester (11-12 units)

CULIN 033	Managing Food Sanitation	2
CULIN 209	Contemporary Plated Desserts	6
CULIN 229	Culinary Career Success Strategies	2
CULIN 233	How to Open a Food Business	2
	or	
CULIN 217	Recipe, Formulas and Food Costs	1

<b>TOTAL MAJOR UNITS:</b>	<b>44-45</b>
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### PROGRAM LEARNING OUTCOMES

*Upon successful completion of this program, students will be able to:*

- Demonstrate food safety and sanitation practices while using baking and pastry related equipment.
- Apply fundamental baking and pastry techniques and their variations to a wide range of classic and contemporary pastries, breads, cake candy and plated desserts.
- Interpret recipes or formulas, both orally and written, and evaluate products base on ingredients, cost, method, timing, appearance,



## BAKING AND PASTRY ASSOCIATE OF SCIENCE (AS)

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Rise to the Challenge! Do you have a passion for food, creative expression with a sense of diligence and discipline? The Culinary Baking and Pastry Program at Laney College prepares you for an entry level baking employment, baker, pastry chef/owner and food industry trend setter or a stepping stone to a four year college. Your experience in our program includes classroom lectures reinforced with lab kitchen production. The Baking and Pastry AS Degree or Certificate of Achievement integrates the techniques and knowledge you need for the industry. The program integrates safety, leadership, math, food science, and operational efficiency.

### CAREER OPPORTUNITIES

Cook, Pastry Commis, Cook's assistant, Food sales, Food writer, Food truck owner, Independent business owner, Teacher.

### COURSE SEQUENCE

First Semester (12 units)			Fourth Semester (11-12 units)		
CULIN 203	Introduction to Baking	4	CULIN 033	Managing Food Sanitation	2
CULIN 204	Basic Patisserie	4	CULIN 209	Contemporary Plated Desserts	6
CULIN 215	Culinary Math Fundamentals	1	CULIN 229	Culinary Career Success Strategies	2
CULIN 88	Introduction to Food and Culture	3	CULIN 233	How to Open a Food Business	2
				or	
			CULIN 217	Recipe, Formulas and Food Costs	1
Second Semester (10 units)					
CULIN 205	Artisan Breads	5	<b>TOTAL MAJOR UNITS:</b>		<b>44-45</b>
CULIN 206	Advanced Cake Decorating	5			
Third Semester (11 units)					
CULIN 207	International Patisserie	6			
CULIN 208	Confiserie (Candy and Chocolate Making)	5			

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

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- Demonstrate food safety and sanitation practices while using baking and pastry related equipment.
  - Apply fundamental baking and pastry techniques and their variations to a wide range of classic and contemporary pastries, breads, cake candy and plated desserts.
  - Interpret recipes or formulas, both orally and written, and evaluate products base on ingredients, cost, method, timing, appearance, texture and overall eating quality.
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## CULINARY FOUNDATION CERTIFICATE OF PROFICIENCY (CP)

The Certificate of Proficiency in Culinary Foundations is comprised of courses designed for the individual seeking to acquire culinary skills for employment within the food service industry. The program of study includes courses in knife skills, ingredient identification, cooking methods (i.e., sauteing, poaching, grilling), hands-on food production, and food costs. When completed, the courses may be applied to the Culinary Arts and Restaurant Management CA or AS degree.

### CAREER OPPORTUNITIES

Cook's Assistant/Commis, Cook (Station, Line and/or Short-Order), Personal Chef, Caterer, Food Writer, Recipe Tester, Food Truck Owner, Food Product Developer.

### COURSE SEQUENCE

#### First Semester (8 units):

CULIN 212	Culinary Arts Fundamental Lab or	4
CULIN 234*	Introduction to Cooking Techniques	4
CULIN 214	Hospitality Careers and Skills Development	1
CULIN 215	Culinary Math Fundamentals	1
CULIN 217	Recipe, Formula, and Food Costs	1
CULIN 218	Ingredients and Equipment	1

#### Second Semester (6 units):

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
CULIN 229	Culinary Career Success Strategies	2

<b>TOTAL MAJOR UNITS:</b>	<b>16</b>
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\*Course only offered in summer session.

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Apply the concepts and techniques of food safety, sanitation, personal hygiene, and professionalism in food handling and preparation.
- Discover classical cooking terminology

## CULINARY ARTS AND RESTAURANT MANAGEMENT CERTIFICATE OF ACHIEVEMENT (CA)

The major in Restaurant Management offers technical trade theory and practical laboratory experiences in restaurant management and cooking procedures that 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 facilities at Laney College. The courses may be applied to the Culinary Arts Associate in Applied Science Degree.

Note: This program includes frequent application of fractions, decimals, and percents. The department recommends, if needed, to take an introductory Mathematics course to assist with these concepts.

### CAREER OPPORTUNITIES

Cook, Station Cook (Line, Grill, Short-Order, etc.), Sous Chef, Chef de Cuisine, Private or Personal Chef, Caterer, Food Sales/Buyer, Food Writer, Recipe Tester, Food Truck Owner, Food Product Developer, Restaurateur, Independent Business Owner/Consultant, Food & Beverage Manager, Teacher.

### COURSE SEQUENCE

#### First Semester (8 units)

CULIN 234	Introduction to Cooking Techniques *	4
	or	
CULIN 212	Culinary Arts Fundamentals Lab	4
CULIN 214	Hospitality Careers and Skills Development	1
CULIN 215	Culinary Math Fundamentals	1
CULIN 217	Recipe, Formula, and Food Costs	1
CULIN 218	Ingredients and Equipment	1

#### Second Semester (6 units):

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

#### Third Semester (14 units)

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

#### Fourth Semester (13 units)

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 MAJOR UNITS:</b>	<b>41</b>
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### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Apply the concepts and techniques of food safety, sanitation, personal hygiene, and professionalism in food handling and preparation, including the use of commercial equipment and tools.
- Synthesize classical cooking terminology and station organization.
- Apply the procedures in order to run a cost effective food service establishment, including: menu analysis, labor cost, and human resource practices to manage restaurant staff.
- Apply the criteria of proper service techniques and dining room management used in the culinary industry.

## CULINARY ARTS AND RESTAURANT MANAGEMENT ASSOCIATE OF SCIENCE (AS)

The major in Restaurant Management offers technical trade theory and practical laboratory experiences in restaurant management and cooking procedures that 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 facilities at Laney College. The courses may be applied to the Culinary Arts Associate in Applied Science Degree.

Note: This program includes frequent application of fractions, decimals, and percents. The department recommends, if needed, to take an introductory Mathematics course to assist with these concepts.

### CAREER OPPORTUNITIES

Cook, Station Cook (Line, Grill, Short-Order, etc.), Sous Chef, Chef de Cuisine, Private or Personal Chef, Caterer, Food Sale Buyer, Food Writer, Recipe Tester, Food Truck Owner, Food Product Developer, Restaurateur, Independent Business Owner / Consultant, Food & Beverage Manager, Teacher.

### COURSE SEQUENCE

#### First Semester (8 units)

CULIN 234	Introduction to Cooking Techniques *	4
	or	
CULIN 212	Culinary Arts Fundamentals Lab	4
CULIN 214	Hospitality Careers and Skills Development	1
CULIN 215	Culinary Math Fundamentals	1
CULIN 217	Recipe, Formula, and Food Costs	1
CULIN 218	Ingredients and Equipment	1

#### Second Semester (6 units):

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

#### Third Semester (14 units)

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 32	Dining Room Service and Management	2

#### Fourth Semester (13 units)

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 MAJOR UNITS:</b>	<b>41</b>
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### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Apply the concepts and techniques of food safety, sanitation, personal hygiene, and professionalism in food handling and preparation, including the use of commercial equipment and tools
- Apply classical cooking terminology and station organization.
- Apply the procedures in order to run a cost effective food service establishment, including: menu analysis, labor cost, and human resource practices to manage restaurant staff..
- Demonstrate proper service techniques and dining room management used in the culinary industry.

## 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).

### CULIN 31

#### **Garde Manger and Contemporary American Bistro Cooking**

7 units, 3 hours lecture, 12 hours laboratory (GR)

Prerequisite(s): CULIN 223, 224, 225, 226, 227

Corequisite(s): CULIN 33, 53, 232

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. Appropriate department dress code and T.B. clearance required. 1306.30

### CULIN 33

#### **Managing Food Sanitation**

2 units, 2 hours lecture (GR)

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. TB clearance required. 1306.30

### CULIN 41

#### **International Cuisine**

7 units, 3 hours lecture, 12 hours laboratory (GR)

Prerequisite(s): CULIN 31, 33, 53, 232

Corequisite(s): CULIN 50, 51

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. Appropriate department dress code and T.B. clearance required. 1306.30

### CULIN 50

#### **Principles of Food, Beverages, and Labor Controls**

3 units, 3 hours lecture (GR)

Prerequisite(s): CULIN 31, 33, 53, 232

Corequisite(s): CULIN 41, 51

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. TB clearance required. 1306.30

### CULIN 51

#### **Supervision in the Hospitality Industry**

3 units, 3 hours lecture (GR)

Prerequisite(s): CULIN 31, 33, 53, 232

Corequisite(s): CULIN 41, 50

Acceptable for credit: CSU

Advanced theory and techniques of food-service workforce management: Theories and principles of human relations and personnel management skills. TB clearance required. 1307.10

### CULIN 53

#### **Nutrition for Culinary Professionals**

3 units, 3 hours lecture (GR)

Prerequisite(s): CULIN 223, 224, 225, 227

Corequisite(s): CULIN 31, 33

Acceptable for credit: CSU

Introduction to the basic elements of nutrition: Nutritional menu planning, developing healthy recipes, and marketing good nutrition to the public. TB clearance required. 1306.30

### CULIN 88

#### **Introduction to Food and Culture**

3 units, 3 hours lecture (GR)

Recommended preparation: ENGL 1A or ESOL 52A or ESL 52A

Acceptable for credit: CSU, UC

Exploration of the relationship between food and culture in society: Focus on the historical, geographical, religious, nutritional and economic factors that influence access to food in societies. 1306.00

AA / AS area 2, 3



**CULIN 200****Special Projects Laboratory**

1-2 units, 3-6 hours laboratory (GR or P/NP)

Instructor approval required

Recommended preparation: Two semesters of any Culinary Arts baking courses or equivalent

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 203****Introduction to Baking**

4 units, 2 hours lecture, 6 hours laboratory (GR)

Recommended preparation: Food Handler's Card, ESOL 527A, MATH 250 or CULIN 215

Introduction to baking theory and practice: Organization of work and production; classical to modern techniques for biscuits, scones, quick bread, cookies, yeasted doughs, doughnuts, laminated doughs, and cake making methods. 1306.30

**CULIN 204****Basic Patisserie**

4 units, 2 hours lecture, 6 hours laboratory (GR)

Recommended preparation: ENGL 1A or ESOL 52A; CULIN 215

Introduction to baking theory and practice: Organization of work and production; classical to modern techniques for pies, tarts, scones, Pâte à Choux, and cookie making methods. T.B clearance required. 1306.30

**CULIN 205****Artisan Breads**

5 units, 2 hours lecture, 9 hours laboratory (GR)

Prerequisite(s): CULIN 203, 204, and 215

Corequisite(s): 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. 1306.30

**CULIN 206****Advanced Cake Decorating**

5 units, 2 hours lecture, 9 hours laboratory (GR)

Prerequisite(s): CULIN 203, 204, and 215

Corequisite(s): CULIN 205

Advanced cake decorating techniques: Speed and accuracy of cake assembly, production of fillings and creams, design projection, salutations, borders, floral piping, wedding cakes. 1306.30

**CULIN 207****International Patisserie**

6 units, 2 hours lecture, 12 hours laboratory (GR)

Prerequisite(s): CULIN 205 and 206

Corequisite(s): 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. 1306.30

**CULIN 208****Confiserie (Candy and Chocolate Making)**

5 units, 2 hours lecture, 9 hours laboratory (GR)

Prerequisite(s): CULIN 205 and 206

Corequisite(s): 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. 1306.30

**CULIN 209****Contemporary Plated Desserts**

6 units, 2 hours lecture, 12 hours laboratory (GR)

Prerequisite(s): CULIN 207 and 208

Corequisite(s): CULIN 33, 217, and 229

Capstone course requiring creation and presentation of modern plated desserts: Application of alternative (vegan, gluten-free, and trending recipes) desserts, frozen desserts, sauces, menu writing, and seasonally attractive presentations. 1306.30

**CULIN 212****Culinary Arts Fundamentals Lab**

4 units, 12 hours laboratory (GR)

Recommended preparation: Food Handler's Card, ENGL 1A or ESOL 52A or ESL 52A

Introductory practical experience in food production: Knife skills, breakfast &amp; lunch production, and retail service. T.B. clearance required. 1306.30

**CULIN 214****Hospitality Careers and Skills Development**

1 unit, 1 hour lecture (GR)

Recommended preparation: ENGL 1A or ESOL 52A or ESL 52A

Introduction to the hospitality industry: Culinary and hospitality industry; history and vocabulary; industry career options and leaders; job retention skills. T.B clearance required. 1307.00

**CULIN 215****Culinary Math Fundamentals**

1 unit, 1 hour lecture (GR)

Culinary math fundamentals: Theory and application of mathematics used in the hospitality industry. 1306.30

**CULIN 217****Recipe, Formula, and Food Costs**

1 unit, 1 hour lecture (GR)

Recommended preparation: CULIN 215

Development and standardization of food production: Techniques in relation to planning and quality. TB clearance required. 1306.30

**CULIN 218****Ingredients and Equipment**

1 unit, 1 hour lecture (GR)

Recommended preparation: ENGL 1A or ESOL 52A or ESL 52A

Introduction to the tools and products used in the storage, handling, and processing of food. T.B clearance required. 1306.30

**CULIN 223****Soups, Stocks and Sauces**

1 unit, 1 hour lecture (GR)

Prerequisite(s): CULIN 212, 214, 215, 217, and 218

Corequisite(s): CULIN 224, 225, and 227

Introduction to soups, stocks and sauces: Quantity hot-food production of basic stocks, sauces and soups. TB clearance required. 1306.30

**CULIN 224****Dynamics of Heat Cooking**

1 unit, 1 hour lecture (GR)

Prerequisite(s): CULIN 212, 214, 215, 217 and 218

Corequisite(s): CULIN 223, 225, and 227

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. TB clearance required. 1306.30

**CULIN 225****Introduction to Garde Manger and Food Presentation**

1 unit, 1 hour lecture (GR)

Prerequisite(s): CULIN 212, 214, 215, 217, and 218

Corequisite(s): CULIN 223, 224, and 227

Introduction to quantity cold-food production, display, food art, and plate presentation: Salads, sandwiches, cheeses, deli meats, non-meat proteins, and restaurant dessert presentations. TB

clearance required. 1306.30

**CULIN 227****Quantity Food Production Lab**

3 units, 9 hours laboratory (GR)

Prerequisite(s): CULIN 212, 214, 215, 217 and 218

Corequisite(s): CULIN 223, 224, and 225

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. TB clearance required. 1306.30

**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, management responsibilities. 1306.30

**CULIN 232****Dining Room Service and Management**

2 units, 2 hours lecture (GR)

Prerequisite(s): CULIN 223, 224, 225, 226, and 227

Corequisite(s): CULIN 31, 33, and 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 Food Business**

2 units, 2 hours lecture (GR)

Preparation for opening a cooking or baking business: Emphasis in math, accounting, investment, financing, budgeting, food cost and pricing. 1306.30

**CULIN 234****Introduction to Cooking Techniques**

4 units, 2 hours lecture, 6 hours laboratory (GR)

Offered in Summer Session

Food preparation of and terminology: Basic preparation of salads, sandwiches, breakfast cooking and knife cuts, sanitation and safety; professional responsibilities. 1306.30

**CULIN 271****iEat: Survey Course of Culinary Arts in the Food Sciences**

0.5 units, 0.25 hours lecture, 0.75 hours laboratory (P/NP)

Corequisite(s): BIOL 272, BIOL 273, CHEM 274

Introduction to food sciences with a focus on culinary preparation of food. Topics including safety, career opportunities and hands on experience. Part of a four-part series, including: Culinary 271, Biology 272 and 273, and Chemistry 274. 1306.00

**CULIN 472B****Occupational Work Experience in Culinary Arts/  
Baking**

1-4 units, 3-12 hours laboratory (GR)

Course study under this section may be repeated three times.  
Acceptable for Credit: CSU

Supervised employment providing opportunities in culinary arts/baking or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. 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). 1306.30

**CULIN 472C****Occupational Work Experience in Culinary Arts/  
Cooking**

1-4 units, 3-12 hours laboratory (GR)

Course study under this section may be repeated three times.  
Acceptable for Credit: CSU

Supervised employment providing opportunities in culinary arts/cooking or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. 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). 1307.10





## DANCE ASSOCIATE OF ARTS (AA)

The Department of Dance offers an Associate Arts Degree in dance that provides an extensive curriculum in dance theory and practice which meets most of the CSU, UC transfer requirements. The A.A. program gives an interdisciplinary concentration to students through dance in the context of a broader education within the Liberal Arts. Students have opportunities in dance composition; performance; production; historical and cultural perspectives; study abroad/global exchange; multimedia forms of expression and other integrating technologies. Completion of the A.A. program prepares students to pursue various careers in the performing arts and, with additional courses, transfer into higher education. For the Associate Arts Dance Degree, students must complete the General Education pattern, and the degree major course work for a total of 60 units. Students wishing to continue to transfer to the CSU or UC system should meet with a counselor to develop a transfer plan which addresses all general education and lower-division transfer requirements.

### CAREER OPPORTUNITIES

Transfer to Post-secondary Performing Arts Program, College and Universities. Dance/Fitness instructor opportunities (private and public dance studios, after school programs, seasonal long and short-term arts programs, gyms, academic arts settings). Choreography and Performance opportunities (dance companies, media/video, performing arts programs, etc).

### COURSE SEQUENCE

#### Core Courses (9 units):

DANCE 1	History of Dance	3
DANCE 6	Dance Production	3
DANCE 8A	Dance Composition and Choreography	3

#### Required Activity Courses (7 units):

DANCE 60	Ballet I	1
DANCE 64	Jazz Dance	1
DANCE 68	Modern Dance I	1

#### Select one of the following:

DANCE 61	Ballet II	1
	or	
DANCE 77	West African Dance II	1
	or	
DANCE 81	Haitian Dance II	1

#### Select one of the following:

DANCE 65	Jazz Dance II	2
	or	
DANCE 69	Modern Dance II	2

#### Select one of the following:

DANCE 76	West African Dance I	1
	or	
DANCE 80	Haitian Dance I	1

#### Select 3 units from the following (3 units):

DANCE 5	Rhythmic Analysis	2
DANCE 7	Dance Study Abroad	3-5
DANCE 61	Ballet II	1
DANCE 62	Ballet III	1
DANCE 63	Ballet IV	1
DANCE 65	Jazz Dance II	2
DANCE 66	Jazz Dance III	2
DANCE 67	Jazz Dance IV	2
DANCE 69	Modern Dance II	2
DANCE 70	Modern Dance III	2
DANCE 71	Modern Dance IV	2
DANCE 72	Jazz Tap I	1
DANCE 73	Jazz Tap II	1
DANCE 76	West African Dance I	1
DANCE 77	West African Dance II	1
DANCE 78	West African Dance III	1
DANCE 79	West African Dance IV	1
DANCE 80	Haitian Dance I	1
DANCE 81	Haitian Dance II	1
DANCE 82	Haitian Dance III	1
DANCE 83	Haitian Dance IV	1

<b>TOTAL MAJOR UNITS:</b>	<b>19</b>
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### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Communication: Students will be able to analyze, write and speak about historical, theoretical and cultural dimensions of multiple dance genres.
- Dance Mechanics: Students will recognize and apply basic anatomical and kinesthetic structure and function for more efficient and sustainable dancing.
- Choreography: Students will develop an articulate individual choreographic voice by expressing themselves creatively through dance composition and performance.
- Musicality: Students will identify, analyze and demonstrate movement as related to musical structure.

## DANCE (DANCE)

Our mission is to provide an extensive curriculum in dance theory and practice that is socially and culturally inclusive through which students can experience a wide range of dance perspectives, genres, develop their choreographic voice, and explore freedom of movement while preserving the history and integrity of the dance discipline.

### DANCE 1

#### History of Dance

3 units, 3 hours lecture (GR or P/NP)

Offered Fall Semester

Acceptable for credit: CSU, UC

Survey of Dance History: Topics in classical, contemporary, social, and traditional dance; the works of major choreographers of the twentieth century; discussion and analysis of dance within its cultural context. 1008.00

AA/AS area 3; CSU area C1; IGETC area 3A

### DANCE 5

#### Rhythmic Analysis

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Offered Fall Semester.

Acceptable for credit: CSU, UC

Rhythmic analysis of movement and musical forms accompanying dance: Moving rhythmic patterns and metric combinations. 1008.00

CSU area C1

### DANCE 6

#### Dance Production

3 units, 1 hour lecture, 6 hours laboratory (GR or P/NP)

Offered Spring Semester.

Course study under this section may be repeated one time.

Acceptable for credit: CSU, UC

Development of elements, specific tasks necessary for production and performance: Planning, preparation and evaluation of student and faculty compositions. 1008.00

### DANCE 7

#### Dance Study Abroad

3-5 units, 2-3 hours lecture, 3-6 hours laboratory (GR)

Recommended preparation: At least one semester of dance technique lab offering specific to country of study. AFRAM 32 or ANTHR 3 or DANCE 1 or ETHST 1.

Course study under this section may be repeated three times.

Acceptable for credit: CSU

Study of dance via travel to country of origin: Spiritual values, history, language, folklore and research of cultural life cycles as reflected in the region of study. 1008.00

AA/AS area 3

### DANCE 8A

#### Dance Composition and Choreography

3 units, 1 hour lecture, 6 hours laboratory (GR or P/NP)

Recommended preparation: DANCE 60, 61, 64, 65, 68 or 69

Acceptable for credit: CSU, UC

Study and development of skills, technique, choreographic devices and elements for dance composition: Improvisation, accompaniment, ideas culminating in the presentation of original movement or performance and evaluation. 1008.00

### DANCE 49

#### Independent Study in Dance

0.5-5 units, 0.5-5 hours lecture (GR)

Acceptable for credit: CSU, UC♦

See section on Independent Study on page 60. 1008.00

### DANCE 60

#### Ballet I

1 unit, 3 hours laboratory (GR)

Acceptable for credit: CSU, UC

Study and development of beginning skills and techniques of ballet: Including body alignment, placement, positions of the feet, carriage of the arms and musicality. 1008.00

### DANCE 61

#### Ballet II

1 unit, 3 hours laboratory (GR)

Prerequisite(s): DANCE 60

Acceptable for credit: CSU, UC

Intense study and development of skills and techniques of ballet: Including body alignment, placement, positions of the feet, carriage of the arms, musicality and movement quality. 1008.00

### DANCE 62

#### Ballet III

1 unit, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Intense study and development of skills and techniques of ballet of an advanced/intermediate level: Including continued study of classical alignment, adagio, petit and grand allegro. 1008.00

### DANCE 63

#### Ballet IV

1 unit, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Intense study and development of skills and techniques of advanced ballet: Including body alignment, placement, positions of the feet, advanced adagio, advanced petit and grand allegro, and classical variations. 1008.00



**DANCE 64****Jazz Dance I**

1 unit, 3 hours laboratory (GR)  
Acceptable for credit: CSU, UC

Study and development of the skills and techniques of jazz dance: Development of beginning to intermediate level of proficiency in skills related to rhythm, dance production, stagecraft and choreography. 1008.00

**DANCE 65****Jazz Dance II**

2 unit, 1 hour lecture, 3 hours laboratory (GR)  
Prerequisite(s): DANCE 64  
Acceptable for credit: CSU, UC

Study and development of the skills and techniques of jazz dance: Development of intermediate to advanced skills/knowledge related to body awareness and body mechanics, musicality, choreography and evolution of jazz dance forms. 1008.00

**DANCE 66****Jazz Dance III**

2 unit, 1 hour lecture, 3 hour laboratory (GR)  
Recommended preparation: DANCE 65 or instructor's approval  
Acceptable for credit: CSU, UC

Study and development of the skills and techniques of jazz dance: Intermediate-advanced proficiency in dance mechanics, dance anatomy, musicality, jazz dance choreography, dance production, stage performance and dance history. 1008.00

**DANCE 67****Jazz Dance IV**

2 unit, 1 hour lecture, 3 hour laboratory (GR)  
Recommended preparation: DANCE 66 or instructor approval  
Acceptable for credit: CSU, UC

Study and development of the skills and techniques of jazz dance: Advanced proficiency in dance mechanics, dance anatomy, musicality, jazz dance choreography, dance production, stage performance and dance history. 1008.00

**DANCE 68****Modern Dance I**

1 unit, 3 hours laboratory (GR)  
Acceptable for credit: CSU, UC

Study and development of the beginning skills and techniques emphasizing the evolution of modern dance from its origins to present day. 1008.00

**DANCE 69****Modern Dance II**

2 unit, 1 hour lecture, 3 hour laboratory (GR)  
Prerequisite(s): DANCE 68  
Acceptable for credit: CSU, UC

Study and development of the intermediate skills and technique in Modern dance: Emphasizing the evolution of modern dance from its origins to present day and the development of individual movement styles. 1008.00

**DANCE 70****Modern Dance III**

2 unit, 1 hour lecture, 3 hour laboratory (GR)  
Prerequisite(s): DANCE 69  
Acceptable for credit: CSU, UC

Study and development of the advanced/intermediate skills and technique in Modern dance: Emphasizing proficiency in dance mechanics, dance anatomy, history, the development of choreography, individual movement styles and performance. 1008.00

**DANCE 71****Modern Dance IV**

2 unit, 1 hour lecture, 3 hour laboratory (GR)  
Prerequisite(s): DANCE 70  
Acceptable for credit: CSU, UC

Study and development of the advanced skills and technique in Modern dance: Emphasizing proficiency in dance mechanics, dance anatomy, the historical, philosophical and social evolution of modern dance from its origins to present day, choreography, performance and repertory work. 1008.00

**DANCE 72****Jazz Tap I**

1 unit, 3 hours laboratory (GR or P/NP)  
Acceptable for credit: CSU, UC

Study and development of the beginning skills and techniques of Jazz Tap dance: Evolution of tap dance from its African origins to the present and its influence on jazz dance. 1008.00

**DANCE 73****Jazz Tap II**

1 unit, 3 hours laboratory (GR or P/NP)  
Acceptable for credit: CSU, UC

Intense study and development of the beginning/intermediate 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

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**DANCE 76****West African Dance I**

1 unit, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Study of the skills and techniques of traditional West African dance forms: History, folklore, culture, language, and costumes of various indigenous ethnic groups. 1008.00

**DANCE 77****West African Dance II**

1 unit, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Intense study of the skills and techniques of traditional West African dance forms: History, folklore, culture, language, and costumes of various indigenous ethnic groups. 1008.00

**DANCE 78****West African Dance III**

1 unit, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Intense study of the skills and techniques of traditional West African dance forms from Senegal and Guinea: History, folklore, culture, language, and costumes of various indigenous ethnic groups. 1008.00

**DANCE 79****West African Dance IV**

1 unit, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Intense study of the skills and techniques of traditional West African dance forms from Mali and Liberia: History, folklore, culture, language, and costumes of various indigenous ethnic groups. 1008.00

**DANCE 80****Haitian Dance I**

1 unit, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Study and development of skills and techniques in African Haitian Dance: Music and rhythm identification rooted in the social, cultural and historical context of African and Caribbean dance; technical foundation based in Katherine Dunham technique. 1008.00

**DANCE 81****Haitian Dance II**

1 unit, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Further study and development of the skills and techniques in traditional Haitian dance: Body alignment, placement, cultural significance, musicality and movement quality. 1008.00

**DANCE 82****Haitian Dance III**

1 unit, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Intense study of the skills and techniques in Haitian dance of an advanced/intermediate level, with a specific focus on specific regions of Haiti. 1008.00

**DANCE 83****Haitian Dance IV**

1 unit, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Intense study and development of the skills and techniques of intermediate/advanced Haitian dance: Including body alignment, placement, singing while dancing, performance, with a focus on regional variations of Haitian dance from the Congo Nation as well as Social dances of Haiti. 1008.00

**DANCE 92****Salsa I**

1 unit, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU/UC

Study and development of beginning skills and techniques of Cuban and Latin Salsa emphasizing the evolution of Salsa dance from its origins to present day. 1008.00

## ASSOCIATE IN ARTS DEGREE IN ECONOMICS FOR TRANSFER (AA-T)

The Associate in Arts in Economics for Transfer Degree is designed to prepare students for a seamless transfer with junior status and priority admission to a local CSU campus to a program or major in Economics or similar major for completion of a baccalaureate degree. Students are required to complete: Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following: **(A)** The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements. **(B)** A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district. Obtainment of a minimum grade point average of 2.0. Students must earn a C or better in all courses required for the major or area of emphasis. No more than 60 semester units are required.

The Associate in Arts in Economics for Transfer Degree will also assist Economics major students to transfer to a U.C. or other baccalaureate institutions. Students are advised to consult with a counselor to verify transfer requirements.

### CAREER OPPORTUNITIES

Students can continue their studies at a 4 year university.

### COURSE SEQUENCE

#### Core Courses (13-15 units):

ECON 1	Principles of Economics (Macro-Economics)	3
ECON 2	Principles of Economics (Micro-Economics)	3
MATH 13	Introduction to Statistics	4
MATH 16A	Calculus for Business and the Life and Social Sciences	3
	or	
MATH 003A	Calculus I	5

#### List A: Select one course from the following (4-5 units):

MATH 3B	Calculus II	5
BUS 1A	Financial Accounting	4
BUS 1B	Managerial Accounting	4
CIS 1	Introduction to Computer Information Systems	4

#### List B: Select one course from the following (3-5 units):

*(Can select any course from List A not already used)*

MATH 3C	Calculus III	5
MATH 3E	Linear Algebra	3

<b>TOTAL REQUIRED UNITS:</b>	<b>20-25</b>
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<b>IGETC or CSU GE-Breadth Education Pattern</b>	<b>37-39</b>
<b>IGETC or CSU GE-Breadth Education Pattern</b>	<b>37-39</b>

**CSU Transferable General Elective Courses to meet 60**

<b>TOTAL UNITS:</b>	<b>60</b>
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### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Apply economic theories and economic reasoning to real life situations
- Use analytical techniques to measure economic conditions related to the individual, business firms, industries, and economic systems.
- Explain the role that households, business organizations, governments, and the international sector, play in free markets, command economies, and mixed economies.

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**ECONOMICS (ECON)**

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Economics is the social scientific study of how individuals, organizations and societies currently 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(s): MATH 203 or 211D or 230

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

(C-ID: ECON 202)

**ECON 2****Principles of Economics (Micro-Economics)**

3 units, 3 hours lecture (GR)

Prerequisite(s): MATH 203 or 211D or 230

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

(C-ID: ECON 201)





## ELECTRICIAL TECHNOLOGY CERTIFICATE OF ACHIEVEMENT (CA)

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The Certificate of Achievement in Electrical Technology prepares 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. Students will also be able to apply the building efficiency techniques while implementing renewable electrical systems.

### 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.

### COURSE SEQUENCE

#### First Semester (8 units):

E/ET 203	Basic Electricity	3
E/ET 204	Technical Mathematics for Electricians	3
E/ET 223	CAL-OSHA 30-Hour Construction Industry Training for Electricity and Electronics Technology	2

#### Second Semester (9 units):

E/ET 208	Solar Photovoltaic Systems	3
E/ET 217	Residential House Wiring	3
E/ET 226	Lighting Efficiency Technology	3

#### Third Semester (8 units):

E/ET 207A	National Electrical Code for Electronics I	3
E/ET 218	Commercial Wiring	3
E/ET 221	Motors and Drives	3

#### Fourth Semester (5 units):

E/ET 207B	National Electrical Code for Electricians II	3
E/ET 227	Customer Service for the Building Trades	2

<b>TOTAL REQUIRED UNITS:</b>	<b>31</b>
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### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

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- - Analyze how electrical concepts, and safety impacts the function and efficiency of the residential and commercial buildings.
  - Develop communication skills to effectively address and resolve work related issues.
  - Diagnose appropriate electrical safety and theories, to make sound and safe installations
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## ELECTRICIAL TECHNOLOGY ASSOCIATE OF SCIENCE (AS)

The Associate of Science in Electrical Technology degree prepares 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. Students will also be able to apply the building efficiency techniques while implementing renewable electrical systems.

### 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.

### COURSE SEQUENCE

#### First Semester (8 units):

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

#### Second Semester (9 units):

E/ET 208	Solar Photovoltaic Systems	3
E/ET 217	Residential House Wiring	3
E/ET 226	Lighting Efficiency Technology	3

#### Third Semester (9 units):

E/ET 218	Commercial Wiring	3
E/ET 221	Motors and Drives	3
E/ET 207A	National Electrical Code for Electricians I	3

#### Fourth Semester (5 units):

E/ET 207B	National Electrical Code for Electricians II	3
E/ET 207	Customer Service for the Building Trades	2

<b>TOTAL REQUIRED UNITS:</b>	<b>31</b>
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### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Analyze how electrical concepts, and safety impacts the function and efficiency of the residential and commercial buildings.
- Develop communication skills to effectively address and resolve work related issues.
- Diagnose appropriate electrical safety and theories, to make sound and safe installations

## RESIDENTIAL AUTOMATION CLOUD BASED CERTIFICATE OF ACHIEVEMENT (CA)

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Home and building automation is one of the fastest growing industries, and the Residential Automation Cloud Based Certificate of Achievement will cover the new technologies and how to connect smart devices to communicate efficiently. The program addresses specific areas of interest in the field, for a significant number of students and provides an opportunity for students to upgrade their skills in digital communications in conjunction with industry requirements. Communications technologies taught in this program will enable students to run cables and manage music throughout the house, home theaters, and much more. The majority of courses are project-based, and students will use the latest technology and devices in communications technology.

### CAREER OPPORTUNITIES

Data line installers, cable pullers, end terminators, connect devices via wifi, systems such as security alarm and all other computerized systems will be connected.

### COURSE SEQUENCE

#### Core Requirements:

E/ET 203	Basic Electricity	3
E/ET 220	Electronics and Semiconductors	3
E/ET 224	Security and Fire Alarm Systems	3
E/ET 225	Audio & Video Technology	3
E/ET 228	Advanced Lighting Controls	3
E/ET 234	Programmable Devices	3

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<b>TOTAL REQUIRED UNITS:</b>	<b>18</b>
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### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

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- Analyze the requirements and design of electronics and communication (data) cabling installation.
  - Demonstrate the use of copper media and fiber optics, installing cable safely and efficiently, and identifying emerging technologies that affect the design and implementation of cabled multi-media networks
  - Obtain skills needed to test, locate, and correct faults within cable and/or cable installation and providing customer support home and building
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## ROBOTICS AND MECHATRONICS CONTROLS CERTIFICATE OF ACHIEVEMENT (CA)

The Certificate of Achievement in Robotics and Mechatronics Controls focuses on the terminology of assembly, process and execution within the field. Automation of the Robotics and Mechatronics process and each stage of the assembly, trouble-shooting, is the main focus.

### CAREER OPPORTUNITIES

Manufacturing, process control, BART, TESLA

### COURSE SEQUENCE

<b>Core Courses:</b>			E/ET 234	Programmable Devices	3
			E/ET 235	Hydraulic Control System	3
E/ET 203	Basic Electricity	3			
E/ET 220	Electronics and Semiconductors	3			
E/ET 221	Motors and Drives	3	<b>TOTAL REQUIRED UNITS:</b> <b>26</b>		
E/ET 223	CAL-OSHA 30-Hour Construction Industry Training for Electrical & Electronics Technology	2			
E/ET 228	Advanced Lighting Controls	3			
E/ET 229	PLC (Programmable Logic Controllers)	3			
E/ET 231	Mechatronics & Electric Motor Control	3			

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Explain the concept of inventory, indexing, and sorting.
- Analyze program actuators and sensors.
- Develop and/or convey skills in transformers, reversing contractors, control relays, and logic functions.

## SOLAR PHOTOVOLTAIC PROFESSIONALS CERTIFICATE OF ACHIEVEMENT (CA)

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Solar industry is a fast growing industry and professionals in this area are in high demand. The Certificate of Achievement in Solar Photovoltaic Professionals will prepare the students to face the challenges of this technology, the standards, the codes applications and installation skills. The courses in the program are project based, students will design and install PV systems and learn how to communicate with the market and the customers.

### CAREER OPPORTUNITIES

Provides an opportunity for students to enter fields or job markets such as PV System Installers, Designers, Customer Relations, Sales Representatives.

### COURSE SEQUENCE

<b>Core Requirements (19 units):</b>			E/ET 223	CAL-OSHA 30-Hour Construction Industry Training for Electrical & Electronics Technology	2
E/ET 203	Basic Electricity	3	E/ET 217	Residential House Wiring	3
E/ET 207A	National Electrical Code for Electricians I	3			
E/ET 218	Commercial Wiring	3	<b>TOTAL REQUIRED UNITS:</b>		
E/ET 208	Solar Photovoltaic Systems	3			
E/ET 222	Photovoltaic NABCEP Test Preparation	3			
					<b>19</b>

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

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- Explain the theory and operation of Photovoltaic power generation.
  - Determine site suitability for PV installation.
  - Analyze collected site data, design the installation, and select equipment size and type to produce projected performance.
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## ELECTRICAL AND ELECTRONICS TECHNOLOGY (E/ET)

The Electricity and Electronics Technology (E/ET) Department at Laney College is a training center providing Technical Education to the students to enter the demanding job markets. The reputation of the department as a quality educational provider that is responsive to students' and industries' needs, establishes the department as a regional model for delivering technical education. Student learning and academic success is department's highest priority. Access to the State of California Certification (Licensing) of Electricians is available at Laney College (State Site #172) through the state recognized "Electrical Trainee" program including all state-required courses (eleven in total). CALCTP (California Advanced Lighting Controls Training Program) courses such as AT-T (Acceptance Test Technicians) are taught and certified by CALCTP.

### 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(s): 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(s): 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 or P/NP)  
Prerequisite(s): 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)

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

3 units, 2 hours lecture, 3 hours laboratory (GR)  
Recommended Preparation: E/ET 220

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)

Recommended preparation: E/ET 217 or 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 II**

3 units, 3 hours lecture (GR or P/NP)

Recommended preparation: E/ET 207A or 217

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****Solar Photovoltaic Systems**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Corequisite(s): E/ET 203

Intermediate revision of Photovoltaic Systems: Arrays, electrical power they generate, and their inclusion into 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 217****Residential House Wiring**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Corequisite(s): E/ET 203

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 Wiring**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Prerequisite(s): E/ET 203

Recommended preparation: E/ET 217

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 220****Electronics I**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Prerequisite(s): E/ET 203

Introduction to basic concepts of electronics and electronic devices: Semiconductor theory, semiconductor devices including diodes, transistors, thyristors, and analog and digital integrated circuits, linear and digital electronic circuits. 0924.00

**E/ET 221****Motors and Drives**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Prerequisite(s): E/ET 203

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****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****Audio & Video 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****Professional Interactions in the Workplace**

2 units, 2 hours lecture (GR)

Introduction to basic concepts of professional interactions as applied to the workplace: Installers, designers, engineers, estimators, sales persons, client needs and expectations. 0934.40

**E/ET 228****Advanced Lighting Controls**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Prerequisite(s): E/ET 203

Recommended preparation: E/ET 226

Advanced Lighting Controls with specific application in lighting industry and efficiency: Automatic controls, switches and dimmers, sensors and LED lighting sources, outdoors lightings, Daylighting and energy efficiency for commercial buildings, and use of data to apply the Title 24 requirements, for Acceptance Test Technician qualification. 0934.00

**E/ET 229****PLC (Programmable Logic Controllers)**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Prerequisite(s): E/ET 229

Recommended Preparation: E/ET 203

Basic operating principles of the modern PLC (Programmable Logic Controllers): Operation, usage, instruction, applications, hardware selection and configuration. 0934.20

**E/ET 231****Mechatronics & Electric Motor Control**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Prerequisite(s): E/ET 203 or E/ET 221

Automated mechanical systems: Mechatronics disciplines including mechanics, sensors, actuators, electronics, pneumatics, hydraulics and PLCs that control mechatronic systems. 0934.20

**E/ET 223****Electrician State Exam Preparation**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Recommended preparation: E/ET 207B or 227 or completed the Electrical Technology certificate and are going to take the State Electrician Exam.

Preparation for the California state exam: Electrician Trainee exam applying National Electric Code in residential and commercial applications. 0934.00

**E/ET 234****Programmable Devices**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Advanced study in electronics: Thyristors: SCRs, Triacs, Diacs, PUTs; IC Operational Amplifiers; IC 555 Timers; Optoelectronic Devices; Arduino microcontroller with C++ programming; Raspberry Pi microcontroller with Sketch and Python programming. 0924.00

**E/ET 235****Hydraulic Control Systems**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Prerequisite(s): E/ET 234

Recommended Preparation: E/ET 229 or 231

Electronic hydraulic systems: Closed loop control of pressure control valves, hydraulic pump, line, hose, flow, temperature, and level; electrical accessories, electric motors, sensors, programmable controllers, and industrial communications. 0934.00

## BIOMEDICAL ENGINEERING TECHNOLOGY CERTIFICATE OF ACHIEVEMENT (CA)

Thorough technical preparation for career employment in biomedical and medical device manufacturing and engineering technology for laboratory operations. Technical training is provided in biomedical engineering instrumentation, rapid prototyping processes, cleanroom protocols for fabrication of micro/nano-scale devices and components, electric technology, and compliance with Federal Food and Drug Administration Regulations related to the medical device manufacturing sector.

### CAREER OPPORTUNITIES

Advanced manufacturing technician, Micro/nano-scale fabrication and characterization technician for biomedical technology, Maintenance technician (medical device equipment and repair).

### COURSE SEQUENCE

#### First Semester (7 units):

BUS 219	Computer Literacy	1
	or	
CIS 205	Computer Literacy	1
E/ET 204	Technical Mathematics for Electricians	3
ENGIN 50	Fundamentals of Biomedical Engineering Instrumentation	3

#### Second Semester (14 units):

E/ET 203	Basic Electricity	3
E/ET 220	Electronic I	3
ENGIN 51	Introduction to Biomedical Engineering	3
ENGIN 53	Regulations for Medical Device Technology	1
MACH 20	CAD Solid Modeling with SolidWorks	4

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<b>TOTAL REQUIRED UNITS:</b>	<b>21</b>
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### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

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- Categorize and explain the operations of instruments in current use in biomedical device industry.
  - Interpret graphical specifications and develop designs for biomedical devices using standard industry software.
  - Analyze and apply safety principles and practices in high technology cleanroom environment.
  - Analyze and demonstrate ability and skills in the fabrications of biomedical devices.
  - Assess and apply FDA regulations to biomedical device manufacturing; formulate and propose preventive and corrective documentation.
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## 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 10

#### Introduction to Engineering

3 units, 2 hours lecture, 3 hours laboratory (GR)  
Acceptable for credit: CSU

Introduction to Engineering: Overview of the branches of engineering, the functions of an engineer, and the industries in which engineers work; methods and tools of engineering problem solving and design, engineering ethics, and communication skills pertinent to the engineering profession. 0901.00.  
(CI-D: ENGR 110)

### ENGIN 18

#### Introduction to Electrical Engineering

4 units, 3 hours lecture, 3 hours laboratory (GR)  
Prerequisite(s): PHYS 4B and MATH 3F or 3D  
Acceptable for credit: CSU, UC

Basic circuit elements, modeling, critical laws and network theorems: Analysis of techniques 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)  
Prerequisite(s): MATH 50  
Acceptable for credit: CSU, UC

Principles of engineering drawings in visually communicating engineering designs and an introduction to computer-aided design (CAD): Development of visualization skills; orthographic projections; mechanical dimensioning practices; three dimensional modeling and the engineering design process, use of CAD software is an integral part of the course. 0901.00  
AA/AS area 4C

### ENGIN 35

#### Engineering Mechanics - Statics

3 units, 3 hours lecture (GR)  
Prerequisite(s): MATH 3C and PHYS 4A  
Acceptable for credit: CSU, UC

Vectorial treatment of principles of the equilibrium of particles and rigid bodies: Properties of forces, moments, couples and resultants; two- and three-dimensional force systems acting on engineering structures in equilibrium; analysis of truss, and beams; distributed forces, shear and bending moment diagrams, center of gravity, centroids, friction, and area and mass moments of inertia. 0901.00

### ENGIN 36

#### Engineering Mechanics of Materials

3 units, 3 hours lecture (GR)  
Prerequisite(s): ENGIN 35  
Acceptable for credit: CSU, UC

Application of principles of statics to materials: Concepts of stress, strain, and material behavior 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  
(CI-D: ENGR 240)

### ENGIN 45

#### Properties of Materials

4 units, 3 hours lecture, 3 hours laboratory (GR)  
Prerequisite(s): CHEM 1A and PHYS 4A  
Recommended preparation: ENGL 1A  
Acceptable for credit: CSU, UC

Study of crystalline and noncrystalline structure: Examining the microstructure that determines the thermodynamic, mechanical, electronic, magnetic, and environmental properties of metallic, ceramic, polymers, composite, and electronic materials. 0901.00

**ENGIN 50****Fundamentals of Biomedical Engineering Instrumentation**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Recommended preparation: ENGL 201B or ESL 52B or ESOL 52B, E/ET 204, CIS 205 or BUS 219

Acceptable for credit: CSU

Standard of measurements required for Biomedical Engineering Instrumentation: Fundamental physical quantities and physical constants, the periodic table of the elements, mechanical diagrams and blueprint reading for laboratory and product development, use of calipers, micrometers, thermometers, scales and balances. Properties of light and the electromagnetic spectrum. 0934.60

**ENGIN 51****Introduction to Biomedical Engineering I**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Recommended preparation: ENGL 201B, ESL 52B or ESOL 52B, E/ET 204, ENGIN 50, CIS 205 or BUS 219

Acceptable for credit: CSU

Introduction to biomedical engineering technology for laboratory and product development: Soft-lithography technology applied to medical devices using soft-matter materials; Advanced development in industry cleanroom environment, standard operating procedures, documentation and characterization using microscopy instruments. 0934.60

**ENGIN 53****Regulations for Medical Device Technology**

1 unit, 1 hour lecture (GR)

Recommended preparation: ENGL 201B

Acceptable for credit: CSU

Introduction to U.S. and international regulatory and quality management system requirements for medical devices: Primary focus in U.S. Food and Drug Administration Regulations. 0934.60

**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

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

**ENGIN 466J****Occupational Work Experience in Engineering Technology**

1-5 units, 3.43-17.15 hours laboratory (GR)

Course study under this section may be repeated three times.

Acceptable for credit: CSU

Supervised employment providing opportunities in engineering or related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. Students may reenroll 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). 0924.00



## ASSOCIATE IN ARTS DEGREE IN ENGLISH FOR TRANSFER (AA-T)

Laney College's English AA-T serves students with a wide variety of goals, including transfer to UC, CSU, or other four-year institutions. Students will learn high-level skills in essay composition and literary analysis. Students who successfully complete the AA-T in English earn specific guarantees for transfer to the CSU system: admission to a CSU with junior status, and priority admission to their local CSU campus and to a program or major in English or a similar major. Students transferring to a CSU campus will be required to complete no more than 60 units after transfer to earn a bachelor's degree. Students are required to complete 60 semester units that are eligible for transfer to a California State University, including both of the following: (1) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements and (2) 21 semester units with a grade of C or better in the major and an overall minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. For more information on the AA-T degree, consult with a Laney College counselor.

### CAREER OPPORTUNITIES:

English majors go into a variety of fields including law, education, publishing, business, government, media relations, entertainment, counseling, journalism, technical writing, nonprofit development and fundraising, museums, and many more.

#### Core Courses (7 units):

ENGL 1B	Composition and Reading	4	ENGL 17B	Shakespeare	3
ENGL 5	Critical Thinking in Reading and Writing	3	ENGL 31	Survey of African-American Literature	3
			ENGL 43	Introduction to the Study of Poetry	3
			COMM 2A	The Fundamentals of	3

#### List A: Choose two of the following (6 units):

ENGL 30A	Introduction to American Literature	3	JOURN 21	Newswriting	3
ENGL 30B	Introduction to American Literature	3	M/LAT 36	Survey of Latina/o Literature	3
			THART 2	Introduction to the Theatre Arts	3

#### List B: Choose one of the following (3-4 units):

ENGL 1A	Composition and Reading	4	<b>TOTAL MAJOR UNITS:</b>	<b>19-20</b>
ENGL 10A	Creative Writing	3		

#### List C: Choose one of the following (3 units):

ENGL 10A	Creative Writing	3	<b>IGTEC or CSU GE-Breadth Education Pattern</b>	<b>37-39</b>
ENGL 17A	Shakespeare	3	<b>CSU Transferrable General Elective Courses to meet 60 units</b>	
			<b>TOTAL UNITS</b>	<b>60</b>

### PROGRAM LEARNING OUTCOMES

*Upon successful completion of this program, students will be able to:*

- Apply techniques of close textual reading, analysis, and interpretation of a variety of literary genres in their social, cultural, historical, and political contexts.
- Develop individual perspectives in essays that demonstrate critical thinking, logical organization, and command of voice and style.
- Conduct inquiry into historical and contemporary discourse, in order to respond to and influence contemporary discourse, one's self, and the world.

## ENGLISH (ENGL)

The Laney College English Department's mission is to develop, expand, and refine students' abilities to think critically about themselves and the world, and to understand and manipulate the English language.

The English Department is the educational foundation for every student at Laney: the English Department teaches Laney College students to read, write, and think critically. Through literature, students gain an understanding of humanity; through expository texts situated in historical and cultural contexts, students gain an understanding of being part of a larger universe.

### English Course Numbering Guide:

Non-Degree Applicable and Non-Transferable: English 253, through 269B

Associate Degree Applicable and Non-Transferable: English 201AB, through 243

Transferable to UC and/or CSU, and Associate Degree Applicable: English 1A through 138.

### ENGL 1A

#### Composition and Reading

4 units, 4 hours lecture (GR)

Prerequisite(s): ENGL 201B or ESL 21B or ENGL 264B or ESL 52B or appropriate placement through multiple measures assessment.  
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

(C-ID: ENGL 100 or ENGL 110)

### ENGL 1B

#### Composition and Reading

4 units, 4 hours lecture (GR)

Prerequisite(s): 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

(C-ID: ENGL 120 or LIT 100)

### ENGL 5

#### Critical Thinking in Reading and Writing

3 units, 3 hours lecture (GR)

Prerequisite(s): 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

(C-ID: ENGL 105 or ENGL 115)

### ENGL 10A

#### Creative Writing

3 units, 3 hours lecture (GR)

Prerequisite(s): 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

(C-ID: ENGL 200 or ENGL CW 100)

### ENGL 10B

#### Creative Writing

3 units, 3 hours lecture (GR)

Prerequisite(s): 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 Modern Literacy Medium

3 units, 3 hours lecture (GR)

Prerequisite(s): ENGL 1A

Acceptable for credit: CSU, UC

Film as a contemporary medium and a means of communication: Viewing and reviewing the history, language, and making of film; analyzing the effects of films 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(s): 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(s): 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 30A****Introduction to American Literature**

3 units, 3 hours lecture (GR)

Prerequisite(s): ENGL 1A

ENGL 30A is not prerequisite to ENGL 30B

Acceptable for credit: CSU, UC

Survey of American literary traditions from their beginnings to the second half of the nineteenth century. 1503.00

AA/AS area 3, 4d; CSU area C2; IGETC area 3B

(C-ID: ENGL 130)

**ENGL 30B****Introduction to American Literature**

3 units, 3 hours lecture (GR)

Prerequisite(s): ENGL 1A

ENGL 30A is not prerequisite to ENGL 30B

Acceptable for credit: CSU, UC

Continuation of 30A: Survey of American Romanticism to literature of the present. 1503.00

AA/AS area 3, 4d; CSU area C2; IGETC area 3B

(C-ID: ENGL 135)

**ENGL 31****Survey of African American Literature**

3 units, 3 hours lecture (GR)

Prerequisite(s): 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 43****Introduction to the Study of Poetry**

3 units, 3 hours lecture (GR)

Prerequisite(s): 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 49****Independent Study in English**

0.5-5 units, 0.5-5 hours lecture (GR)

Acceptable for credit: CSU, UC♦

See section on Independent Study on page 60. 1501.00

**ENGL 201A****Preparation for Composition and Reading**

4 units, 4 hours lecture (GR)

Prerequisite(s): 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(s): 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 208A****Writing Workshop**

1 unit, 0.5 hours 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, 0.5 hours lecture, 1.5 hours laboratory (GR or P/NP)

Recommended preparation: ENGL 208A

Individualized instruction in writing: Thesis control, essay organization, and idea development. 1501.00

**ENGL 208C****Writing Workshop**

1 unit, 0.5 hours lecture, 1.5 hours laboratory (GR or P/NP)

Recommended preparation: ENGL 208B

Individualized instruction in writing: Thesis control, essay organization, idea development and sentence structure. 1501.00

**ENGL 208D****Writing Workshop**

1 unit, 0.5 hours lecture, 1.5 hours laboratory (GR or P/NP)

Recommended preparation: ENGL 208C

Individualized instruction in writing: Thesis control, essay organization, idea development, sentence structure and editing/proofreading. 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 212** **Film: The Modern Literary Medium**

3 units. 3 hours lecture. (GR)

Film as a contemporary medium and means of communication: Viewing and reviewing the history and language of films, the making of films, and the effect of films on culture and society. 1501.00

### **ENGL 217A** **Shakespeare**

3 units, 3 hours lecture (GR)

ENGL 217A is not prerequisite to ENGL 217B.

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 230A** **Introduction to American Literature**

3 units, 3 hours lecture (GR)

Survey of American literary traditions from their beginnings to the second half of the nineteenth century. 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.

Continuation of 230A: Survey of American Romanticism to literature of the present. 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 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 264A** **Preparation for Composition, Reading, and Research**

4 units, 3 hours lecture, 3.5 hours laboratory (GR or P/NP)

Non-degree applicable

Introduction to college-level composition, reading, and research: Active reading strategies; writing and prewriting strategies; argumentation techniques; research techniques. 1501.00

### **ENGL 264B** **Preparation for Composition, Reading, and Research**

4 units, 3 hours lecture, 3.5 hours laboratory (GR or P/NP)

Non-degree applicable

Skill development in composition, reading, and research: Active reading strategies; writing and prewriting strategies; argumentation techniques; research techniques. 1501.00

### **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(s): 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(s): 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

**NONCREDIT ENGL COURSES****ENGL 508A**

Academic Composition Skills: Prewriting and Organization

**ENGL 508B**

Academic Composition Skills: Paragraph Development, Analysis, &amp; Research

**ENGL 508C**

Academic Composition Skills: Sentence Structure and Proofreading

See page 301 for more information  
on noncredit courses.





## ENGLISH FOR SPEAKERS OF OTHER LANGUAGES: HIGH INTERMEDIATE CERTIFICATE OF PROFICIENCY (CP)

The High Intermediate Certificate of Proficiency in ESOL verifies that a student has successfully completed three ESOL core classes (Reading and Writing, Listening and Speaking, and Grammar) at the high intermediate level. Students interested in completing this certificate should consult with the ESOL program chair and a counselor.

### CAREER OPPORTUNITIES:

This certificate will help prepare students for vocational programs and job advancement. The certificate will provide international students with evidence of English study, which makes a job-seeker more competitive in many countries.

### COURSE SEQUENCE

Core Requirements (14 units):

ESOL 253A	Reading and Writing 3	6	ESOL 263A	Listening and Speaking 3	4
	or			or	
ESL 223A	High Intermediate Reading and Writing	6	ESOL 50A	Advanced Listening and Speaking	4
ESOL 273A	Grammar 3	4		or	
	or		ESL 233A	High Intermediate Listening and Speaking	4
ESOL 274A	Grammar 4	4		or	
	or		ESL 50A	Advanced Listening and Speaking	4
ESL 216A	High Intermediate Grammar	4			
	or				
ESL 217A	Advanced Grammar	4			
<b>TOTAL MAJOR UNITS:</b>					<b>14</b>

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Classroom Culture - Intermediate Participate in campus and classroom culture at a level required for success in intermediate ESOL courses.
- Reading – High Intermediate Apply active reading strategies in order to comprehend, critically analyze and explain ideas in high intermediate level ESOL texts.
- Communication – High Intermediate Communicate fluently, accurately and appropriately in spoken American English at a level required in high intermediate ESOL courses.
- Writing – High Intermediate Satisfy high intermediate ESOL standards for clear, effective, well-organized, well-developed, well-edited and logically-sound sentences, paragraphs and essays, and appropriate citation of sources.

## ENGLISH FOR SPEAKERS OF OTHER LANGUAGES: ADVANCED CERTIFICATE OF PROFICIENCY (CP)

The Advanced Certificate of Proficiency in ESOL verifies that a student has successfully completed 14 units of college-level work, including the Advanced ESOL Reading and Writing course and at least four other units of Advanced ESOL. Students interested in completing this certificate should consult with the ESOL program chair and a counselor.

### CAREER OPPORTUNITIES:

This certificate will help prepare students for vocational programs and job advancement. The certificate will provide international students with evidence of English study, which makes a job-seeker more competitive in many countries.

### COURSE SEQUENCE

#### Core Courses: Choose two or three courses (14 units):

ESOL 50A	Advanced Listening and Speaking	4	If you have not completed a minimum of 14 units from the above core courses, select any of the following:		
	or				
ESL 50A	Advanced Listening and Speaking	4			
ESOL 52A	Advanced Reading and Writing	6	ESOL 275A	Grammar 5	4
	or			or	
ESL 52A	Advanced Reading and Writing	6	ESL 219A	Applied Grammar and Editing	4
ESOL 274A	Grammar 4	4		or	
	or		Courses numbered 1-199 in any discipline.		
ESL 217A	Advanced Grammar	4			
<b>TOTAL MAJOR UNITS:</b>					<b>14</b>

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Writing - Advanced Satisfy advanced ESOL standards for clear, effective, well-organized, well-developed, well-edited and logically sound sentences, paragraphs and essays, and appropriate citation of sources.
- Reading -Advanced Apply active reading strategies in order to comprehend, critically analyze and explain ideas in advanced ESOL and college-level texts.
- Classroom Culture - Advanced Participate in campus and classroom culture at a level required for success as an advanced ESOL student.
- Communication - Advanced Communicate fluently, accurately and appropriately in spoken American English at a level required in advanced ESOL courses.

## ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

The ESOL Department at Laney provides the foundation skills in English for a large percentage of the community, addressing the needs of immigrants who arrive in the Bay Area, international students, and multilingual students who have received most of their education in the U.S. (Generation 1.5). The Department supports the individual learning of each student to improve his/her/their ability to speak and understand both oral and written English; to develop reading, writing, and critical thinking skills; and to appreciate and be successful in an American cultural environment. The accelerated ESOL core curriculum, developed by the Peralta ESOL Advisory Council (PEAC), was implemented in fall 2012. It is a four level program—from High Beginning to Advanced—and offers an A and B course at each level. The two courses at each level are designed to allow students to accelerate through the A levels; thus finishing the program in 4 semesters while giving up to 8 semesters to those students who need more time to acquire language skills.

### ESOL 50A

#### Advanced Listening and Speaking

4 units, 4 hours lecture (GR or P/NP)

Prerequisite(s): Placement through multiple-measures assessment process or ESL 233B or ESOL 263B

Acceptable for credit: CSU

Advanced level listening and speaking in American English: Listening comprehension, public speaking strategies, grammar, vocabulary, idioms and pronunciation. Not open for credit to students who have completed or are currently enrolled in ESL 50A. 4930.86  
AA/AS area 4d

### ESOL 50B

#### Oral Communication for Advanced ESOL Students

4 units, 4 hours lecture (GR or P/NP)

Prerequisite(s): ESL 50A or ESOL 50A

Acceptable for credit: CSU

Continuation of ESOL 50A: Listening comprehension, public speaking strategies, grammar, vocabulary, idioms and pronunciation. Not open for credit to students who have completed or are currently enrolled in ESL 50B. 4930.86  
AA/AS area 4d

### ESOL 52A

#### Advanced Reading and Writing

6 units, 6 hours lecture (GR or P/NP)

Prerequisite(s): Placement through multiple-measures assessment process or ESL 233B or ESOL 263B

Acceptable for credit: CSU, UC

Advanced level of reading and writing: Focus on developing critical thinking skills, critical and analytical reading of college level texts, and writing of research and other academic papers. Not open for credit to students who have completed or are currently enrolled in ESL 52A. 4930.87  
AA/AS area 4d

### ESOL 52B

#### Advanced Reading and Writing

6 units, 6 hours lecture (GR or P/NP)

Prerequisite(s): ESL 52A or ESOL 52A

Acceptable for credit: CSU, UC

Continuation ESOL 52A: Critical thinking skills, critical and analytical reading of college level texts, and writing of research and other academic papers. Not open for credit to students who have completed or are currently enrolled in ESL 52B. 4930.87  
AA/AS area 4d

### ESOL 251A

#### Reading and Writing 1

6 units, 6 hours lecture (GR or P/NP)

Prerequisite(s): Placement through multiple-measures assessment process

Non-degree applicable

High beginning level of reading and writing: Fiction and non-fiction readings adapted for ESL; writing short narrative and descriptive paragraphs. Not open for credit to students who have completed or are currently enrolled in ESL 285A. 4930.87

### ESOL 251B

#### Reading and Writing 1

6 units, 6 hours lecture (GR or P/NP)

Prerequisite(s): ESL 285A or ESOL 251A

Non-degree applicable

Continuation of ESOL 251A: Fiction and non-fiction readings adapted for ESL; writing short narrative and descriptive paragraphs. Not open for credit to students who have completed or are currently enrolled in ESL 285B. 4930.87

### ESOL 252A

#### Reading and Writing 2

6 units, 6 hours lecture (GR or P/NP)

Prerequisite(s): Placement through multiple-measures assessment process or ESL 285B or ESOL 251B

Non-degree applicable

Intermediate level of reading and writing: Academic vocabulary and critical thinking skills using intermediate-level ESL reading materials; expanding paragraphs into simple narratives and essays. Not open for credit to students who have completed or are currently enrolled in ESL 222A. 4930.87

### ESOL 252B

#### Reading and Writing 2

6 units, 6 hours lecture (GR or P/NP)

Prerequisite(s): ESL 222A or ESOL 252A

Non-degree applicable

Continuation of ESOL 252B: Academic vocabulary and critical thinking skills using intermediate-level ESL reading materials; expanding paragraphs into simple narratives and essays. Not open for credit to students who have completed or are currently enrolled in ESL 222B. 4930.87

**ESOL 253A****Reading and Writing 3**

6 units, 6 hours lecture (GR or P/NP)

Prerequisite(s): Placement through multiple-measures assessment process or ESL 222B or ESOL 252B

Non-degree applicable

High intermediate level of reading and writing: Critical readings of essays, short academic texts, short stories, and/or a novel; writing well-developed essays and compositions. Not open for credit to students who have completed or are currently enrolled in ESL 223A. 4930.87

**ESOL 253B****Reading and Writing 3**

6 units, 6 hours lecture (GR or P/NP)

Prerequisite(s): ESL 223A or ESOL 253A

Non-degree applicable

Continuation of ESOL 253A : Critical readings of essays, short academic texts, short stories, and/or a novel; writing well-developed essays and compositions. Not open for credit to students who have completed or are currently enrolled in ESL 223B. 4930.87

**ESOL 255A****ESOL Writing Workshop**

1.5 units, 1.25 hours lecture, 1.25 hours laboratory (GR or P/NP)

Non-degree applicable

Individualized instruction in writing: Emphasis on pre-writing, thesis control, and essay organization. Not open for credit to students who have completed or are currently enrolled in ESL 218A. 4930.84

**ESOL 255B****ESOL Writing Workshop**

1.5 units, 1.25 hours lecture, 1.25 hours laboratory (GR or P/NP)

Recommended preparation: ESL 218A or ESOL 255A

Non-degree applicable

Individualized instruction in writing: Emphasis on essay organization and idea development. Not open for credit to students who have completed or are currently enrolled in ESL 218B. 4930.84

**ESOL 255C****ESOL Writing Workshop**

1.5 units, 1.25 hours lecture, 1.25 hours laboratory (GR or P/NP)

Recommended preparation: ESL 218B or ESOL 255B

Non-degree applicable

Individualized instruction in writing: Emphasis on sentence structure and mechanics. Not open for credit to students who have completed or are currently enrolled in ESL 218C. 4930.84

**ESOL 255D****ESOL Writing Workshop**

1.5 units, 1.25 hours lecture, 1.25 hours laboratory (GR or P/NP)

Recommended preparation: ESL 218C or ESOL 255C

Non-degree applicable

Individualized instruction in writing: Emphasis on editing and proofreading strategies. Not open for credit to students who have completed or are currently enrolled in ESL 218D. 4930.84

**ESOL 261A****Listening and Speaking 1**

4 units, 4 hours lecture (GR or P/NP)

Prerequisite(s): Placement through multiple-measures assessment process

Non-degree applicable

High beginning level listening and speaking: Improving fluency and accuracy in American English through listening comprehension, grammar, vocabulary, idioms, pronunciation and presentation skills. Not open for credit to students who have completed or are currently enrolled in ESL 283A. 4930.86

**ESOL 261B****Listening and Speaking 1**

4 units, 4 hours lecture (GR or P/NP)

Prerequisite(s): ESL 283A or ESOL 261A

Non-degree applicable

Continuation of ESOL 261A: Improving fluency and accuracy in American English through listening comprehension, grammar, vocabulary, idioms, pronunciation and presentation skills. Not open for credit to students who have completed or are currently enrolled in ESL 283B. 4930.86

**ESOL 262A****Listening and Speaking 2**

4 units, 4 hours lecture (GR or P/NP)

Prerequisite(s): Placement through multiple-measures assessment process or ESL 285B or ESOL 261B

Non-degree applicable

Intermediate level listening and speaking: Improving fluency and accuracy in American English through listening comprehension, grammar, vocabulary, idioms, pronunciation and presentation skills. Not open for credit to students who have completed or are currently enrolled in ESL 232A. 4930.86

**ESOL 262B****Listening and Speaking 2**

4 units, 4 hours lecture (GR or P/NP)

Prerequisite(s): ESL 232A or ESOL 262A

Non-degree applicable

Continuation of ESOL 262A: Improving fluency and accuracy in American English through listening comprehension, grammar, vocabulary, idioms, pronunciation and presentation skills. Not open for credit to students who have completed or are currently enrolled in ESL 232B. 4930.86

**ESOL 263A****Listening and Speaking 3**

4 units, 4 hours lecture (GR or P/NP)

Prerequisite(s): Placement through multiple-measures assessment process or ESL 232B or ESOL 262B

Non-degree applicable

High intermediate level listening and speaking: improving fluency and accuracy in American English through listening comprehension, grammar, vocabulary, idioms, pronunciation and presentation skills. Not open for credit to students who have completed or are currently enrolled in ESL 233A. 4930.86

**ESOL 263B****Listening and Speaking 3**

4 units, 4 hours lecture (GR or P/NP)

Prerequisite(s): ESL 233A or ESOL 263A

Non-degree applicable

Continuation of ESOL 263A: improving fluency and accuracy in American English through listening comprehension, grammar, vocabulary, idioms, pronunciation and presentation skills. Not open for credit to students who have completed or are currently enrolled in ESL 233B. 4930.86

**ESOL 265****Pronunciation 1**

3 units, 3 hours lecture (GR or P/NP)

Non-degree applicable

High beginning level pronunciation for speakers of ESOL: Improving intonation, rhythm and stress patterns; individual sounds (consonants and vowels) to speak more clearly and with more intelligibility. Not open for students who have completed or are currently enrolled in ESL 286A. 4930.86

**ESOL 266****Pronunciation 2**

3 units, 3 hours lecture (GR or P/NP)

Prerequisite(s): Placement through multiple-measures assessment process or ESL 283A or 284A or 285A or 286A or ESOL 251A or 261A or 271A

Non-degree applicable

Continuation of ESOL 265: Practice in pronunciation, intonation, and fluency in English in order to prepare for effective academic and career communication. 4930.86

**ESOL 267****Pronunciation 3**

3 units, 3 hours lecture (GR or P/NP)

Prerequisite(s): Placement through multiple-measures assessment process or ESL 215A or 222A or 232A or ESOL 252A or 262A or 266 or 272A

Non-degree applicable

Continuation of ESOL 266: Practice in pronunciation, intonation and fluency for effective academic and career communication. Not open for credit to students who have completed or are currently enrolled in ESL 257A. 4930.86

**ESOL 271A****Grammar 1**

4 units, 4 hours lecture (GR or P/NP)

Prerequisite(s): Placement through multiple-measures assessment process

Non-degree applicable

High beginning level of English grammar: Basic grammar structures, sentence patterns and parts of speech. Not open for credit to students who have completed or are currently enrolled in ESL 284A. 4930.87

**ESOL 271B****Grammar 1**

4 units, 4 hours lecture (GR or P/NP)

Prerequisite(s): ESL 284A or ESOL 271A

Non-degree applicable

Continuation of ESOL 271A: Basic grammar structures, sentence patterns and parts of speech. Not open for credit to students who have completed or are currently enrolled in ESL 284B. 4930.87

**ESOL 272A****Grammar 2**

4 units, 4 hours lecture (GR or P/NP)

Prerequisite(s): Placement through multiple-measures assessment process or ESL 284B or ESOL 271B or ESL 285B or ESOL 251B

Non-degree applicable

Intermediate level of English grammar: Introduction to complex grammar structures and sentence patterns. Not open for credit to students who have completed or are currently enrolled in ESL 215A. 4930.87

**ESOL 272B****Grammar 2**

4 units, 4 hours lecture (GR or P/NP)

Prerequisite(s): ESL 215A or ESOL 272A

Non-degree applicable

Continuation of ESOL 272A: Introduction to complex grammar structures and sentence patterns. Not open for credit to students who have completed or are currently enrolled in ESL 215B. 4930.87

**ESOL 273A****Grammar 3**

4 units, 4 hours lecture (GR or P/NP)

Prerequisite(s): Placement through multiple-measures assessment process or ESL 215B or ESOL 272B or ESL 285B or ESOL 251B

Non-degree applicable

High intermediate level of English grammar: Further study of complex grammar structures and sentence patterns. Not open for credit to students who have completed or are currently enrolled in ESL 216A. 4930.87



**ESOL 273B****Grammar 3**

4 units, 4 hours lecture (GR or P/NP)

Prerequisite(s): ESL 216A or ESOL 273A

Non-degree applicable

Continuation of ESOL 273A: Further study of complex grammar structures and sentence patterns. Not open for credit to students who have completed or are currently enrolled in ESL 216B. 4930.87

**ESOL 274A****Grammar 4**

4 units, 4 hours lecture (GR or P/NP)

Prerequisite(s): Placement through multiple-measures assessment process or ESL 216B or ESOL 273B

Non-degree applicable

Advanced level of English grammar: Expanding, refining and applying the complex grammar skills used in academic writing, reading, listening and speaking. Not open for credit to students who have completed or are currently enrolled in ESL 217A. 4930.87

**ESOL 274B****Grammar 4**

4 units, 4 hours lecture (GR or P/NP)

Prerequisite(s): ESL 217A or ESOL 274A

Non-degree applicable

Continuation of ESOL 274A: Expanding, refining and applying the complex grammar skills used in academic writing, reading, listening and speaking. Not open for credit to students who have completed or are currently enrolled in ESL 217B. 4930.87

**ESOL 275A****Grammar 5**

4 units, 4 hours lecture (GR or P/NP)

Prerequisite(s): ENGL 201B or ESL 217B or ESOL 52B or 274B

Non-degree applicable

Grammar, editing and proofreading practice for advanced ESOL writers: Review and clarification of troublesome grammar points, and practice in writing, editing, and proofreading. Not open for credit to students who have completed or are currently enrolled in ESL 219A. 4930.87

**ESOL 275B****Grammar 5**

4 units, 4 hours lecture (GR or P/NP)

Prerequisite(s): ESL 219A or ESOL 275A

Non-degree applicable

Continuation of ESOL 275A: Review and clarification of troublesome grammar points, and practice in writing, editing and proofreading. Not open for credit to students who have completed or are currently enrolled in ESL 219B. 4930.87

**ESOL 279****Spelling**

5 units, 5 hours lecture (GR or P/NP)

Recommended preparation: ESL 285A or ESOL 251A

Non-degree applicable

Study of the spelling of American English: Focus upon sounds and pattern. Not open for credit to students who have completed or are currently enrolled in ESL 256A. 4930.87

**ESOL 284****English Language Skills for Technology**

1 units, 1 hours lecture (GR or P/NP)

Non-degree applicable

Low-beginning English for technology: Grammar and vocabulary for speaking, listening, reading and writing related to academic uses of hardware and software. Not open for credit to students who have completed or are currently enrolled in ESL 287A. 4930.87

**ESOL 285****English Language Skills for Technology**

2 units, 1 hours lecture (GR or P/NP)

Non-degree applicable

Low-beginning English for technology: Grammar and vocabulary for speaking, listening, reading and writing related to academic uses of hardware and software. 4930.87

**ESOL 286****ESOL 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. Not open for credit to students who have completed or are currently enrolled in ESL 267. 4931.00

**ESOL 287****ESOL 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. Not open for credit to students who have completed or are currently enrolled in ESL 266. 4931.00

**ESOL 291****Vocabulary 1**

3 units, 3 hours lecture (GR or P/NP)

Prerequisite(s): Placement through multiple-measures assessment process

Non-degree applicable

Basic vocabulary for high beginning ESOL, including spelling and pronunciation of target words. Not open for students who have completed or are currently enrolled in ESL 254A. 4930.87

**ESOL 292****Vocabulary 2**

3 units, 3 hours lecture (GR or P/NP)

Prerequisite(s): Placement through multiple-measures assessment process or ESL 283A or 284A or 285A or ESOL 251A or 261A or 271A or 291

Non-degree applicable

Continuation of ESOL 291: Study of words and idioms as used in context. Not open for students who have completed or are currently enrolled in ESL 205A. 4930.87

**ESOL 293****Vocabulary 3**

3 units, 3 hours lecture (GR or P/NP)

Prerequisite(s): Placement through multiple-measures assessment process or ESL 205A or 215A or 222A or 232A or ESOL 252A or 262B or 272A or 292

Non-degree applicable

Continuation of ESOL 292: Focus on vocabulary useful in academic courses; analysis of word derivations. Not open for credit to students who have completed or are currently enrolled in ESL 205B. 4930.87

**ESOL 295A****College Ready Skills: Culture and Classroom****Etiquette**

0.5 units, 0.25 hours lecture / 0.75 hours laboratory (GR or P/NP)

Non-degree applicable

College-ready skills in cultural conventions and classroom etiquette: Individualized instruction for beginning to low-intermediate English learners to explore cultural conventions and classroom etiquette to facilitate academic success. 4930.87

**ESOL 295B****College Ready Skills: Culture and Classroom****Etiquette**

0.5 units, 0.25 hours lecture / 0.75 hours laboratory (GR or P/NP)

Non-degree applicable

College-ready skills in cultural conventions and classroom etiquette: Individualized instruction for beginning to low-intermediate English learners to explore cultural conventions and classroom etiquette to facilitate academic success. 4930.87

**ESOL 295C****College Ready Skills: Culture and Classroom****Etiquette**

0.5 units, 0.25 hours lecture / 0.75 hours laboratory (GR or P/NP)

Non-degree applicable

College-ready skills in cultural conventions and classroom etiquette: Individualized instruction for beginning to low-intermediate English learners to explore cultural conventions and classroom etiquette to facilitate academic success. 4930.87

**ESOL 295D****College Ready Skills: Culture and Classroom****Etiquette**

0.5 units, 0.25 hours lecture / 0.75 hours laboratory

(GR or P/NP)

Non-degree applicable

College-ready skills in cultural conventions and classroom etiquette: Individualized instruction for beginning to low-intermediate English learners to explore cultural conventions and classroom etiquette to facilitate academic success. 4930.87

**NONCREDIT ESOL COURSES****ESOL 527A****English for Culinary 1****ESOL 527B****English for Culinary 2****ESOL 528A****English for Special Purposes 1****ESOL 528B****English for Special Purposes 2****ESOL 530A****English for Customer Service 1****ESOL 530B****English for Customer Service 2****ESOL 532A****English for Job Search Skills 1****ESOL 532B****English for Job Search Skills 2****ESOL 534A****English for Technology 1**

**ESOL 534B**  
**English for Technology 2**

**ESOL 541A**  
**Bridge to Credit ESOL - Level 1**

**ESOL 541B**  
**Bridge to Credit ESOL - Level 2**

**ESOL 541C**  
**Bridge to Credit ESOL - Level 3**

**ESOL 541D**  
**Bridge to Credit ESOL - Level 4**

See page 301 for more information  
on noncredit courses.



## BUILDING AUTOMATION SYSTEMS CERTIFICATE OF ACHIEVEMENT (CA)

The AS degree in 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 educational facilities, hospitals, and office buildings.

### CAREER OPPORTUNITIES

Graduates will be employed as building automation technicians, control technicians, field technicians, programmers, and sales specialists with control systems and building automation manufacturers, vendors, installers, as well as control systems technicians in large facilities, such as university campuses, hospitals, hotels, government facilities, or schools.

### COURSE SEQUENCE

#### First Semester (12 units):

E/ET 202	Fundamentals of Electricity for ECT	2
ECT 1	Physics for Building Science	2
	or	
PHYS 99	Physics for Building Science	2
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 (13 units):

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	3
	or	
E/ET 31	Introduction to DDC Hardware for Building Automation Systems	3

#### Third Semester (12.5 units):

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	3
	or	
E/ET 33	Control Systems Networking for Building Automation	3
ECT 212	Testing, Adjusting and Balancing HVAC	2

#### Fourth Semester (10.5 units):

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>
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### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Explain the theory and techniques relevant to building automation, including technical math, physics for building science, electricity, computer hardware and software basics, and techniques for reading and interpreting design documents, drawings, and specifications.
- Describe the components, functional applications, troubleshooting strategies, and testing, adjusting and balancing techniques for commercial HVAC systems.
- Describe the components and functions of Direct Digital Controls (DDC) microprocessor hardware and software and practice control systems programming and energy efficient control system design strategies.
- Describe the processes for building commissioning, re-commissioning and retro-commissioning.
- Assessment method: assess control systems networking and control systems integration strategies in commercial buildings.
- Explain energy saving opportunities in buildings, including control systems documentation, energy efficient control routines, data analysis, performance monitoring, and energy efficient policies and codes compliance.



## BUILDING AUTOMATION SYSTEMS ASSOCIATE OF SCIENCE (AS)

The AS degree in 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 educational facilities, hospitals, and office buildings.

### CAREER OPPORTUNITIES

Graduates will be employed as building automation technicians, control technicians, field technicians, programmers, and sales specialists with control systems and building automation manufacturers, vendors, installers, as well as control systems technicians in large facilities, such as university campuses, hospitals, hotels, government facilities, or schools.

### COURSE SEQUENCE

#### First Semester (12 units):

E/ET 202	Fundamentals of Electricity for ECT	2
ECT 1	Physics for Building Science	2
	or	
PHYS 99	Physics for Building Science	2
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 (13 units):

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	3
	or	
E/ET 31	Introduction to DDC Hardware for Building Automation Systems	3

#### Third Semester (12.5 units):

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	3
	or	
E/ET 33	Control Systems Networking for Building Automation	3
ECT 212	Testing, Adjusting and Balancing HVAC	2

#### Fourth Semester (10.5 units):

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

**TOTAL REQUIRED UNITS: 48**

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Explain the theory and techniques relevant to building automation, including technical math, physics for building science, electricity, computer hardware and software basics, and techniques for reading and interpreting design documents, drawings, and specifications.
- Describe the components, functional applications, troubleshooting strategies, and testing, adjusting and balancing techniques for commercial HVAC systems.
- Describe the components and functions of Direct Digital Controls (DDC) microprocessor hardware and software and practice control systems programming and energy efficient control system design strategies.
- Describe the processes for building commissioning, re-commissioning and retro-commissioning.
- Assessment method: assess control systems networking and control systems integration strategies in commercial buildings.
- Explain energy saving opportunities in buildings, including control systems documentation, energy efficient control routines, data analysis, performance monitoring, and energy efficient policies and codes compliance.



## COMMERCIAL HVAC SYSTEMS CERTIFICATE OF ACHIEVEMENT (CA)

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.

### CAREER OPPORTUNITIES

Did you know that commercial buildings consume over 1/3 of the electric energy used in California? Increasing energy efficiency takes hands-on, technical knowledge and electronic and computer-based skills, which you can learn in the Environmental Control Technology (ECT) program. ECT students install, service and operate heating, ventilation, air conditioning and refrigeration (HVACR) and building control systems. Well-trained ECT technicians specialize in either residential and light commercial systems, or large, commercial and industrial systems. ECT is a green field, challenging and rapidly changing. In both public and private sectors, current demand for well-trained technicians is a high and rapidly increasing, due to growing market demands in green technology, energy efficiency and sustainability. Laney's ECT program certificates and degree qualify for immediate employment. Graduate with an Associate of Science (AS) degree, and you will develop communication, advanced math, and science skills which will give you greater opportunities for career advancement in the field.

### COURSE SEQUENCE

#### First Semester (15.5 units):

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

#### Second Semester (12 units):

E/ET 221	Motors and Drives	2
ECT 14	Advanced Refrigeration	2
ECT 15	Refrigeration Equipment Trouble-shooting	2
ECT 16	Fundamentals of Heating and Air Conditioning	2
ECT 17	Heating and Air Conditioning Trouble-shooting	1
ECT 18	HVAC Installation Practices	1
ECT 28	Energy Management and Efficiency in Building Systems	2

#### Third Semester (14 units):

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

#### Fourth Semester (11 units):

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 MAJOR UNITS:</b>	<b>52.5</b>
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### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Demonstrate proper and safe use of chemicals, combustible materials, electricity, high-pressure gases, climbing ladders and lifting heavy objects.
- Explain the theory of Refrigeration and Air Conditioning and the physical properties of components and devices.
- Demonstrate critical thinking, interpersonal, writing, and reading skills working with team members and customers.

## COMMERCIAL HVAC SYSTEMS ASSOCIATE OF SCIENCE (AS)

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.

### CAREER OPPORTUNITIES

Did you know that commercial buildings consume over 1/3 of the electric energy used in California? Increasing energy efficiency takes hands-on, technical knowledge and electronic and computer-based skills, which you can learn in the Environmental Control Technology (ECT) program. ECT students install, service and operate heating, ventilation, air conditioning and refrigeration (HVACR) and building control systems. Well-trained ECT technicians specialize in either residential and light commercial systems, or large, commercial and industrial systems. ECT is a green field, challenging and rapidly changing. In both public and private sectors, current demand for well-trained technicians is a high and rapidly increasing, due to growing market demands in green technology, energy efficiency and sustainability. Laney's ECT program certificates and degree qualify for immediate employment. Graduate with an Associate of Science (AS) degree, and you will develop communication, advanced math, and science skills which will give you greater opportunities for career advancement in the field.

### COURSE SEQUENCE

#### First Semester (15.5 units):

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

#### Second Semester (12 units):

E/ET 221	Motors and Drives	2
ECT 14	Advanced Refrigeration	2
ECT 15	Refrigeration Equipment Trouble-shooting	2
ECT 16	Fundamentals of Heating and Air Conditioning	2
ECT 17	Heating and Air Conditioning Trouble-shooting	1
ECT 18	HVAC Installation Practices	1
ECT 28	Energy Management and Efficiency in Building Systems	2

#### Third Semester (14 units):

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

#### Fourth Semester (11 units):

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

**TOTAL MAJOR UNITS:** 52.5

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Demonstrate proper and safe use of chemicals, combustible materials, electricity, high-pressure gases, climbing ladders and lifting heavy objects.
- Explain the theory of Refrigeration and Air Conditioning and the physical properties of components and devices.
- Demonstrate critical thinking, interpersonal, writing, and reading skills working with team members and customers.

## REFRIGERATION TECHNOLOGY CERTIFICATE OF PROFICIENCY (CP)

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The Environmental Control Technology (HVAC) Department offers a short certificate for students seeking quick entry into the refrigeration industry. With its extensive rail network and major West Coast port facility, Oakland is a key hub for transport of perishable foods and items requiring refrigeration. Refrigeration is also a core feature of the grocery stores and restaurants found in abundance throughout the Bay Area. The course of study provides instruction in the foundational and advanced skills needed for entry into the refrigeration field.

### CAREER OPPORTUNITIES

The refrigeration field provides excellent CAREER OPPORTUNITIES the East Bay and greater Bay Area. Refrigeration technicians are in high demand both to install and to troubleshoot and repair refrigeration systems in food packaging and processing facilities, restaurants, hotels, supermarkets, and other commercial operations. In addition, there are also abundant opportunities for refrigeration technicians in the transportation sector which uses refrigeration systems on trucks, trains, and ships entering and leaving the Oakland port.

### COURSE SEQUENCE

#### Core Courses (16.5 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

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<b>TOTAL REQUIRED UNITS:</b>	<b>16.5</b>
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### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

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- Safe use of materials: Demonstrate proper and safe use of chemical, combustible materials, electricity, high-pressure gases, climbing ladders and lifting heavy objects.
  - Explain concepts related to refrigeration: Explain the theory of Refrigeration and Air Conditioning and the physical properties of components and devices.
  - Team work: Demonstrate critical thinking, interpersonal, writing, and reading skills working with team members and customers.
-

## RESIDENTIAL AND LIGHT COMMERCIAL HVAC AND REFRIGERATION CERTIFICATE OF ACHIEVEMENT (CA)

Did you know that commercial buildings consume over 1/3 of the electric energy used in California? Increasing energy efficiency takes hands-on, technical knowledge and electronic and computer-based skills, which you can learn in the Environmental Control Technology (ECT) program. ECT students install, service and operate heating, ventilation, air conditioning and refrigeration (HVACR) and building control systems. Well-trained ECT technicians specialize in either residential and light commercial systems, or large, commercial and industrial systems. ECT is a green field, challenging and rapidly changing. In both public and private sectors, current demand for well-trained technicians is a high and rapidly increasing, due to growing market demands in green technology, energy efficiency and sustainability. Laney's ECT program certificates and degree qualify for immediate employment. Graduate with an Associate of Science (AS) degree, and you will develop communication, advanced math, and science skills which will give you greater opportunities for career advancement in the field.

### COURSE SEQUENCE

#### First Semester (15.5 units):

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

#### Second Semester (12 units):

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>TOTAL MINIMUM UNITS:</b>	<b>27</b>
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### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Demonstrate proper and safe use of chemical, combustible materials, electricity, high-pressure gases, climbing ladders and lifting heavy objects.
- Explain the theory of Refrigeration and Air Conditioning and the physical properties of components and devices.
- Demonstrate critical thinking, interpersonal, writing, and reading skills working with team members and customers.

## RESIDENTIAL AND LIGHT COMMERCIAL HVAC AND REFRIGERATION ASSOCIATE OF SCIENCE (AS)

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Did you know that commercial buildings consume over 1/3 of the electric energy used in California? Increasing energy efficiency takes hands-on, technical knowledge and electronic and computer-based skills, which you can learn in the Environmental Control Technology (ECT) program. ECT students install, service and operate heating, ventilation, air conditioning and refrigeration (HVACR) and building control systems. Well-trained ECT technicians specialize in either residential and light commercial systems, or large, commercial and industrial systems. ECT is a green field, challenging and rapidly changing. In both public and private sectors, current demand for well-trained technicians is a high and rapidly increasing, due to growing market demands in green technology, energy efficiency and sustainability. Laney's ECT program certificates and degree qualify for immediate employment. Graduate with an Associate of Science (AS) degree, and you will develop communication, advanced math, and science skills which will give you greater opportunities for career advancement in the field.

### COURSE SEQUENCE

#### First Semester (15.5 units):

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

#### Second Semester (12 units):

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

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**TOTAL MINIMUM UNITS:** 27

For Associate Degree General Education requirements, refer to page 55.

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

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- Demonstrate proper and safe use of chemical, combustible materials, electricity, high-pressure gases, climbing ladders and lifting heavy objects.
  - Explain the theory of Refrigeration and Air Conditioning and the physical properties of components and devices.
  - Demonstrate critical thinking, interpersonal, writing, and reading skills working with team members and customers.
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## 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.

### 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(s): ECT 13

Acceptable for credit: CSU

Introduction to fundamentals of electricity and electronics as applied to HVAC&R operations: Basic theory; tools and instrumentation; basic electrical AC and DC circuits; electrical and mechanical devices; and electrical, electronic and pneumatic controls. 0946.00

### ECT 12

#### Blueprint Reading and Interpretation for ECT

1.5 units, 1.5 hours lecture (GR)

Corequisite(s): 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 or P/NP)

Prerequisite(s): ECT 13

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 or P/NP)

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 Residential and Light Commercial HVAC Systems

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR or P/NP)

Corequisite(s): 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

#### Residential and Light Commercial HVAC Systems Troubleshooting

1 unit, 0.5 hour lecture, 1.5 hours laboratory (GR or P/NP)

Corequisite(s): ECT 16

Acceptable for credit: CSU

Troubleshooting residential and light commercial heating and air conditioning equipment: Controls and devices, electrical diagrams, sequence of operation, service diagnosis procedures, maintenance and repair and special emphasis on different types of ignition systems and safety. 0946.00

**ECT 18****HVAC Installation Practices**

1 unit, 0.5 hour lecture, 1.5 hours laboratory (GR or P/NP)

Prerequisite(s): ECT 16

Acceptable for credit: CSU

Introduction to practical applications on residential and light commercial HVAC systems: Proper procedures for sizing and installing electrical and mechanical devices, HVAC equipment, Title 24 requirements, ventilation, filtration, flue pipes, (flex, square and rigid duct pipes). 0946.00

**ECT 19****Psychrometrics and Load Calculations**

2 units, 2 hours lecture (GR or P/NP)

Corequisite(s): ECT 22

Acceptable for credit: CSU

Analysis of physical properties of air in refrigeration and air conditioning; Use of proper analytical instruments, 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 or P/NP)

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 or P/NP)

Prerequisite(s): ECT 16 or Students who have been working in the field for more than 2 years

Acceptable for credit: CSU

Introduction to 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 or P/NP)

Prerequisite(s): 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 or P/NP)

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 or P/NP)

Corequisite(s): 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 or P/NP)

Prerequisite(s): ECT 25

Corequisite(s): 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 or P/NP)

Prerequisite(s): ECT 21

Acceptable for credit: CSU

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 or P/NP)

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 or P/NP)

Prerequisite(s): ECT 25

Corequisite(s): ECT 26

Acceptable for credit: CSU

Introduction to methods of acquiring HVAC equipment performance data to improve operations and reduce energy consumption. Data acquisition, portable data loggers and DDC control systems; methods of trending, electronic databases and spreadsheets such as Microsoft Excel. 0946.00

**ECT 31****Introduction to DDC Hardware for Building Automation Systems**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Prerequisite(s): 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(s): 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(s): 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(s): 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 interactions; 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(s): ECT 27

Acceptable for credit: CSU

Introduction to control system integration practices: Common open protocols such as BACNET, Modbus and Lonworks, use of wireless protocol integration platforms such as Tridium Niagara and FieldBus, and 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(s): 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 40****Introduction to Control System Networking**

1 unit, 1 hour lecture (GR or P/NP)

Prerequisite(s): ECT 21

Acceptable for credit: CSU

Introduction to global and local communication networks: Standard protocols such as, BACNet, MS/TP, ARCNET, LONWORKS, and Ethernet will be discussed and the benefits of each type of network and diagnosis of common network problems. 0946.00

**ECT 41****Introduction to Control System Networking**

1 unit, 1 hour l

Recommended preparation ECT 28 and ECT 29

Acceptable for credit: CSU

Introduction to global and local communication networks: Standard protocols such as, BACNet, MS/TP, ARCNET, LONWORKS, and Ethernet will be discussed and the benefits of each type of network and diagnosis of common network problems. 0946.00

**ECT 101****Fundamentals of Building Science**

3 units, 3 hours lecture (GR)

Prerequisite(s): MATH 201

Acceptable for credit: CSU

Principles of physics relevant to building's indoor environment and its control: Thermodynamics, fluid mechanics, refrigeration cycles, electricity and energy conversion, and properties of light. Emphasis will be on the basic principles of physics and their application to building and their environmental control. 0946.00

**ECT 211****Mechanical and Electrical Codes**

1.5 units, 1.5 hours lecture (GR or P/NP)

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(s): 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 or P/NP)

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 or P/NP)

Recommended preparation: MATH 201 or 210D

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 466A****Occupational Work Experience in Environmental Control Technology**

1-4 units, 3.43-17.15 hours laboratory (GR)

Course study under this section may be repeated three times.

Acceptable for credit: CSU

Supervised employment providing opportunities in environmental control technology or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. Students may reenroll 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). 0946.00

## COMMUNITY CHANGE STUDIES CERTIFICATE OF PROFICIENCY (CP)

The Community Change Studies program combines academic course work and experiential learning to prepare students for careers in community development and related efforts to impact the quality of life in low-income communities and communities of color. The program is designed to equip students with the foundational knowledge and practical skills they will need to take on increasing levels of responsibility in careers in community organizing, development, and other efforts to involve residents, parents, youth and other stakeholders as leaders and practitioners in improving education, public health, housing, jobs creation and other conditions in their communities. Students will engage in academic classroom work with a community engagement component as well as 120 hours of on-site learning (paid internship) at a local community organizing or community development organization.

### CAREER OPPORTUNITIES

Community Change Studies graduates will have strong backgrounds for careers in nonprofit, public policy, and systems level work and for academic study at four-year institutions. They will work directly with public and private agencies to build the capacity of individuals and organizations in the East Bay. Many of these positions will be in the nonprofit industry, which, according to the National Center for Charitable Statistics, accounts for 9.2% of all wages and salaries paid in the U.S. Some jobs will also be in human services, where the U.S. Bureau of Labor Statistics projects a 23% growth between 2008 and 2018; these professions include individual and family services, mental health, a range of community rehabilitation services, state government agencies, and community-based organization advocates.

### COURSE SEQUENCE

<b>Core Courses (15 units):</b>			ETHST 13	Introduction to Community Based Research in Urban America	3
COPED 451	Occupational Work Experience	3	ETHST 14	Community Building and Transformation in Urban America	3
ETHST 1	Introduction to Ethnic Studies	3			
ETHST 12	Economics and Social Change: Racial Conflict and Class in America	3			
<b>TOTAL REQUIRED UNITS:</b>					<b>15</b>

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Describe the history of different types of organized efforts to bring about people-driven social change: social movements, community organizing, electoral work, identity organizing, issue organizing and/or constituency-driven policy work.
- Execute key values and concepts of community change work, such as developing participatory, democratic organizations; enhancing human dignity and justice; and developing people's civic participation and voice.
- Apply critical thinking, strategy development and reflective practice to better access, evaluate, and interpret ideas; to communicate effectively; reach informed conclusions; and solve problems as a responsible global citizen in public service, community leadership, or community development.
- Analyze how community organizing and development approaches may differ by culture and tradition; how race, ethnicity, class, gender and other factors influence organizing; the use of cultural expression in organizing; and strategies for working within a single culture and multiculturally.
- Describe the community, where they are working and its broader context, including the political/economic/social trends, structures and actors that affect the community and its regional, state, national and global contexts.
- Appraise their own social identity and how social class, race, ethnicity, gender, bias, power and privilege play out in their contexts and for the community residents with whom they are working.



## ETHNIC STUDIES ASSOCIATE OF ARTS (AA)

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The Ethnic Studies major is designed to assist all students develop an understanding and appreciation of other peoples and cultures in the United States. Using comparative methodologies and honoring community based knowledge, the major emphasizes a critical understanding of race and race relations. 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 government and community-based agencies.

### CAREER OPPORTUNITIES:

Program is geared in future careers in Teaching, Social Work, Public Health, Community Organizing, as well as working in higher education or graduate school.

### COURSE SEQUENCE

<b>Core Requirement 1: Introduction to Ethnic Studies (3 units):</b>			ETHST 13	Introduction to Community Based Research in Urban America	3
ETHST 1	Introduction to Ethnic Studies	3	ETHST 14	Community Building and Transformation in Urban America	3
<b>Core Requirement 2: Intersections of Race and Gender (3 units):</b>			ETHST 30	Introduction to Race, Gender and Health	3
<b>Choose one of the following:</b>			ETHST 50	Introduction to Race, Class and Schools	3
AFRAM 35	Women of Color	3	<b>Select 2 courses (not chosen from above) for a total of 6 units in the following disciplines: AFRAM, ASAME, M/LAT, or NATAM</b>		
ASAME 35	Women of Color	3			
NATAM 35	Women of Color	3			
M/LAT 35	Women of Color	3			
<b>Comparative Ethnic Studies Courses (6 units):</b>			<b>TOTAL MAJOR UNITS:</b>		
<b>Choose two of the following:</b>			<b>18</b>		
ETHST 3	Race, Gender and Sports	3			
ETHST 12	Economics and Social Change: Racial Conflict and Class in America	3			

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

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- **Evaluate And Research:** Evaluate the development of the field of Ethnic Studies, and utilize research methodologies and scholarship within the field to produce research papers.
  - **Analysis:** Effectively employ social science methodologies in the analysis of issues related to Ethnic Studies.
  - **History:** Identify and describe the general history of racial/ethnic people in the U.S.
-

## ASSOCIATE IN ARTS DEGREE IN SOCIAL JUSTICE: ETHNIC STUDIES FOR TRANSFER (AA-T)

The Associate in Arts in Social Justice: Ethnic Studies for Transfer Degree, (AA-T SJS Ethnic Studies) is designed to prepare students for a seamless transfer with junior status and priority admission to their CSU campus to a program or major in Ethnic Studies or similar major for completion of a baccalaureate degree. Students are required to complete: Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following: (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements. (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district. Obtainment of a minimum grade point average of 2.0. Students must earn a C or better in all courses required for the major or area of emphasis. No more than 60 semester units are required. The Associate in Arts in Social Justice: Ethnic Studies for Transfer Degree, (AA-T SJS Ethnic Studies) will also assist Ethnic Studies major students to transfer to a U.C. or other baccalaureate institutions. Students are advised to consult with a counselor to verify transfer requirements.

### CAREER OPPORTUNITIES

Program is geared in future careers in Teaching, Social Work, Public Health, Community Organizing, as well as working in higher education or graduate school.

### COURSE SEQUENCE

#### Required Core 1 (3 units):

ETHST 001 Introduction to Ethnic Studies 3

#### Required Core 2: Intersections of Race and Gender (3 units):

M/LAT 35 Women of Color \* 3

AFRAM 35 Women of Color 3

ASAME 35 Women of Color 3

NATAM 35 Women of Color 3

#### Area 1: History or Government (3 units):

*Choose one course from the following list.*

AFRAM 30 African American History: Africa to 1865 3

AFRAM 31 African American History: 1865-1945 3

ASAME 02 Introduction to the Pacific Islander Experience from 1850 to the Present 3

M/LAT 034 History of Latinos in the United States: 1800 to Present 3

#### Area 2: Arts and Humanities (3 units):

*Choose one course from the following list.*

AFRAM 26 African American Culture: Black Music, Art, and Literature 3

ASAME 10 Asian and Asian American Popular Culture 3

ASAME 30 Asians and Asian-Americans Through Films 3

M/LAT 30A Survey of Latin-American Films 3

M/LAT 30B Survey of Latin-American Films 3

M/LAT 36 Survey of Latina/o Literature 3

#### Area 3: Social Science (6 units):

*Choose two courses from the following list.*

AFRAM 1 Introduction to African American Studies 3

AFRAM 2 Black Economics 3

AFRAM 5 The African American Family in the United States 3

AFRAM 8 African-American Politics 3-4

AFRAM 18 Perceptions of the African American Male in America 3

AFRAM 12 Psychology of African Americans 3

AFRAM 14A Social Psychology of African American Male/Female Relationships 3

AFRAM 16 The Prison Industrial Complex: African American Incarceration 3

AFRAM 23 Perceptions of African American Women 3

AFRAM 38 Environmental Racism and Justice 3

ASAME 2 Introduction to the Pacific Islander Experience from 1850 to the Present 3

ASAME 21 Asian-American Communities 3

ASAME 26 Politics in Modern Asia 3

ASAME 32 Asian-American Psychology 3

ASAME 42 Southeast Asians in the United States 3

ASAME 45A Asian-American History to 1945 3

ASAME 45B Asian American History From 1945 to Present 3

ETHST 3 Race, Gender and Sports 3

ETHST 12 Economics and Social Change: Racial Conflict and Class in America 3

ETHST 13 Introduction to Community Based Research in Urban America 3

ETHST 14 Community Building and Transformation in Urban America 3

ETHST 30 Introduction to Race, Gender and Health 3

ETHST 50 Introduction to Race, Class and Schools 3

NATAM 1 History of Native American Indians 3

NATAM 2 Native American Indians in Contemporary Society 3

M/LAT 12 United States Relations with Mexico and Latin America 3

M/LAT 19 History of the Mexican American 3

M/LAT 23 Psychology of Latinas and Latinos 3

M/LAT 19 History of the Mexican American 3

M/LAT 23 Psychology of Latinas and Latinos 3

M/LAT 31 Survey of Chicana/Latina Women 3

M/LAT 33 Introduction to Chicana/o and Latina/o Studies 3

**TOTAL MAJOR UNITS: 18**

**IGETC or CSU GE-Breadth Education Pattern 37-39**

**CSU Transferable General Elective Courses to meet 60**

**TOTAL UNITS: 60**

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Evaluate and Research: Evaluate the development of the field of Ethnic Studies, and utilize research methodologies and scholarship within the field to produce research papers.
- Analysis: Effectively employ social science methodologies in the analysis of issues related to Ethnic Studies.
- Identify and describe the general history of racial/ethnic people in the U.S.

## ETHNIC STUDIES (ETHST)

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 government and community-based agencies.

### 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  
CI-D: SJS 110

### ETHST 3

#### Race, Gender and Sports

3 units, 3 hours lecture (GR or P/NP)  
Acceptable for credit: CSU, UC

Influence of racial and ethnic groups in sports in the United States: Cultural, historical, political and economic influences associated with gender participation and race relations. 2203.00  
AA/AS area 2, 5; CSU area D; IGETC area 4

### ETHST 12

#### Economics and Social Change: Racial Conflict and Class in America

3 units, 3 hours lecture (GR)  
Acceptable for credit: CSU, UC

Historical examination of the experiences of African American, Asian-American, Spanish-Speaking, and other minority working in the 20th century, with special attention to union organizing. 2203.00  
AA/AS area 2, 5; CSU area D; IGETC area 4

### ETHST 13

#### Introduction to Community Based Research in Urban America

3 units, 3 hours lecture (GR)  
Acceptable for credit: CSU, UC

Basic principles of community development: Models of successful community practice and how to create social capital. Case study methods will be used to explore resource mapping, problem assessment, and strategies for funding community based organizations. 2203.00  
AA/AS area 2, 5; CSU area D; IGETC area 4

### ETHST 14

#### Community Building and Transformation in Urban America

3 units, 3 hours lecture (GR)  
Acceptable for credit: CSU, UC

Community organizing as a practice in areas of public service, non-profit work, and electoral politics: Political economy of community development through historical study of disenfranchised ethnic, racial, gendered and immigrant groups in the groups in the U.S. 2203.00  
AA/AS area 2, 5; CSU area D; IGETC area 4

### ETHST 30

#### Introduction to Race, Gender and Health

3 units, 3 hours lecture (GR or P/NP)  
Acceptable for credit: CSU, UC

Overview of disparities in health outcomes across communities of color using a public health approach: Analysis of policies, medical institutions, environment, and communities. 2203.00  
AA/AS area 2, 5; CSU area D, E; IGETC area 4

### ETHST 50

#### Introduction to Race, Gender and Schools

3 units, 3 hours lecture (GR or P/NP)  
Acceptable for credit: CSU, UC

Survey of issues of equity, diversity and access in K-20 educational institutions: Analysis of urban schooling and comparative experiences in learning through the lens of race, class, culture and gender. 2203.00  
AA/AS area 2, 5; CSU area D; IGETC area 4

## FRENCH (FREN)

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The French Language curriculum offers a selection of courses designed to prepare students for further studies in humanities and liberal arts, and in professional careers which requires knowledge of the French language and culture.

### FREN 1A

#### Elementary French

5 units, 5 hours lecture (GR or P/NP)

This course is equivalent to two years of high school study.

Eligible for credit by examination

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 6A

### FREN 1B

#### Elementary French

5 units, 5 hours lecture (GR or P/NP)

Prerequisite(s): FREN 1A

Eligible for credit by examination

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; CSU area C2; IGETC area 3B, 6A

### FREN 2A

#### Intermediate French

5 units, 5 hours lecture (GR or P/NP)

Prerequisite(s): FREN 1B

Eligible for credit by examination

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, 6A

### 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 (Continuation)

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 49

#### Independent Study in French

0.5-5 units, 0.5-5 hours lecture (GR)

Acceptable for credit: CSU, UC♦

See section on Independent Study on page 60. 1102.00

## ASSOCIATE OF ARTS IN GEOGRAPHY FOR TRANSFER (AA-T)

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The Associate in Arts in Geography for Transfer Degree, (AA-T GEOG) is designed to prepare students for a seamless transfer with junior status and priority admission to a local CSU campus to a program or major in Geography or similar major for completion of a baccalaureate degree. Students are required to complete:

Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:

(A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.

(B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district. Obtainment of a minimum grade point average of 2.0. Students must earn a C or better in all courses required for the major or area of emphasis. No more than 60 semester units are required.

The Associate in Arts in Geography for Transfer Degree, (AA-T GEOG) will also assist Geography major students to transfer to a U.C. or other baccalaureate institutions. Students are advised to consult with a counselor to verify transfer requirements. .

### CAREER OPPORTUNITIES:

Geography majors go into a variety of fields including planning, education, resource management, business, county, city, state, federal government, computer mapping, technical writing, field survey, conservation nonprofit development and many more.

### COURSE SEQUENCE

Core Requirements (7 units):

GEOG 1	Physical Geography	3
GEOG 1L	Physical Geography Laboratory	1
GEOG 2 or	Cultural Geography	3
GEOG 3	World Regional Geography	3

List A: Select 2 courses (6 units):

GEOG 18	California Geography	3
GEOG 19	Global Climate Change	3

List B: Select 2 courses (6 units):

GEOL 10	Introduction to Geology	3
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<b>TOTAL MAJOR UNITS:</b>	<b>19</b>
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<b>IGETC or CSU GE-Breadth Education Pattern</b>	<b>37-39</b>
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CSU Transferable General Elective Courses to meet 60

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<b>TOTAL UNITS:</b>	<b>60</b>
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### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

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- Analyze and critically evaluate scientific information.
  - Synthesize multiple concepts integrating and connecting atmospheric, hydrologic and geologic systems and their influence on the biosphere.
  - Characterize geographic principals that embody climate change issues.
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**GEOGRAPHY (GEOG)**

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The Department of Earth and Human Sciences consist of disciplines such as anthropology, geography, geology, and physical sciences.

**GEOG 1****Physical Geography**

3 units, 3 hours lecture (GR)

Eligible for credit by examination

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 B2, D; IGETC area 5A

(C-ID: GEOG 110)

**GEOG 1L****Physical Geography Laboratory**

1 unit, 3 hours laboratory (GR)

Prerequisite(s) or corequisite(s): 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 5C

(C-ID: GEOG 111)

**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

(C-ID: GEOG 120)

**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

(C-ID: GEOG 125)

**GEOG 18****California Geography**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Forces, processes, and systems that shape the geography of California: Landforms, natural vegetation, forestry and fishing, mineral and water resources, cultural landscapes, agriculture, demographic changes, ethnic diversity, urban growth, regional differences, economic development and its national impact; natural hazards such as earthquakes and volcanism, floods, landslides and wildfires; climate and effects of climate change. 2206.00

AA/AS area 1, 2; CSU area D; IGETC area 4

**GEOG 19****Global Climate Change**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Overview of past, present and future climate changes: Analysis of climatological events and latest research discoveries; emphasis on the role humans play in warming the planet. 2206.00

AA/AS area 1, CSU area B1; IGETC area 5A

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## GEOLOGY (GEOL)

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The Department of Earth and Human Sciences consist of disciplines such as anthropology, geography, geology, and physical sciences.

### GEOL 10

#### Introduction to Geology

3 units, 3 hours lecture (GR)

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



## APPLIED GRAPHIC DESIGN/DIGITAL IMAGING CERTIFICATE OF ACHIEVEMENT (CA)

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.

### CAREER OPPORTUNITIES:

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 designers/digital imaging.

### COURSE SEQUENCE

#### First Semester (9 units):

GRART 32	Digital Documents (Adobe InDesign)	3
GRART 111	Elements and Principles of Graphic Design	3
GRART 113	Typography	3

#### Second Semester (9 units):

GRART 34	Adobe Illustrator Basics	3
GRART 112	Creative Process and Solutions	3
GRART 121	Applied Graphic Design 1	3

#### Third Semester (6 units):

GRART 36	Adobe Photoshop Basics	3
GRART 122	Applied Graphic Design 2	3

#### Fourth Semester (9 units):

GRART 42	Web Graphics (Dreamweaver)	3
GRART 114	Graphic Design Technology	3
GRART 123	Applied Graphic Design 3	3

<b>TOTAL REQUIRED UNITS:</b>	<b>33</b>
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### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Apply for entry level career opportunities.
- Create complete and correct graphic files for both print and web.
- Apply the elements and principles of effective graphic design.
- Analyze, plan and implement design strategies based on customers desires.
- Be employable at an entry level in a graphic design, graphic technician pre-press, pre-flight position, or web design.
- Display healthy employee attributes such as, reliability, respect for others and their opinions, ability to work in a team environment, work independently, complete tasks, communicate verbally and in writing, etc.

## APPLIED GRAPHIC DESIGN/DIGITAL IMAGING ASSOCIATE OF ARTS (AA)

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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.

### CAREER OPPORTUNITIES:

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 designers/digital imaging.

### COURSE SEQUENCE

#### First Semester (9 units):

GRART 32	Digital Documents (Adobe InDesign)	3
GRART 111	Elements and Principles of Graphic Design	3
GRART 113	Typography	3

#### Second Semester (9 units):

GRART 34	Adobe Illustrator Basics	3
GRART 112	Creative Process and Solutions	3
GRART 121	Applied Graphic Design 1	3

#### Third Semester (6 units):

GRART 36	Adobe Photoshop Basics	3
GRART 122	Applied Graphic Design 2	3

#### Fourth Semester (9 units):

GRART 42	Web Graphics (Dreamweaver)	3
GRART 114	Graphic Design Technology	3
GRART 123	Applied Graphic Design 3	3

<b>TOTAL REQUIRED UNITS:</b>	<b>33</b>
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### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

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- Apply for entry level career opportunities.
  - Create complete and correct graphic files for both print and web.
  - Apply the elements and principles of effective graphic design.
  - Analyze, plan and implement design strategies based on customers desires.
  - Be employable at an entry level in a graphic design, graphic technician pre-press, pre-flight position, or web design.
  - Display healthy employee attributes such as, reliability, respect for others and their opinions, ability to work in a team environment, work independently, complete tasks, communicate verbally and in writing, etc.
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## GRAPHICS IN MOTION CERTIFICATE OF PROFICIENCY (CP)

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The certificate of proficiency in Graphics in Motion is meant to introduce students to the fundamental building blocks of art, principles, and creation of animated filmmaking. Students will cover topics in basic drawing for animation; Disney's 12 principles; timing and spacing of objects, nature, animals, and humans; and professional animation software. Once completed, students will be better qualified to be accepted into a four year university program in animation.

### CAREER OPPORTUNITIES:

Checker in animation; assistant to video production using graphic arts; junior assistants in small graphic arts and video production companies; advertising specialists; storyboard checker; video editing

### COURSE SEQUENCE

#### Core Courses (9 Units):

GRART 43	Web Graphics and Animation	3
GRART 150	Graphics in Motion Introduction to Animation	3
GRART 151	Graphics in Motion Intermediate Animation	3

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<b>TOTAL REQUIRED UNITS:</b>	<b>9</b>
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### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

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- Apply Disney's 12 principles of animation in animation projects.



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## GRAPHIC ARTS (GRART)

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.

### GRART 32

#### Digital Documents (Adobe InDesign)

3 units, 2.5 hours lecture, 1.5 hours laboratory (GR or P/NP)

Recommended preparation: GRART 113

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 34

#### Adobe Illustrator Basics

3 units, 2.5 hours lecture, 1.5 hours laboratory (GR or P/NP)

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 35

#### Advanced Adobe Illustrator

3 units, 2.5 hours lecture, 1.5 hours laboratory (GR or P/NP)

Prerequisite(s): GRART 34

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 36

#### Adobe Photoshop Basics

3 units, 2.5 hours lecture, 1.5 hours laboratory (GR or P/NP)

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 37

#### Digital Images for Photography and Print

3 units, 2.5 hours lecture, 1.5 hours laboratory (GR or P/NP)

Prerequisite(s): GRART 36 or GRART 136

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

### GRART 42

#### Web Graphics (Dreamweaver)

3 units, 2.5 hours lecture, 1.5 hours laboratory (GR or P/NP)

Recommended preparation: GRART 230 or Computer literacy

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

AA/AS area 4c

### GRART 43

#### Web Graphics and Animation

3 units, 2.5 hours lecture, 1.5 hours laboratory (GR or P/NP)

Recommended preparation: GRART 34

Acceptable for credit: CSU

Introduction to software applications used in web and mobile design: Creating graphics and animation for screen display. 1030.00

AA/AS area 4c

### GRART 111

#### Elements and Principles of Graphic Design

3 units, 2 hours lecture, 3 hours laboratory (GR)

Recommended preparation: Computer literacy or GRART 230 and 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

AA/AS area 4c

### 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 or P/NP)  
 Corequisite(s): GRART 32  
 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(s): GRART 32  
 Recommended preparation: GRART 34 or 36  
 Acceptable for credit: CSU

Technology-based orientation to file preparation dependent 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  
 AA/AS area 4c

**GRART 115****Web Site Design**

3 units, 2.5 hours lecture, 1.5 hours laboratory (GR or P/NP)  
 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  
 AA/AS area 4c

**GRART 121****Applied Graphic Design 1**

3 units, 1 hour lecture, 6 hours laboratory (GR or P/NP)  
 Prerequisite(s): GRART 113  
 Recommended preparation: GRART 111 or 112  
 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 or P/NP)  
 Prerequisite(s): GRART 111  
 Recommended preparation: GRART 112 or 113 or Computer literacy  
 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(s): GRART 34  
 Recommended preparation: GRART 111 or 113  
 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 150****Graphics In Motion-Introduction To Animation**

3 units, 2 hour lecture, 3 hours laboratory (GR or P/NP)  
 Recommended preparation: GRART 230  
 Acceptable for credit: CSU

Basic animation techniques and principles of movement for beginners: Animating graphic images and drawings, application of 12 principles of animation, timing and spacing, hands-on motion exercises, use of animation software. 1030.00  
 AA/AS area 4C

**GRART 151****Graphics In Motion-Intermediate Animation**

Graphics In Motion Intermediate Animation  
 3 units, 2 hour lecture, 3 hours laboratory (GR or P/NP)  
 Prerequisite(s): GRART 150 or Instructor's Approval

Continuation of GRART 150: Complex motion, in depth application of the laws of physics involving motion, expressions in acting, using emotions, and general movement of objects, nature, and human forms for intermediate artists; deeper exploration of the 12 universal principles of animation, intermediate level timing and spacing exercises, hands-on motion exercises, use of professional animation software at the intermediate level. 1030.00

**GRART 200****Special Projects Laboratory**

1-5 units, 3-15 hours laboratory (GR)

Course study under this section may be repeated three times.

Open laboratory: Upgrading of specific graphic art skills and selected graphic art projects. 1030.00

**GRART 230****Computer Basics for Graphics**

1 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 299****Survey Course for Digital Media/CIS [Graphic Arts]**

0.5 units, 0.25 hours lecture, 0.75 hours laboratory (GR or P/NP)

Introduction to the Digital Media Industry [Graphic Arts]: Introduction to discipline of graphic design for print and electronic output. Part of a four-part series including MEDIA 299, PHOTO 299 and CIS 299. 1030.00

**GRART 466K****Occupational Work Experience in Graphic Arts**

1-4 units, 3.43-17.15 hours laboratory (GR)

Course study under this section may be repeated three times.  
Acceptable for credit: CSU

Supervised employment in graphic arts or a related field: Extension of classroom learning to the job site. The employment must be related to the student's educational or occupational goals. Each 75 hours of paid work equals one unit, while each 60 hours of non-paid work equals one unit. Students can earn at most 16 units through general and occupational work experience courses combined, but may re-enroll in such courses any number of times until the maximum of 16 units is earned. 1030.00

**NONCREDIT COURSES****GRART 501****Graphic Arts Open Lab**

See page 301 for more information  
on noncredit courses.

## HEALTH EDUCATION (HLTED)

The Health Education program at Laney College is under the Kinesiology and Athletics Department. We offer a variety of classes that can meet General Education requirements under Area E "Lifelong Learning and Self Development". Courses range from a broad exploration of health issues to specific first aid, CPR, and safety concepts. We strive to educate general population students on a variety of health and wellness issues to enhance their personal development as well as provide an opportunity for students in Health majors to develop the necessary knowledge, skills, and attitudes they will need for their degree programs and for careers in the Health and Wellness industry.

### HLTED 1

#### Exploring Health Issues

3 units, 3 hours lecture (GR or P/NP)

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 5

#### Weight Management and Fitness

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC

Integrated approach to weight management: Physical fitness concepts, nutritional and dietary applications, body composition analysis and behavioral strategies to improve individual health and fitness. 0837.00

CSU area E

### HLTED 6

#### Stress and Healthy Adaptation

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU

Core concepts of stress, stress reduction and stress management: Social and behavioral theories, assessment of health impacts of stress on individuals, communities, and society; investigation of stress reduction and coping techniques utilizing various relaxation modalities to adapt to life stressors in a resilient manner including diet, fitness, life skills, and mental health strategies. 0837.

AA/AS area 2; CSU area E

### HLTED 9

#### First Aid and Safety

2 units, 2 hours lecture (GR or P/NP)

Meets American Red Cross/RTE (Responding to Emergency) as well as American Red Cross Adult CPR certification requirements. Course study under this section may be repeated three times for recertification.

Acceptable for credit: CSU, UC

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 14

#### First Aid and CPR

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Theory and detailed demonstration of the first aid care of the injured: Assessment and intervention of individuals condition and incorporation of proper treatment. Standard first aid, CPR, and AED certification(s) will be granted upon successful completion of requirements. 0837.00

(C-ID: KIN 101)

### HLTED 20

#### Health and Wellness: Personal Change

1 unit, 1 hour lecture (GR or P/NP)

Acceptable for credit: CSU

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

## HISTORY (HIST)

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*Not everything that is faced can be changed. But nothing can be changed until it is faced.*

---James Baldwin

Studying history is more than just studying the past and it is about more than memorizing names, dates, and events. Studying history is learning more about the world around us and, through that learning, understanding how and why history shapes all of our lives.

Laney College history classes provide students with the creative and intellectual challenges, opportunities, and support that will lead to individual and social growth. History students will have the opportunity to improve their research and communication skills and to develop important and necessary skills such as critical analysis and creative thinking through historical interpretation. These skills will prepare students for future success as they connect their own histories to the histories of others and learn from the past to help make a better future.

### HIST 2A

#### History of European Civilization

3 units, 3 hours lecture (GR)  
Acceptable for credit: CSU, UC

Survey of the development of European civilization to the Reformation. 2205.00  
AA / AS area 2; CSU area D; IGETC area 4  
(C-ID: HIST 170)

### HIST 2B

#### History of European Civilization

3 units, 3 hours lecture (GR)  
Acceptable for credit: CSU, UC

History of Western civilization since 1660: Rise of nations, revolutionary eras, European expansion and decline; Europe and its impact on the world; emphasis on ideas and institutions rather than national histories. 2205.00  
AA / AS area 2; CSU area D; IGETC area 4  
(C-ID: HIST 180)

### HIST 3A

#### World History to 1500

3 units, 3 hours lecture (GR)  
Acceptable for credit: CSU, UC

Survey of the development of world civilizations to 1500. 2205.00  
AA / AS area 2; CSU area D; IGETC area 4  
(C-ID: HIST 150)

### HIST 3B

#### Modern World History: 1500 - Present

3 units, 3 hours lecture (GR or P / NP)  
Acceptable for credit: CSU, UC

Survey of world history since 1500: Developments of the modern world as shaped by social, economic, political, philosophical, and historical forces. 2205.00  
AA / AS area 2; CSU area D; IGETC area 4  
(C-ID: HIST 160)

### HIST 7A

#### History of the 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  
(C-ID: HIST 130)

### HIST 7B

#### History of the 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  
(C-ID: HIST 140)

### 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

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## HUMANITIES ASSOCIATE OF ARTS (AA)

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.

### CAREER OPPORTUNITIES:

The Humanities interdisciplinary major that encompasses areas of knowledge in the arts, sciences, social sciences and language. A Humanities major provides the broad academic background necessary for future teachers and is an excellent preparation for advanced studies in undergraduate as well as graduate schools. The major may be planned with a particular career in mind, such as government or public service, business, counseling, law, librarianship, teaching, medicine and health, nonprofit service, management or work in multicultural communities.

### COURSE SEQUENCE

#### Select 18 units from at least TWO discipline areas (18 units):

African American Studies 29, 45*	3	Mexican and Latin-American Studies 30A, 30B	3
Anthropology 7	3	Music 2A, 2B, 9, 10, 12A, 12B, 15A, 15B	3
Art 1, 2, 3, 4, 5, 7, 40, 141	3	Philosophy 1, 2, 10, 20A, 20B, 37	3
Asian and Asian-American Studies 30	3	Spanish 1A, 1B, 2A, 2B, 22A, 22B, 30A***, 30B***, 40	3-5
Chinese 1, 2, 3, 4, 40A***, 40B***	3-5	Theatre Arts 1****, 10, 30	3
Communication 2A, 2B, 19	3		
Dance 1	3	<b>TOTAL REQUIRED UNITS (MINIMUM):</b>	<b>18</b>
English 1B**, 10A, 10B, 12, 17A, 17B, 26, 30A, 30B, 31, 32A, 33A, 33B, 43, 44A, 44B, 210A, 210B, 217A, 217B, 230A, 230B, 231, 232A, 232B, 233A, 233B, 243, 244A, 244B	3		
French 1A, 1B, 2A, 30A***, 30B***	3-5	* Students will receive credit for one course only.	
Humanities 6, 7, 16, 30A, 30B, 31A, 40	3	** 4 units	
Japanese 1A, 50A***, 50B***	3-5	*** 3 units	
		**** 2 units	

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Research and articulate: Research and articulate the core philosophical, religious and artistic expressions within the humanistic traditions.
- Apply lexicon: Apply the appropriate lexicon to discuss philosophical, religious and artistic expressions within cultural socio-economic-historical contextual terms.
- Critically analyze: Critically analyze philosophical, religious and artistic expressions within the humanistic traditions and conduct a cogent argument with a clear thesis that anticipates and responds to key objections.

## HUMANITIES (HUMAN)

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The study of humanities is concerned with human experiences and the manner through which they have been expressed. Courses in the Humanities Program examine the historical, social, philosophical, religious, and artistic expressions of different cultures and their diverse perspectives on the sacred as well as secular worlds. Humanities courses offered at Laney College provide students with an opportunity to develop their critical thinking skills as well as improve their writing skills.

### 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 or P/NP)

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

(C-ID: PHIL 120)

### HUMAN 30B

#### Human Values/Aesthetics

3 units, 3 hours lecture (GR or P/NP)

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 40

#### Religions of the World

3 units, 3 hours lecture (GR or P/NP)

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 49

#### Independent Study in Humanities

0.5-5 units, 0.5-5 hours lecture (GR)

Acceptable for credit: CSU, UC♦

See section on Independent Study on page 60. 1599.00

## JAPANESE (JAPAN)

The Japanese language curriculum offers a selection of courses designed to prepare students for further studies in humanities and liberal arts, and in professional careers which requires knowledge of the Japanese language and culture.

### 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; CSU area C2; IGETC area 6A

### JAPAN 1B Elementary Japanese

5 units, 5 hours lecture (GR or P/NP)

Prerequisite(s): 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, 6A

### JAPAN 2A Intermediate Japanese

5 units, 5 hours lecture (GR or P/NP)

Prerequisite(s): JAPAN 1B

Acceptable for credit: CSU, UC

Continuation of JAPAN 1B: 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, 6A

### 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

AA/AS area 3

### JAPAN 50B Conversational Japanese and Culture

3 units, 3 hours lecture (GR or P/NP)

Prerequisite(s): JAPAN 50A

Acceptable for credit: CSU

Continuation of JAPAN 50A: Emphasis on more proficient speaking patterns and appreciation of additional cultural aspects. 1108.00

AA/AS area 3



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## JOURNALISM ASSOCIATE OF ARTS (AA)

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The Journalism Department offers practical newspaper experience and academic preparation for students seeking to transfer to four-year institutions. Emphasis is placed on social media and 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.

### CAREER OPPORTUNITIES:

Students who complete the Journalism program are prepared for careers in the expanding communications field, which includes print, online and video journalism, along with computer production skills.

### COURSE SEQUENCE

#### Core Courses (min 23 units):

BUS 230DEF*	Beginning Keyboarding	3
JOURN 18A**	Newspaper Production I	3-5
JOURN 18B	Newspaper Production II	3-5
JOURN 18C	Newspaper Production III	2-5
JOURN 21	News writing	3
JOURN 55	Introduction to Journalism	3
JOURN 62	Survey of Mass Media	3
JOURN 65	Social Media for Journalists	3

#### Recommended:

BUS 74  
ENGL 1A or 1B  
MEDIA 102A or 102B

\*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 ABC

**TOTAL MAJOR UNITS:** **23-30**

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### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

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- Assemble a portfolio of appropriate photographs, writings, journals or digital media requiring skills and understanding of techniques of journalism.
  - Write news, features, and opinion pieces in newspaper style.
  - Apply media law to all aspects of the journalistic process.
-

## ASSOCIATE IN ARTS DEGREE IN JOURNALISM FOR TRANSFER (AA-T)

The Associate in Arts Degree in Journalism for Transfer is designed to prepare students for a seamless transfer with junior status and priority admission to their local CSU campus to a program or major in Journalism or similar major for completion of a baccalaureate degree. Students are required to complete: \* a minimum of 19 semester units in the major with a grade of C or better while maintaining a minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. \* 60 semester CSU-transferable units using the California State University-General Education-Breadth pattern (CSU-GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern. \* No more than 60 semester units are required. The Associate in Arts Degree in Journalism for Transfer will also assist Journalism major students to transfer to a U.C. or other baccalaureate institutions. Students are advised to consult with a counselor to verify transfer requirements.

### CAREER OPPORTUNITIES:

Students who complete the degree seek jobs in the vast, and changing, field of communications. They become reporters, photographers, copy editors, computer production staff, webmasters as well as jobs in public relations.

### COURSE SEQUENCE

#### Core Courses (9 units):

JOURN 18A	Newspaper Production I	3-5
JOURN 21	News writing	3
JOURN 62	Survey of Mass Media	3

#### List A: Select one (3 units):

JOURN 18B	Newspaper Production II	3-5
JOURN 65	Social Media for Journalists	3
PHOTO 20	Photojournalism I	3

#### List B: Select two (6 units):

COMM 44	Argumentation	3
ENGL 5	Critical Thinking in Reading and Writing	3
PHIL 10	Logic	3
POSCI 1	Government and Politics in the United States	3

<b>TOTAL MAJOR UNITS</b>	<b>18</b>
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<b>IGTEC or CSU GE-Breadth Education Pattern</b>	<b>37-39</b>
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CSU Transferrable General Elective Courses to meet 60 units

<b>TOTAL UNITS</b>	<b>60</b>
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### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Assemble a portfolio of appropriate photographs, writings, journals or digital media requiring skills and understanding of techniques of journalism.
- Write news, features, and opinion pieces in newspaper style.
- Apply media law to all aspects of the journalistic process.



## JOURNALISM (JOURN)

The Journalism Department offers practical newspaper experience and academic preparation for students seeking to transfer to four-year institutions. Emphasis is placed on social media and 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.

### JOURN 18A Newspaper Production I

3-5 units, 1-2 hours lecture, 6-9 hours laboratory (GR or P/NP)  
Recommended Preparation: JOURN 21  
Acceptable for credit: CSU

Basics of reporting: news-gathering, interviewing, accuracy, note-taking and transcribing notes, writing the news story; the lead, the body, conclusion for weekly newspaper. Includes practical experience in design/layout, visual, online, multimedia journalism and emerging technologies. 0602.00  
(C-ID: JOUR 130)

### JOURN 18B Newspaper Production II

3-5 units, 1-2 hours lecture, 6-9 hours laboratory (GR)  
Prerequisite(s): JOURN 18A  
Acceptable for credit: CSU

Intermediate level reporting, photography, and production skills required for work on the campus newspaper: Computer applications for writing stories, desktop publishing, and photographic images. Includes practical experience in design/layout, visual, online, multimedia journalism, emerging technologies and leadership/management. 0602.00  
(C-ID: JOUR 131)

### JOURN 18C Newspaper Production III

2-5 units, 1-2 hours lecture, 3-9 hours laboratory (GR)  
Prerequisite(s): 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 IV

2-5 units, 1-2 hours lecture, 3-9 hours laboratory (GR)  
Prerequisite(s): 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(s): 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  
(C-ID: JOURN 110)

### JOURN 49 Independent Study in Journalism

0.5-5 units, 0.5-5 hours lecture (GR)  
Acceptable for credit: CSU, UC ♦  
See section on Independent Study on page 60. 0602.00

### JOURN 55 Introduction to Journalism

3 units, 3 hours lecture (GR or P/NP)  
Recommended preparation: ENGL 201B  
Acceptable for credit: CSU, UC

Practical newspaper experience: Study of press history, media law, ethics, and production of a magazine featuring student newspaper stories. 0602.00

### JOURN 62 Survey of Mass Media

3 units, 3 hours lecture (GR or P/NP)  
Not open for credit to students who have completed or are currently enrolled in COMM 19.  
Eligible for credit by examination  
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. 0602.00

AA/AS area 2, 4d; CSU area D; IGETC area 4  
(C-ID: JOUR 100)

### JOURN 65 Social Media for Journalists

3 units, 3 hours lecture (GR)  
Recommended preparation: CIS 205 or BUS 219  
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

## ASSOCIATE IN ARTS DEGREE IN KINESIOLOGY FOR TRANSFER (AA-T)

The Associate in Arts in Kinesiology for Transfer degree (AA-T Kinesiology) is designed to prepare students for a seamless transfer with junior status and priority admission to their local CSU campus to a program or major in Kinesiology or similar major for completion of a baccalaureate degree. Students are required to complete: Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following: **(A)** The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements. **(B)** A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district. Obtainment of a minimum grade point average of 2.0. Students must earn a C or better in all courses required for the major or area of emphasis. No more than 60 semester units are required. The Associate in Arts in Kinesiology for Transfer degree (AA-T Kinesiology) will also assist Kinesiology major students to transfer to a U.C. or other baccalaureate institutions. Students are advised to consult with a counselor to verify transfer requirements.

### Career Opportunities:

Careers include but not limited to: health clubs & spas, private and public fitness centers, corporate fitness centers, nursing homes, schools/colleges/universities, self employment, YMCA's, fitness specialist, exercise testing technicians, aerobic instructors.

### COURSE SEQUENCE

#### Core Courses (13 units):

KIN 150	Introduction to Kinesiology	3
BIOL 2	Human Anatomy	5
BIOL 4	Human Physiology	5
BIOL 20A	Human Anatomy and Physiology	5
BIOL 20B	Human Anatomy and Physiology	5

**Movement Based Courses: Select at least one course each from three of the following areas for a maximum of three units: Aquatics, Fitness, Individual Sports, Team Sports.**

#### Aquatics (min 1 unit):

KIN 14B	Water Polo II - Beginning	1
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#### Dance (min 1 unit):

DANCE 60	Ballet I	1
DANCE 61	Ballet II	1
DANCE 64	Jazz Dance I	1
DANCE 68	Modern Dance I	1
DANCE 72	Jazz Tap I	1
DANCE 73	Jazz Tap II	1
DANCE 76	West African Dance I	1
DANCE 77	West African Dance II	1
DANCE 80	Haitian Folkloric Dance I	1
DANCE 81	Haitian Dance II	1

#### Fitness (min 1 unit):

SPFT 54A	Cross Fitness I – Fundamentals	1
SPFT 54B	Cross Fitness II – Beginning	1

#### Individual Sport (min 1 unit)

KIN 107B	Tennis II - Beginning	1
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#### Team Sports (min 1 unit):

KIN 76B	Baseball II – Beginning	1
SPFT 86A	Flag Football I - Fundamentals	1
SPFT 86B	Flag Football II – Beginning	1

#### List A: Select two courses (7-10 units)

MATH 13	Introduction to Statistics	4
CHEM 1A	General Chemistry	5
	or	
CHEM 30A	Introductory General Chemistry	4
PHYS 3A	General Physics	5
	or	
PHYS 4A	General Physics with Calculus	5
HLTED 14	First Aid and CPR	3

**TOTAL MAJOR UNITS: 23-26**

**IGETC or CSU GE-Breadth Education Pattern 37-39**

**CSU Transferable General Elective Courses to meet 60 units**

**TOTAL UNITS: 60**

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Critically analyze anatomical and physiological factors in the development of exercise prescription, prevention and rehabilitation programs designed to meet individual goals and circumstances
- Synthesize health and fitness information for application to improve the 5 components of fitness in clients: cardiovascular endurance, muscular strength, muscular endurance, flexibility, and body composition (weight management)
- Identify career and / or educational options in physical education, and formulate an action plan to successfully pursue and attain those options

## PERSONAL TRAINER – PREPARATION FOR CERTIFICATION CERTIFICATE OF PROFICIENCY (CP)

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This program will prepare students with the basic qualifications to sit for the National Academy of Sports Medicine (NASM) Personal Trainer Exam.

### CAREER OPPORTUNITIES

A career as a Personal Trainer can be a rewarding career for those interested in fitness and helping others. To be marketable in this career, there are various certifications that are recommended. The main certification is a Personal Trainer certification. This will help open doors for a career in gyms, fitness centers, teaching classes or working as a private personal trainer.

### COURSE SEQUENCE

#### Core Courses (6 units):

HLTED 14	First Aid and CPR	3
KIN 141	Personal Trainer – Certification Preparation	3

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TOTAL MAJOR UNITS:		6
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### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

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- Apply Personal Training Concepts through practice exams and sample workouts in preparation to take the National Academy of Sports Medicine (NASM) certification exam.
  - Pass CPR certification requirements.
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## KINESIOLOGY (KIN)

### SEE ALSO ATHLETICS AND SPORTS FITNESS

The Kinesiology and Athletics Department offers Kinesiology curriculum with a wide variety of courses to accommodate varying fitness levels, interests, and abilities, including: cardiovascular training, strength training, mind/body courses like yoga, cycling, as well as individual sport activities such as swimming, tennis, badminton, and track and field. Team sport activities such as volleyball, basketball, water polo, football, and baseball are also available for skills training and intercollegiate athletics preparation. Kinesiology lecture courses are also available for aspiring fitness professionals and transfer students. Students will not only learn how to perform activities with proper technique, but they will learn principles of exercise science and biomechanics that can be applied to their training. Athletics team classes are listed under "Athletics (ATHL)" in the catalog. Additional fitness courses are available under our related "Sports Fitness (SPFT)" area in the catalog.

Activity courses are grouped by similar content. Courses in each grouping may only be taken once with a passing grade. Please note that many activity courses are offered with varying skill levels. Students should enroll in an activity class which is most appropriate for their skill level. Students may then progress through the series of courses as personal skill develops.

**For intercollegiate athletics courses – see Athletics (ATHL)**

### KIN 1A

#### **Swimming I - Fundamentals**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Development of fundamental aquatic skills, knowledge and safety, as recommended by The American Red Cross. Emphasis on initial aquatic orientation and comfort in water and initial skill development of at least two of the four competitive strokes: Freestyle, Backstroke, and/or Breaststroke. 0835.00

### KIN 1B

#### **Swimming II - Beginning**

0.5 unit, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU/UC

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 competitive strokes: Freestyle, Backstroke, Breaststroke and Butterfly. 0835.00

### KIN 1C

#### **Swimming III - Intermediate**

0.5 units, 2 hours laboratory (GR or P/NP)

Prerequisite(s): Pass a deep water test and swim 25-50 yds continuous Freestyle and have beginning level technique in 2-3 strokes.

Acceptable for credit: CSU, UC

Activity class: Development of intermediate level aquatic skills, knowledge and safety, as recommended by The American Red Cross. Emphasis on refining aquatic orientation and initial skill development of four competitive strokes: Freestyle, Backstroke, Breaststroke and Butterfly. 0835.00

### KIN 1D

#### **Swimming IV - Competitive**

0.5 units, 2 hours laboratory (GR or P/NP)

Prerequisite(s): Pass a deep water test and swim 50 yards continuous Freestyle and have intermediate level technique in 3-4 strokes.

Acceptable for credit: CSU, UC

Activity class: Development of competitive level aquatic swimming skills and knowledge, as recommended by American Red Cross, NCAA and CCCAA. Emphasis on development of the four strokes: Freestyle, Backstroke, Breaststroke and Butterfly in preparation for competitive level swimming. 0835.00

### KIN 2

#### **Lap Swimming**

0.5 units, 2 hours laboratory (GR or P/NP)

Prerequisite(s): Pass a deep water test and swim 100 yards non-stop.

Acceptable for credit: CSU, UC

Activity class: Progressive workouts and instruction in lap swimming using the four competitive swim strokes; emphasis on developing cardiovascular fitness; increased distance and speed; exposure to aquatic sports. 0835.00

### KIN 3

#### **Long Distance Swimming**

0.5 units, 2 hours laboratory (GR or P/NP)

Prerequisite(s): Pass a deep water test and swim 100 yards non-stop.

Acceptable for credit: CSU, UC

Activity class: Development of cardiovascular fitness and endurance through swimming increased distances over time. 0835.00

### KIN 4

#### **Swimming for Fitness**

0.5 units, 2 hours laboratory (GR or P/NP)

Prerequisite(s): Pass a deep water test and swim 100 yards non-stop.

Acceptable for credit: CSU, UC

Activity class: Development of cardiovascular fitness and strength through swimming and aquatic skills to enhance personal fitness levels. 0835.00

**KIN 5****Swim Training for Competition**

0.5 units, 2 hours laboratory (GR or P/NP)

Prerequisite(s): Pass a deep water test and swim 100 yards non-stop. Demonstrate an intermediate level of swimming skill in at least 3 of the 4 competitive strokes.

Acceptable for credit: CSU, UC

Activity class: Development of competitive level swimming skills, cardiovascular fitness and endurance through swim training for competitive events. 0835.00

**KIN 14B****Water Polo II - Beginning**

1 unit, 4 hours laboratory (GR or P/NP)

Recommended preparation: To be deep water safe. Swim 2 laps without stopping and tread water for 1 min; This is a high intensity activity requiring students to be able to sustain their head above water and not have the use of the pool walls.

Acceptable for credit: CSU, UC

Activity class: Introduction to water polo: Basic skills in passing, shooting, and aquatic skills. Includes game strategy and rules. 0835.00

**KIN 14C****Water Polo III - Intermediate**

0.5 units, 2 hours laboratory (GR or P/NP)

Recommended preparation: To be deep water safe. Swim 2 laps without stopping and tread water for 1 min; This is a high intensity activity requiring students to be able to sustain their head above water and not have the use of the pool walls.

Acceptable for credit: CSU, UC

Activity class: Development of intermediate water polo skill; including passing, shooting, and other playing skills. Includes game strategy and rules. 0835.00

**KIN 19A****Aquatic Exercise I - Fundamentals**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Development of personal fitness with a focus on cardiovascular and muscular fitness through various fundamental vertical aquatic movement exercises utilizing the low impact environment of the pool. 0835.00

**KIN 19B****Aquatic Exercise II - Beginning**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Development of personal fitness with a focus on cardiovascular and muscular fitness through various beginning vertical aquatic movements, speed progressions and exercises utilizing the low impact environment of the pool. 0835.00

**KIN 19C****Aquatic Exercise III - Intermediate**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Development of personal fitness with a focus on cardiovascular and muscular fitness through various intermediate vertical aquatic skills and vertical movement exercises utilizing the low impact environment of the pool. 0835.00

**KIN 19D****Aquatic Exercise IV - Experienced**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Development of personal fitness with a focus on cardiovascular and muscular fitness through various aquatic movement exercises utilizing the low impact environment of the pool. 0835.00

**KIN 47A****Stationary Cycling for Fitness I - Fundamentals**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Indoor cycling class designed to improve aerobic fitness and endurance. 0835.00

**KIN 47B****Stationary Cycling for Fitness II - Beginning**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Development of cardiovascular fitness: Stationary bicycle pedaling at various speeds and resistances, simulating hill climbing, racing, and other cycling situations. Moderate cardiovascular workout. 0835.00

**KIN 47C****Stationary Cycling for Fitness III - Intermediate**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Development of cardiovascular fitness: Stationary bicycle pedaling at various speeds and resistances, simulating hill climbing, racing, and other cycling situations. Intermediate cardiovascular workout. 0835.00

**KIN 51A****Yoga I - Fundamentals**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Introduction to yoga stretches and postures, conscious breathing patterns and relaxing techniques. Demonstration of modifications for injuries. 0835.00



**KIN 51B****Yoga II - Beginning**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Development of beginning yoga stretches, postures, and relaxation techniques. Increased use of conscious breathing patterns. 0835.00

**KIN 51C****Yoga III - Intermediate**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Development of intermediate yoga stretches, postures, core strengthening, relaxation techniques, and personal practice. 0835.00

**KIN 58A****Fitness Center Strength Training I – Fundamentals**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Instruction of fundamental techniques for strength training using resistance equipment to improve strength, endurance and size of skeletal muscles. 0835.00

**KIN 58B****Fitness Center Strength Training II – Beginning**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Introduction of beginning techniques for strength training using resistance equipment to improve strength, endurance and size of skeletal muscles. 0835.00

**KIN 58C****Fitness Center Strength Training III – Intermediate**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Introduction of intermediate techniques for strength training using resistance equipment to improve strength, endurance and size of skeletal muscles. 0835.00

**KIN 58D****Fitness Center Strength Training IV – Experienced**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Introduction of experienced techniques for strength training using resistance equipment to improve strength, endurance and size of skeletal muscles. 0835.00

**KIN 70A****Speed Training I - Fundamentals**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Fundamental development of an individual's speed and power for applications to athletic activity in various sports. 0835.00

**KIN 70B****Speed Training II - Beginning**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Beginning development of an individual's speed and power for applications to athletic activity in various sports. 0835.00

**KIN 70C****Speed Training III - Intermediate**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Intermediate development of an individual's speed and power for applications to athletic activity in various sports. 0835.00

**KIN 70D****Speed Training IV - Experienced**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Competitive development of an individual's speed and power for applications to athletic activity in various sports. 0835.00

**KIN 74A****Badminton I - Fundamentals**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Basic fundamentals and skills in badminton. 0835.00

**KIN 74B****Badminton II - Beginning**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Beginning principles and fundamentals in badminton. 0835.00

**KIN 74C****Badminton III - Intermediate**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Intermediate fundamentals and skills in badminton. 0835.00

**KIN 74D****Badminton IV - Competitive**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Competitive strategies and skills in badminton. 0835.00

**KIN 76A****Baseball I - Fundamentals**

0.5-1 units, 2-3 hours laboratory (GR)

Recommended preparation: High School or Organized Baseball Experience

Acceptable for credit: CSU, UC

Fundamental skills in baseball: Offensive, defensive, pitching, catching. 0835.00

**KIN 76B****Baseball II - Beginning**

1 unit, 4 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Beginning level development of baseball skills. 0835.00

**KIN 76C****Baseball III - Intermediate**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Intermediate level development of baseball skills. 0835.00

**KIN 76D****Baseball IV - Competitive**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Competitive level development of baseball skills. 0835.00

**KIN 77A****Baseball IV – Competitive**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Competitive level development of baseball skills. 0835.00

**KIN 80A****Basketball I - Fundamentals**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Basic fundamentals and skills in basketball. 0835.00

**KIN 80B****Basketball II - Beginning**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Beginning level of basketball rules and skills, introductory concepts of offense and defense. 0835.00

**KIN 80C****Basketball III - Intermediate**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Intermediate introduction of basketball fundamentals, introductory concepts of offense and defense. 0835.00

**KIN 80D****Basketball IV - Competitive**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Introduction to competitive level basketball techniques through practice drills. 0835.00

**KIN 89A****Football – Offensive I - Fundamentals**

1 unit, 1 hour lecture, 1 hour laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Current concepts of offense are examined using game footage, practices, and computer assisted analysis. 0835.00

**KIN 89B****Football – Offensive II - Beginning**

1 unit, 1 hour lecture, 1 hour laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Current concepts of offense are examined using game footage, practices, and computer assisted analysis. Concepts are examined and applied to attack opponent's offensive strategies. Strategy, techniques, game rules, developmental drills, strength and conditioning programs are covered. 0835.00

**KIN 90A****Football – Defensive I - Fundamentals**

1 unit, 1 hour lecture, 1 hour laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Current concepts of defense are examined using game footage, practices, and computer assisted analysis. 0835.00

**KIN 90B****Football – Defensive II - Beginning**

1 unit, 1 hour lecture, 1 hour laboratory (GR or P/NP)  
Acceptable for credit: CSU, UC

Activity class: Current concepts of defense are examined using game footage, practices, and computer assisted analysis. Concepts are examined and applied to attack opponent's defensive strategies. Strategy, techniques, game rules, developmental drills, strength and conditioning programs are covered. 0835.00

**KIN 93****Football Fundamentals I**

2 units, 2 hours lecture (GR or P/NP)  
Acceptable for credit: CSU, UC

Basic introduction to the knowledge of strategy, rules, and principles of team play in football. 0835.00

**KIN 94****Football Fundamentals II**

2 units, 2 hours lecture (GR or P/NP)  
Acceptable for credit: CSU, UC

Advanced knowledge of strategy, rules, and principles of team play in competition football. 0835.00

**KIN 95****Football Theory and Practice I**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)  
Acceptable for credit: CSU, UC

Basic theory and techniques through lecture and practice drills. 0835.00

**KIN 96****Football Theory and Practice II**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)  
Acceptable for credit: CSU, UC

Advanced theory and techniques through lecture, practice drills and game situations. 0835.00

**KIN 103A****Soccer I - Fundamentals**

0.5 units, 2 hours laboratory (GR or P/NP)  
Acceptable for credit: CSU, UC

Activity class: Covers the fundamentals techniques of soccer, terminology, rules, and history. Practice, skills, drills, and class competitions are provided to enhance skills development and game strategy. 0835.00

**KIN 103B****Soccer II - Beginning**

0.5 units, 2 hours laboratory (GR or P/NP)  
Recommended preparation: Fundamental Soccer Skills  
Acceptable for credit: CSU, UC

Activity class: Beginning soccer skills and team competition, with emphasis placed upon offensive and defensive tactics and strategies; develop knowledge and understanding of the current collegiate soccer rules and fitness. 0835.00

**KIN 103C****Soccer III - Intermediate**

0.5 units, 2 hours laboratory (GR or P/NP)  
Acceptable for credit: CSU, UC

Activity Class: Intermediate techniques of soccer, terminology, rules, and history; practice, skills drills, and class competitions to enhance skill development and game strategy. 0835.00

**KIN 107A****Tennis I - Fundamentals**

0.5 units, 2 hours laboratory (GR or P/NP)  
Acceptable for credit: CSU, UC

Activity class: Fundamentals and Skills in Tennis. 0835.00

**KIN 107B****Tennis II - Beginning**

1 unit, 4 hours laboratory (GR or P/NP)  
Acceptable for credit: CSU, UC

Activity class: Fundamentals and Beginning Skills in Tennis. 0835.00

**KIN 110A****Track and Field I - Fundamentals**

0.5 units, 2 hours laboratory (GR or P/NP)  
Acceptable for credit: CSU, UC

Activity class: Fundamentals and skills in track and field. 0835.00

**KIN 110B****Track and Field II - Beginning**

0.5 units, 2 hours laboratory (GR or P/NP)  
Acceptable for credit: CSU, UC

Activity class: Development of beginning level track and field skills including: sprinting, the jumps, the throws, hurdling and middle/long distance running necessary for track and field competition. 0835.00

**KIN 110C****Track and Field III - Intermediate**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Intermediate track and field skills; Sprinting, the jumps, the throws, hurdling and middle/long distance running necessary for track and field competition. 0835.00

**KIN 110D****Track and Field IV - Experienced**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Experienced level track and field skills; Sprinting, the jumps, the throws, hurdling and middle/long distance running necessary for track and field competition. 0835.00

**KIN 111A****Aerobics of Jogging I - Fundamentals**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Development of cardiovascular and respiratory systems of the body through oxygen intake through jogging. 0835.00

**KIN 111B****Aerobics of Jogging II - Beginning**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Development of cardiovascular and respiratory systems of the body through oxygen intake; increased tolerance for jogging/running. 0835.00

**KIN 111C****Aerobics of Jogging III - Intermediate**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Intermediate level development of the cardiovascular and respiratory system of the body through jogging/running; increase in oxygen intake and fatigue tolerance will be trained through various forms of running and conditioning circuits. 0835.00

**KIN 111D****Aerobics of Jogging IV - Experienced**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Competitive level development of the cardiovascular and respiratory system of the body through jogging/running; increase in oxygen intake and fatigue tolerance will be trained through various forms of running and conditioning circuits. 0835.00

**KIN 120A****Volleyball I - Fundamentals**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Fundamentals of volleyball rules and skills. 0835.00

**KIN 120B****Volleyball II - Beginning**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Beginning level of volleyball rules and skills, introductory concepts of offense and defense. 0835.00

**KIN 120C****Volleyball III - Intermediate**

0.5 units, 2 hours laboratory (GR or P/NP)

Recommended preparation: Club level and/or high school level experience/play.

Acceptable for credit: CSU, UC

Activity class: Intermediate level of volleyball rules and skills. 0835.00

**KIN 120D****Volleyball IV - Competitive**

0.5 units, 2 hours laboratory (GR or P/NP)

Recommended preparation: High School or Club level playing experience required.

Acceptable for credit: CSU, UC

Activity class: Beginning level of volleyball rules and skills, introductory concepts of offense and defense. 0835.00

**KIN 134****Care and Prevention of Athletic Injuries**

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC

Care and prevention of athletic injuries: Techniques for preventing, identifying, and treating injuries commonly associated with athletics. 0835.00

**KIN 141****Personal Trainer – Certification Preparation**

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU

Introduction to Personal Training: Preparation for National Academy of Sports Medicine (NASM) Personal Trainer exam through systematic approach to program design based on NASM's Optimum Performance Training (OPT™) model, with exercise program guidelines and variables; protocols for building stabilization, strength, and power program; guidance on how to build a clientele through professional development. 0835.20

## LABOR STUDIES CERTIFICATE OF ACHIEVEMENT (CA)

This program is designed to offer both background and current trends in various aspects of labor-management issues and relations.

### CAREER OPPORTUNITIES:

Work in labor organizations and private industry, work in state, federal and local government agencies, urban studies, lawyer, job analyst, labor organizer, employee benefits manager, recruiter, arbitrator, affirmative action coordinator, conciliator, dispute resolution specialist

### COURSE SEQUENCE

#### Core Courses (15 units):

LABST 10	American Labor Movement	3	LABST 14	Grievance Handling and Arbitration	3
LABST 12	Collective Bargaining	3	LABST 30	Labor Law	3
LABST 13	Economics for Labor and Community Leadership	3	<b>Complete 6 additional units in Labor Studies (6 units)</b>		
<b>TOTAL MAJOR UNITS:</b>					<b>21</b>

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- **Critical Thinking:** Reflect on unfolding current events effecting workplace issues, recognize trends and identify what strategies from labor studies that could be applied.
- **Utilize Skill Learned:** Utilize negotiation and problem solving skills in labor and employer relations.
- **Communications Skills:** Students will use effective communication, mobilizing and leadership skills in organize, build and strengthen unions



## LABOR STUDIES ASSOCIATE OF ARTS (AA)

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This program is designed to offer both background and current trends in various aspects of labor-management issues and relations.

### CAREER OPPORTUNITIES:

Work in labor organizations and private industry, work in state, federal and local government agencies, urban studies, lawyer, job analyst, labor organizer, employee benefits manager, recruiter, arbitrator, affirmative action coordinator, conciliator, dispute resolution specialist

### COURSE SEQUENCE

#### Core Courses (15 units):

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

Complete 6 additional units in Labor Studies (6 units)

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<b>TOTAL MAJOR UNITS:</b>	<b>21</b>
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### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

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- **Critical Thinking:** Reflect on unfolding current events effecting workplace issues, recognize trends and identify what strategies from labor studies that could be applied.
  - **Utilize Skill Learned:** Utilize negotiation and problem solving skills in labor and employer relations
  - **Communications Skills:** Students will use effective communication, mobilizing and leadership skills in organize, build and strengthen unions
-

## LABOR STUDIES (LABST)

### LABST 10

#### American Labor Movement

3 units, 3 hours lecture (GR or P/NP)

Also offered as HIST 28 at Berkeley City College. Not open for credit to students who have completed or are currently enrolled HIST 28.

Acceptable for credit: CSU, UC

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

#### Right and Discrimination in th 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 21

#### Workplace Organizing

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU

Comprehensive survey of workplace organizations: Emphasis on legal background and current legal issues; group psychology; employer and union campaign strategies. 0516.00

### 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 others activists: researching employers and unions; local union and community history. 0516.00

**LABST 30****Labor Law**

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU

The development of basic legal frameworks governing labor management relations in unions, non-Union and public sectors: Rights to organize and barge collectively; legal framework of grievance/arbitration procedures; overview of protective and income security legislation and agencies. 0516.00

**LABST 49****Independent Study in Labor Studies**

0.5-5 units, 0.5-5 hours lecture (GR or P/NP)

Acceptable for credit: CSU

See section on Independent Study on page 60. 0516.00

**LABST 456H****Occupational Work Experience in Labor Studies**

1-4 units, 3-12 hours laboratory (GR)

Course study under this section may be repeated three times.

Acceptable for credit: CSU

Supervised employment providing opportunities in labor studies or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. 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). 0516.00



## LANEY EDUCATIONAL/AFTER-SCHOOL PATHWAYS (LEAP) CERTIFICATE OF PROFICIENCY (CP)

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.

<b>COURSE SEQUENCE</b>		HLTED 1	Exploring Health Issues	3	
			or		
<b>Core Courses (12-14 units):</b>		HLTED 20	Health and Wellness: Personal Change	1	
ENGL 201A*	Preparation for Composition and Reading	4	LRNRE 20	Introduction to Youth Development	3
	or		LRNRE 30	Introduction to Tutoring	1
ENGL 201B*	Preparation for Composition and Reading	4	<b>TOTAL MAJOR 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.					

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Student demonstrates readiness to work with K-8 students in math, English, and other academic courses.
- Student can apply appropriate strategies for target populations and various learning and communication styles.
- Student demonstrates ability to set personal and community wellness goals.
- Student employs culturally appropriate practices as they apply to pedagogical themes.
- Student demonstrates ability to develop an effective lesson plan for youth development program.

## LANGUAGE ARTS ASSOCIATE OF ARTS (AA)

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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.

### COURSE SEQUENCE

Communication 1A, 1B, 2A, 2B, 15A, 15B, 19, 30A, 30B, 44, 45	3	Spanish 1A**, 1B**, 2A**, 2B**, 22A**, 22B**, 30A, 30B, 40, 60A, 60B	3-5
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	Journalism 21, 55, 58, 62	3
Foreign Languages:		<b>TOTAL REQUIRED UNITS:</b>	<b>18</b>
Chinese 1**, 2**, 3**, 4**, 40A, 40B	3-5	* 4 units	
French 1A**, 1B**, 2A**, 2B**, 30A, 30B	3-5	** 5 units	
Japanese 1A**, 50A, 50B	3-5	For Associate Degree General Education requirements, refer to page 55.	

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

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- Communication: Effectively express and exchange ideas through various modes of communication.
  - Critical Thinking: Apply the principles of language and rhetoric toward the development of logical thought, precise and effective expression, and critical evaluation.
  - Cultural Awareness: Use language in a cultural context to effectively communicate thoughts and ideas while maintaining cultural sensitivity.
-



## LEARNING RESOURCES (LRNRE)

### 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 (GR or P/NP)

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)

Course study under this section may be repeated three times.

Acceptable for credit: CSU

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 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 three times.

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 235

#### Professional Skills for Career Technical Students

1 unit, 1 hour lecture (GR or P/NP)

Corequisite(s): COUN 207C

Not open for credit to students who have completed or are currently enrolled in WDETC 271.

Designed for Career Technical Education students, focus on building professional skills: technical reading and writing, English language, customer service, and career-specific research. 4990.00

### 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 269

#### Job Experience

1 unit, 1 hour lecture (P/NP)

Non-degree applicable

Course study under this section may be repeated three times.

Vocational Living Skills curriculum for adults with disabilities: Emphasis on job seeking skills and placement. 4930.30

### LRNRE 272

#### Computer Access Projects

0.5-2 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 273

#### Improving Learning Potential Using Assistive Technology I

0.5-2 units, 1.5-6 hours laboratory (GR or P/NP)

Course study under this section may be repeated fifty times.

Improving cognitive skills: Focus on reading, writing, math, and critical thinking using assistive technology for coursework. 4930.30

**LRNRE 274****Improving Learning Potential Using Assistive Technology II**

2 units, 2 hours lecture (GR or P/NP)

Course study under this section may be repeated fifty times.

Improving cognitive skills: Lectures on reading, writing, math, and critical thinking using assistive technology for coursework. 4930.30

**LRNRE 280****Study Skills**

0.5-3 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 294A****Diagnostic Learning**

0.5-1 unit, 0.5-1 hour lecture (GR or P/NP)

Modular course

Non-degree applicable.

Recommended for students with learning disabilities.

Referral by a Disabled Students Programs and Services Counselor is recommended.

Course study under this section may be repeated three times. Individual assessment to determine eligibility for services as an adult with learning disabilities in California community colleges: Specialized instruction in learning strategies. 4930.32

**LRNRE 294B****Learning Strategies in Mathematics**

0.5 units, 0.5 hours lecture (GR or P/NP)

Modular course

Non-degree applicable.

Recommended for students with learning disabilities.

Referral by a Disabled Students Programs and Services Counselor is recommended.

Course study under this section may be repeated three times. Math strategies and problem solving skills to maximize student success in mathematics classes. 4930.32

**LRNRE 294C****Learning Strategies in Writing**

1 unit, 1 hour lecture (GR or P/NP)

Modular course

Non-degree applicable.

Recommended for students with learning disabilities.

Referral by a Disabled Students Programs and Services Counselor is recommended. Course study under this section may be repeated three times.

Writing skills and writing strategies to maximize student success in all subject areas requiring writing assignments. 4930.32

**LRNRE 294D****Learning Strategies in Reading**

0.5 units, 0.5 hours lecture (GR or P/NP)

Modular course

Non-degree applicable.

Recommended for students with learning disabilities.

Referral by a Disabled Students Programs and Services Counselor is recommended.

Course study under this section may be repeated three times. Reading skills and reading strategies to maximize reading comprehension for college success in all subject areas. 4930.32

**NONCREDIT COURSES****LRNRE 501****Supervised Tutoring****LRNRE 521****Test Preparation for the Skilled Trades****LRNRE 522****Apprenticeship and Civil Service Opportunities**

See page 301 for more information  
on noncredit courses.

## LEGAL COURT INTERPRETER (SPANISH LANGUAGE) CERTIFICATE OF ACHIEVEMENT CA)

The Legal and Community Interpreting Program provides students an opportunity to prepare for a career in Spanish Legal and Community Interpretation. Courses within the program: 1) provide for the practice and development of the skills required to perform consecutive, simultaneous and sight modes of interpretation in Spanish and English in varied legal environments and situations, both in and out of the courtroom; 2) cover the study of essential English and Spanish legal terminology, the U.S. legal system, courtroom protocol, and court interpreter ethics; 3) provide instruction on the development and use of terminology resources, self-assessment tools and resources, and appropriate study skills and habits; 4) discuss the structure, process, requirements, environment, challenges and scoring criteria, such as California legal and community interpreting exams; 5) provide instruction on the skills required to allow students to immediately enter the job market as interpreters in certain environments until they successfully pass the exam. Students must have college-level proficiency in both Spanish and English to be successful in this program.

### COURSE SEQUENCE

#### First Semester (6 units):

LCI 201	Introduction to Spanish-Language Legal Interpretation	3
POSCI 21	Overview of the California Court System and State Law	3

#### Second Semester (6 units):

LCI 202	Sight Translation	3
LCI 203	Consecutive Interpretation	3

#### Third Semester (6 units):

LCI 204	Simultaneous Interpretation	3
LCI 206	Preparation for the California Court Interpreter Exam	3

#### Select one course from the following (3-5 units):

ENGL 1A	Composition and Reading	4
POSCI 6	The U.S. Constitution and Criminal Due Process	3
SPAN 22A	Spanish for Bilingual Speakers I	3
SPAN 22B	Spanish for Bilingual Speakers II	3

<b>TOTAL MINIMUM UNITS:</b>	<b>21-22</b>
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### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Demonstrate the ability to use consecutive and simultaneous modes of interpretation and sight translation appropriately and proficiently in various simulated legal settings;
- Use essential legal terminology, tools and resources appropriately and value and recognize court interpreter ethics, basic judicial procedures, precepts and protocol; and
- Create and apply appropriate and effective study skills and habits and self-assessments tools and criteria to adequately prepare for the California (Consortium) Court Interpreter Exam.

## LEGAL AND COMMUNITY INTERPRETATION (LCI)

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The mission of the LCI Department is to prepare students that are proficient in English and Spanish for careers in legal and community interpreting. The demand for professionals with this training is ever-increasing and this program of study equips students with the communication and legal skills necessary to positively impact language access within our region to and contribute to the social justice mission of the college.

### 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 legal interpretation. Introduction to: the three modes of interpretation (consecutive, simultaneous and sight); essential legal terminology used in court proceedings; the court interpreter code of ethics; courtroom protocol; judicial proceedings; differences between the U.S. and Latin American legal systems; the linguistic, cultural and professional expectations in the field of legal interpreting. 2140.00

### LCI 202

#### Sight Translation

3 units 3 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

3 units, 3 hours lecture (GR or P/NP)

Prerequisite(s): LCI 201

Recommended preparation: LCI 202

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(s): LCI 201 and 202

Principles of simultaneous interpretation: Skills and practices; legal terms used in court proceedings; lexical characteristics of Spanish used by participants in the legal process 2140.00

### LCI 206

#### Preparation for the California Court Interpreter Exam

3 units, 3 hours lecture (GR or P/NP)

Prerequisite(s): LCI 201

Recommended preparation: LCI 202, 203, 204; POSCI 21

Preparation for the California (Consortium) Court Interpreter Spanish Exam. Review and practice of three modes of interpretation (consecutive, simultaneous and sight translation); legal terminology; court interpreter ethics; English-language skills. Students develop terminology resources and the study and self-assessment skills and tools required to successfully pass the exam. 2140.00



## LIBERAL ARTS: CSU/GE BREADTH CA

(UPDATED ANNUALLY) (See ASSIST.org for 2019-2020)

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.

### 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, 20, 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 10  
Chemistry 1A/L, 1B/L, 12A/L, 12B/L, 25, 30A/L, 30B/L  
Geography 1, 9, 19  
Geology 10  
Physical Science 22  
Physics 3A/L, 3B/L, 4A/L, 4B/L, 4C/L, 10

##### B2: Life Sciences

Anthropology 1, 21  
Biology 1A/L, 1B/L, 2/L, 3/L, 4/L, 10/L, 11, 20A/L, 20B/L, 24/L, 76

##### B3: Laboratory Activity

One course from either B-1 or B-2 with laboratory (/L), or one of the following:

Anthropology 1L  
Geography 1L

##### B4: Mathematics, Quantitative Reasoning

(Must be completed with a grade of "C-" or better.)  
Mathematics 1, 2, 3A, 3B, 3C, 3E, 3F, 11, 13, 15, 16A, 16B, 50  
Physics 4A, 4B, 4C

#### 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

African American Studies 26  
Architecture 107  
Art 1, 2, 3, 4, 5, 7  
Asian/Asian-American Studies 10  
Dance 1, 5  
Mexican/Latin-American Studies 37  
Music 3A, 3B, 8A, 8B, 8C, 8D, 10, 14A, 14B, 15A, 15B, 100, 101  
Photography 25  
Theatre Arts 2, 11

##### C2: Humanities

African American Studies 18+, 29, 45\*  
Asian/Asian-American Studies 30  
Chinese 1, 2, 3, 4, 22A  
Communication 2A  
English 1B, 10A, 10B, 12, 17A, 17B, 20, 30A, 30B, 31, 43  
French 1A, 1B, 2A, 2B  
Humanities 6, 7, 16, 30A, 30B, 31A, 31B, 40, 45\*  
Japanese 1A, 1B, 2A  
Mexican/Latin-American Studies 30A, 30B, 32+, 36  
Philosophy 1, 2, 4, 6, 14, 20A, 20B, 30, 37  
Spanish 1A, 1B, 2A, 2B, 22A, 22B, 30A, 30B, 33A, 33B, 33C, 36A, 36B, 40



**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, 11, 12, 14A, 16, 18+, 23, 29, 30, 31, 32, 35\*, 38

Anthropology 2, 3, 7, 14, 19

Asian/ Asian-American Studies 2, 21, 26, 29, 32+, 35\*, 42, 45A, 45B

Biology 27\*\*++

Communication 19\*\*\*

Economics 1, 2

Ethnic Studies 1, 3, 12, 13, 14, 30^, 50

Geography 1, 2, 3, 18

History 2A, 2B, 3A, 3B, 7A, 7B, 19

Journalism 62\*\*\*

Labor Studies 10

Mexican/Latin American Studies 12,19, 23, 31, 32+, 33, 34, 35\*

Native American Studies 1, 2, 35\*

Political Science 1, 2, 3, 4, 6, 16, 18

Psychology 1A, 7A, 12\*\*, 21, 24, 26, 28

Social Science 19, 20

Sociology 1, 2, 5, 8, 13, 120

**Area E: Lifelong Understanding and Self-Development**

Minimum of 3 semester (4-5 quarter) units.

For certification, DD-214 documentation will clear this area.

Asian/ Asian-American Studies 32+

Biology 27\*++, 28

Counseling 24, 30, 57

Ethnic Studies 30^

Health Education 1, 5, 6

Psychology 6, 12\*\*++, 21+++

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**TOTAL MINIMUM REQUIRED UNITS:** **39**

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

^or+or++or+++ Course will be certified for one area only.

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.

**PROGRAM LEARNING OUTCOMES**

*Upon completion of this program a student will be able to:*

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- Communication: Students will effectively express and exchange ideas through various modes of communication.
  - Critical Thinking and Problem Solving: Students will be able to think critically and solve problems by identifying relevant information, evaluating alternatives, synthesizing findings and implementing effective solutions.
  - Global Awareness, Ethics and Civil Responsibility: Students will be prepared to practice community engagement that addresses one or more of the following: environmental responsibility, social justice and cultural diversity.
-

## LIBERAL ARTS: INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) (CA)

(UPDATED ANNUALLY) (See ASSIST.org for 2019-2020)

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.

### 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, 20, 44, 45

#### Area 2: Mathematical Concepts and Quantitative Reasoning

One course, 3 semester (4-5 quarter) units.

Mathematics 1, 2, 3A, 3B, 3C, 3E, 3F, 11, 13, 15, 16A, 16B

#### 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.**

##### 3A Arts:

African American Studies 26  
Architecture 107  
Art 1, 2, 3, 4, 5, 7  
Asian/Asian-American Studies 10  
Dance 1  
Mexican/Latin American Studies 37  
Music 3A, 3B, 4A, 4B, 8A, 8B, 8C, 8D, 10, 15A, 15B, 100, 101  
Photography 25  
Theatre Arts 2

##### 3B Humanities:

African American Studies 29  
Asian/Asian-American Studies 30  
Chinese 2+, 3+, 4+  
English 1B, 12, 17A, 17B, 20, 30A, 30B, 31, 43  
French 1B+, 2A+, 2B+  
Humanities 6, 7, 16, 30A, 30B, 31A, 31B, 40  
Japanese 1B+, 2A+  
Mexican/Latin-American Studies 30A, 30B, 32^, 36  
Philosophy 1, 2, 4, 6, 14, 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, 2, 5, 8, 11, 12, 14A, 16, 18+, 23, 30, 31, 32, 35\*, 38, 45\*\*  
Anthropology 2, 3, 7, 14, 19  
Asian/Asian-American Studies 2, 21, 26, 29, 32, 35\*, 42, 45A, 45B  
Biology 27\*\*\*  
Communication 19\*\*\*\*  
Economics 1, 2  
Ethnic Studies 1, 3, 12, 13, 14, 30, 50  
Geography 2, 3, 18  
History 2A, 2B, 3A, 3B, 7A, 7B, 19  
Humanities 45\*\*  
Journalism 62\*\*\*\*  
Labor Studies 10  
Mexican/Latin American Studies 12, 19, 23, 31, 32+, 33, 34, 35\*  
Native American Studies 1, 2, 35\*  
Political Science 1, 2, 3, 4, 6, 16, 18  
Psychology 1A, 6, 7A#, 12\*\*\*, 21, 24, 28  
Social Science 19, 20  
Sociology 1, 2, 5, 8, 13, 120

**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.**

**5A Physical Sciences:**

Astronomy 10#  
 Chemistry 1A(L), 1B(L), 12A(L)#, 12B(L)#, 25, 30A(L)#, 30B(L)#  
 Geography 1, 1L, 9, 19  
 Geology 10  
 Physical Science 22  
 Physics 3A(L)#, 3B(L)#, 4A(L)#, 4B(L)#, 4C(L)#, 10#

**5B Biological Sciences:**

Anthropology 1, 1L, 21  
 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 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 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. Proficiency met by:

At least three courses from at least two disciplines or an interdisciplinary sequence, 9 semester (12-15 quarter) units.

**Laney course(s) that meet the proficiency I level (or more advanced level) are:**

Chinese: 1, 22A  
 French: 1A  
 Japanese: 1A  
 Spanish: 1A, 22A

**TOTAL REQUIRED UNITS:****37**

+ Courses designated with an "+" may be counted in Language other than English and one additional area, i.e. Area 3: Humanities.

^ Course will be certified for one area only.

\*or\*\*or\*\*\*or\*\*\*\* 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.

**PROGRAM LEARNING OUTCOMES**

*Upon completion of this program a student will be able to:*

- **Communication:** Students will effectively express and exchange ideas through various modes of communication.
- **Critical Thinking and Problem Solving:** Students will be able to think critically and solve problems by identifying relevant information, evaluating alternatives, synthesizing findings and implementing effective solutions.
- **Global Awareness, Ethics and Civil Responsibility:** Students will be prepared to practice community engagement that addresses one or more of the following: environmental responsibility, social justice and cultural diversity.

## INDUSTRIAL MAINTENANCE (CERTIFICATE OF ACHIEVEMENT (CA))

The Laney College Machine Technology Industrial Maintenance is a multi-disciplinary career technical education certificate that prepares students for work in a wide range of industries. Based on the precision skill set of the machinist trade the certificate also covers basic electrical and welding skills that play a critical role in the industrial maintenance field. The certificate will provide students with entry level skills into the maintenance field and prepare them for more highly skilled specialized training available in the advanced certificate.

### CAREER OPPORTUNITIES

Currently and for the foreseeable future, industrial maintenance is a high demand occupation. Demand is driven by moderate growth in the field and an aging workforce with a high percentage of workers facing retirement over the next five years. A recent study by BayWorks (a consortium of water and wastewater utilities covering the nine bay counties) showed 59% of their workforce in the industrial maintenance machinist/mechanic field will be facing retirement in the next five years. Another study by the Industrial Maintenance Machinist group of the Bay Area CTE Deans showed over 900 job openings a year in the Bay Area with wages ranging from \$190.50 an hour to \$31.50 an hour. Currently there are no industrial maintenance training programs in the Bay Area Community Colleges. For the past two years Laney Machine Technology has been working with BayWorks, Bay Ship & Yacht, Shell and Tesoro refineries, Posco Steel, Leslie Salt, Selway Tool, the International Association of Machinist and other large companies to develop the curriculum for this certificate and an advanced second year program. The high demand and high wages in this career field offer a great career opportunity for Laney graduates.

### COURSE SEQUENCE

#### First Semester (15.5 units):

E/ET 203	Basic Electricity	3
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)	0.5
MATH 220B*	Technical Math with Algebra– Part 2 (Lab)	0.5
MATH 220C*	Technical Math with Algebra– Part 3 (Lab)	0.5
WELD 205	Introduction to Welding	3

#### Second Semester (14 units):

E/ET 11	Commercial Electricity for HVAC	2
E/ET 223	CAL-OSHA 30-Hour Construction Industry Training	2
MACH 206	Industrial Hydraulics and Pneumatics	2
MACH 220	Machine Technology II	5
MATH 220D*	Technical Math with Algebra– Part 4 (Lab)	0.5
MATH 220E*	Technical Math with Geometry– Part 1 (Lab)	0.5
MATH 220F*	Technical Math with Geometry– Part 2 (Lab)	0.5
WELD 215	Welding for ECT Technicians	1.5

<b>TOTAL MAJOR UNITS:</b>	<b>29.5</b>
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\*A more advanced Mathematics course may be substituted.

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Demonstrate safe work procedures while operating and repairing electrical and mechanical systems including use and disposal of hazardous materials.
- Develop skills that enable precision and productivity in the repair and setup of mechanical systems.
- Demonstrate technical literacy in reading and writing technical documents, determining required specifications based on engineering drawings and use of mathematics in problem solving.

## MACHINE TECHNOLOGY CERTIFICATE OF ACHIEVEMENT (CA)

The program prepares students for employment as a machinist apprentice, machinist, maintenance machinist, and CNC operator and/or programmer.

### CAREER OPPORTUNITIES:

The Machine Technology Certificate and Degree prepares individuals for a wide range of opportunities including CNC Programmer, Maintenance Machinist, or Precision Inspection.

### COURSE SEQUENCE

#### First Semester (10 units):

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)	0.5
MATH 220B*	Technical Math with Algebra– Part 2 (Lab)	0.5
MATH 220C*	Technical Math with Algebra– Part 3 (Lab)	0.5
MATH 220D*	Technical Math with Algebra– Part 4 (Lab)	0.5

#### Second Semester (10 units):

MACH 20	CAD Solid Modeling with SolidWorks	4
MACH 220	Machine Technology II	5
MATH 220E*	Technical Math with Geometry– Part 1 (Lab)	0.5
MATH 220F*	Technical Math with Geometry– Part 2 (Lab)	0.5

#### Third Semester (9 units):

MACH 30	Introduction to CNC Programming and CAD/ CAM Technology	4
MACH 230	Machine Technology III	5

#### Fourth Semester (9 units):

MACH 31+	Advanced CNC and CAD/ CAM Programming	4
MATH 220G*	Technical Math with Trigonometry (Lab)	1
WELD 205	Introduction to Welding	3

<b>TOTAL MAJOR UNITS:</b>	<b>37</b>
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\*A more advanced Mathematics course may be substituted.

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- **Technical Literacy:** Students will communicate effectively in the technical language of the machinist trade, including written, verbal, mathematical, and computer skills.
- **Safety:** Student will rigorously pursue health and safety standards that impact them on a personal level, a workplace level, and in the larger environment.
- **Machining Skills:** Students will develop a foundation of skills necessary to operate conventional and CNC machine tools that enables them to manufacture and repair parts to meet required engineering specifications.
- **Planning:** Students will analyze part specifications, material conditions and tooling to develop a plan to successfully manufacture or repair the required part.
- **Soft Skills:** Students will demonstrate patience, focus, and concentration to successfully and safely complete job assignments.
- **Personal and Workplace Responsibilities:** Students will display pride, craftsmanship, and ownership in their execution of personal and workplace responsibilities.



## MACHINE TECHNOLOGY ASSOCIATE OF SCIENCE (AS)

The program prepares students for employment as a machinist apprentice, machinist, maintenance machinist, and CNC operator and/or programmer.

### CAREER OPPORTUNITIES:

The Machine Technology Certificate and Degree prepares individuals for a wide range of opportunities including CNC Programmer, Maintenance Machinist, or Precision Inspection.

### COURSE SEQUENCE

#### First Semester (10 units):

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)	0.5
MATH 220B*+	Technical Math with Algebra– Part 2 (Lab)	0.5
MATH 220C*+	Technical Math with Algebra– Part 3 (Lab)	0.5
MATH 220D*+	Technical Math with Algebra– Part 4 (Lab)	0.5

#### Second Semester (10 units):

MACH 20	CAD Solid Modeling with SolidWorks	4
MACH 220	Machine Technology II	5
MATH 220E*+	Technical Math with Geometry– Part 1 (Lab)	0.5
MATH 220F*+	Technical Math with Geometry– Part 2 (Lab)	0.5

#### Third Semester (9 units):

MACH 30+	Introduction to CNC Programming and CAD/CAM Technology	4
MACH 230	Machine Technology III	5

#### Fourth Semester (9 units):

MACH 31+	Advanced CNC and CAD/CAM Programming	4
MATH 220G*+	Technical Math with Trigonometry (Lab)	1
WELD 205	Introduction to Welding	3

#### TOTAL MAJOR UNITS:

37

\*A more advanced Mathematics course may be substituted.

+Course may be applied to Associated Degree General Education requirement.

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- **Technical Literacy:** Students will communicate effectively in the technical language of the machinist trade, including written, verbal, mathematical, and computer skills.
- **Safety:** Student will rigorously pursue health and safety standards that impact them on a personal level, a workplace level, and in the larger environment.
- **Machining Skills:** Students will develop a foundation of skills necessary to operate conventional and CNC machine tools that enables them to manufacture and repair parts to meet required engineering specifications.
- **Planning:** Students will analyze part specifications, material conditions and tooling to develop a plan to successfully manufacture or repair the required part.
- **Soft Skills:** Students will demonstrate patience, focus, and concentration to successfully and safely complete job assignments.
- **Personal and Workplace Responsibilities:** Students will display pride, craftsmanship, and ownership in their execution of personal and workplace responsibilities.

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## MACHINE TECHNOLOGY (MACH)

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The program prepares students for employment as a machinist apprentice, machinist, maintenance machinist, and CNC operator and/or programmer.

### 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(s): 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(s): 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 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 140.5M 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 205

#### Engineering Drawings for Machinists, Welders, and Industrial Maintenance Technicians

3 units, 3 hours lecture (GR or P/NP)

Interpretation of engineering drawings and specifications for machinists, welders, and industrial maintenance technicians: Explanation of rules, symbols, and relationships in blueprints, assembly drawings and weldments; ANSI/ASME Y 14.5 Geometric Dimensioning and Tolerancing (GD&T) Standards, use of Coordinate Measuring Machine (CMM) for inspection of GD&T specifications. 0956.30

### MACH 206

#### Industrial Hydraulics and Pneumatics

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. 0945.00

### MACH 207

#### Industrial Hydraulics and Pneumatics

3 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. 0945.00

### MACH 208

#### Theory, Operation, and Maintenance of Industrial Pumps

4 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)

Prerequisite(s): MACH 210 and 205

Introduction to theory, operation, and maintenance of industrial pumps: Repair, seals, and alignment for variety of pump applications for water, wastewater, and industrial applications. 0945.00

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**MACH 210****Machine Technology I**

5 units, 3 hours lecture, 6 hours laboratory (GR or P/NP)  
Eligible for credit by examination.

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 211****Dimensional Metrology**

3 units, 1.5 hours lecture, 4.5 hours laboratory (GR or P/NP)  
Prerequisite(s): MACH 210  
Eligible for credit by examination

Standards and techniques used in dimensional measurement of physical objects: Emphasis on use of gauges, calibration systems and standards. Topics include gauge selection and use, surface plates, optical equipment, and introduction to coordinate measuring machines (CMM). 0956.80

**MACH 220****Machine Technology II**

5 units, 3 hours lecture, 6 hours laboratory (GR or P/NP)  
Recommended preparation: MACH 210

Continuation of MACH210: 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(s): 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 255****Survey Course for the Skilled Trades**

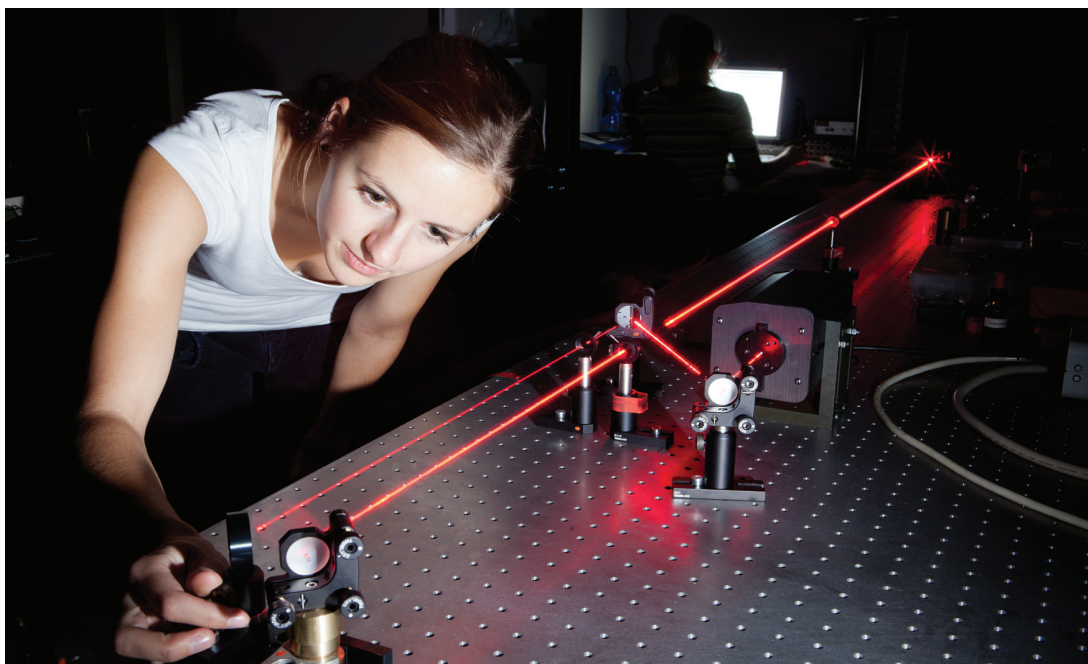
0.5 units, 1.5 hours laboratory (P/NP)

Introduction to the skilled trades Machining: Topics include safety, career opportunities, and hands on experience. Part of a four part series survey class including WELD 255, CARP 255, WDTEC 255. 0956.30

**MACH 466L****Occupational Work Experience in Machine Technology**

1-4 units, 3.43-17.15 hours laboratory (GR)  
Course study under this section may be repeated three times.  
Acceptable for credit: CSU

Supervised employment providing opportunities in machine technology or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. Students may reenroll 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). 0956.30



## MANAGEMENT AND SUPERVISION CERTIFICATE OF ACHIEVEMENT (CA)

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Management and Supervision certificate combines management theory with day-to-day practical application to achieve organizational goals. Curriculum provides an opportunity for management students to 1) to increase their working knowledge; 2) develop their managerial skills; and 3) understand the multiple roles of managers and functions. Courses also include opportunities for students to role play and address ethical dilemmas based on acquired knowledge and skills.

### CAREER OPPORTUNITIES

Entry or mid-level managerial or supervisory positions or administrative services managers.

### COURSE SEQUENCE

#### Core Courses (18 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	3

#### Recommended but not required:

BUS 38	Introduction to Microcomputers and Business Software	4
	or	
BUS 43B	Introduction to Microsoft Excel for Business Applications	4

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<b>TOTAL MAJOR UNITS:</b>	<b>18</b>
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### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

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- Evaluate how management significantly impacts organizational performance and success.
  - Develop communication skills to effectively address and resolve work related issues.
  - Diagnose appropriate motivational theories to actively engage and empower employees.
-

## MANAGEMENT AND SUPERVISION ASSOCIATE OF SCIENCE (AS)

Management and Supervision degree combines management theory with day-to-day practical application to achieve organizational goals. Curriculum provides an opportunity for management students to 1) to increase their working knowledge; 2) develop their managerial skills; and 3) understand the multiple roles of managers and functions. Courses also include opportunities for students to role play and address ethical dilemmas based on acquired knowledge and skills.

### CAREER OPPORTUNITIES

Entry or mid-level managerial or supervisory positions or administrative services managers.

### COURSE SEQUENCE

#### Core Courses (18 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	3

#### Select one of the following (4 units):

BUS 38	Introduction to Microcomputers and Business Software +	4
BUS 43B	Introduction to Microsoft Excel for Business Applications +	4

<b>TOTAL MAJOR UNITS:</b>	<b>22</b>
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+ Courses may be applied to Associate Degree General Education requirement

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Evaluate how management significantly impacts organizational performance and success.
- Develop communication skills to effectively address and resolve work related issues.
- Diagnose appropriate motivational theories to actively engage and empower employees.



## MANAGEMENT AND SUPERVISION (M/SVN)

The program of study combines management theory with day-to-day practical application. One-the-job learning objectives provides an opportunity for enrolled students to complete approved objectives in a work environment while developing or enhancing supervisorial and management skills.

### 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

### BUS 456I

#### Occupational Work Experience in Management and Supervision

1-4 units, 3-12 hours laboratory (GR)

Course study under this section may be repeated up to four times

Acceptable for credit: CSU

Supervised employment providing opportunities in management and supervision or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. Course study under this section may be repeated four 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. 0506.30



## MATHEMATICS ASSOCIATE OF SCIENCE (AS)

This associate degree is designed for students who complete the first two years of college math. It differs from our transfer degree in the IGETC or CSU Breadth Requirements. Students interested in this degree should consult with a counselor and the chair of the Mathematics Department. The degree will be awarded upon completion of the major course requirements listed below and the General Education requirements for the Associate in Science Degree.

### CAREER OPPORTUNITIES:

Scientists, researchers, mathematics teachers, actuaries, and in general workers in fields that require mathematical knowledge together with a scientific, computing, or business background.

### COURSE SEQUENCE

#### Core Courses (15 units):

MATH 3A	Calculus I	5
MATH 3B	Calculus II	5
MATH 3C	Calculus III	5

#### Select one course from the following (3 units): (if you choose both, other courses are optional)

MATH 3E	Linear Algebra	3
	or	
MATH 3F	Differential Equations	3

#### Select one course from the following (4 units): (if necessary to complete 21 units for the major)

MATH 11	Discrete Mathematics	4
	or	
MATH 13	Introduction to Statistics	4

<b>TOTAL MAJOR UNITS</b>	<b>21-22</b>
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### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- **Application Problems:** Students should be able to read word problems, identify the type of problem, synthesize relevant information, create a mathematical relationship (equation) to determine unknown quantities and solve to determine the answer to the question posed.
- **Solving Problems Algebraically:** Students should be able to use algebraic manipulation to find solutions to problems/equations both with and without a calculator
- **Graphs:** Students should be able to analyze, create and solve problems using graphs.

## ASSOCIATE IN SCIENCE DEGREE IN MATHEMATICS FOR TRANSFER (AS-T)

The Associate in Science Degree in Mathematics for Transfer (AS-T) is designed to prepare students for a seamless transfer with junior status and priority admission to their local CSU campus to a program or major in Mathematics or similar major for completion of a baccalaureate degree. Students are required to complete: \* a minimum of 21-23 semester units in the major with a grade of C or better while maintaining a minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. \* 60 semester CSU-transferable units using the California State University-General Education-Breadth pattern (CSU-GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern. \* No more than 60 semester units are required. The Associate in Science Degree in Mathematics for Transfer will also assist Mathematics major students to transfer to a U.C. or other baccalaureate institutions. Students are advised to consult with a counselor to verify transfer requirements.

### CAREER OPPORTUNITIES:

In the modern world, there are many fields that need specialists in mathematics. Careers in mathematics include: scientists, researchers, space technicians, mathematics teachers, actuaries and insurance specialists, and people who can contribute mathematical knowledge with a scientific, computer, or business background.

### COURSE SEQUENCE

#### Core Courses (15 units):

MATH 3A	Calculus I	5
MATH 3B	Calculus II	5
MATH 3C	Calculus III	5

#### Select one from the following (3 units)

(if you choose both, other courses are optional)

MATH 3E	Linear Algebra	3
	or	
MATH 3F	Differential Equations	3

#### Select one from the following (if necessary to complete 21-23 units for major)

MATH 11	Discrete Mathematics	4
	or	
MATH 13	Introduction to Statistics	4
	or	
PHYS 4A	General Physics with Calculus	5
	or	
PHYS 4B	General Physics with Calculus	5
	or	
PHYS 4C	General Physics with Calculus	5

<b>TOTAL MAJOR UNITS</b>	<b>21-23</b>
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<b>IGTEC or CSU GE-Breadth Education Pattern</b>	<b>37-39</b>
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**CSU Transferable General Elective Courses to meet 60**

<b>TOTAL UNITS</b>	<b>60</b>
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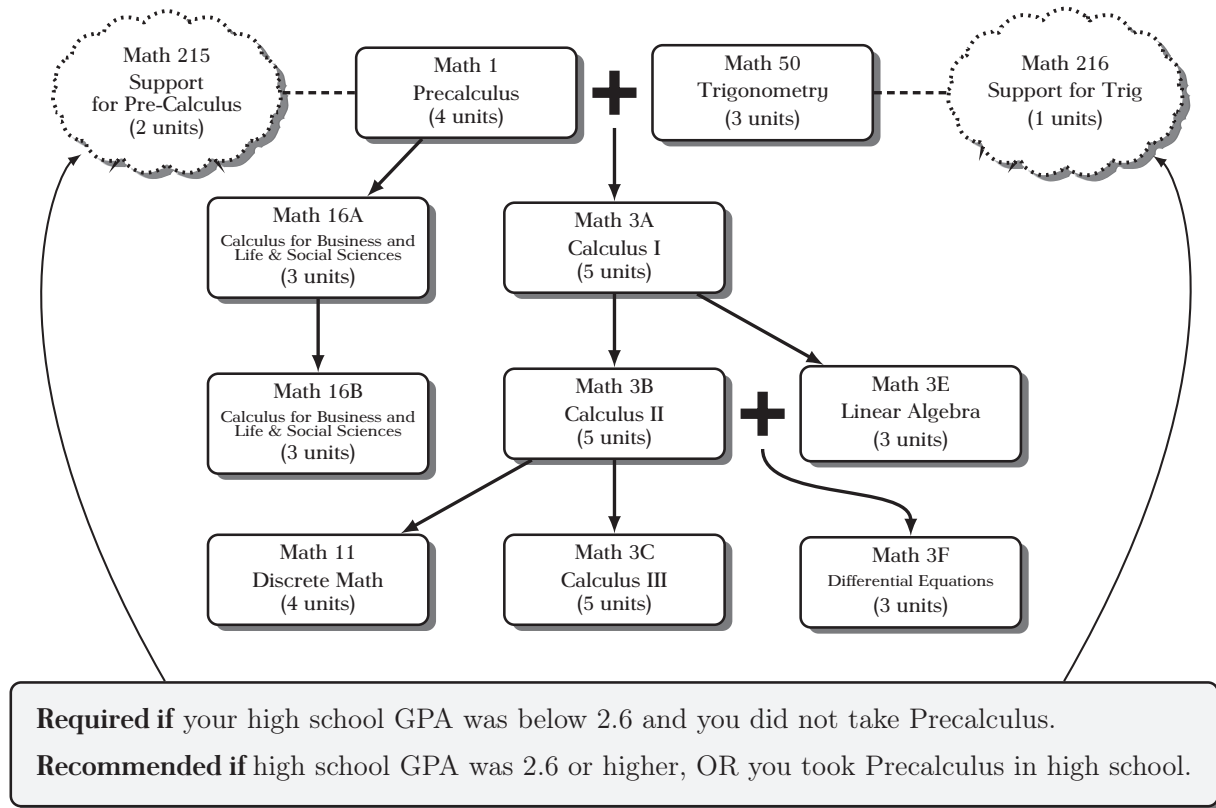
### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

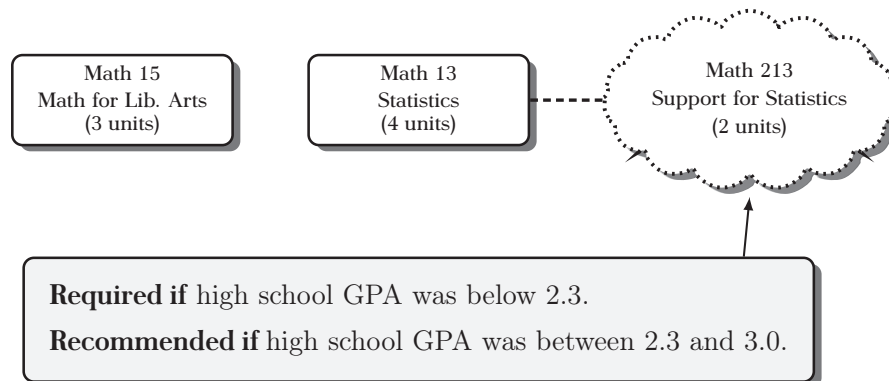
- Solve quantitative problems using numerical, graphical, and algebraic methods.
- Represent functions as power series and test these series for convergence.
- Compute derivatives and integrals of multivariable functions.
- Evaluate integrals using Green's Theorem, Stokes' Theorem and Gauss' Theorem.

## MATHEMATICS CURRICULUM FLOW CHART

### BUSINESS CALCULUS & STEM MATH PATHWAY



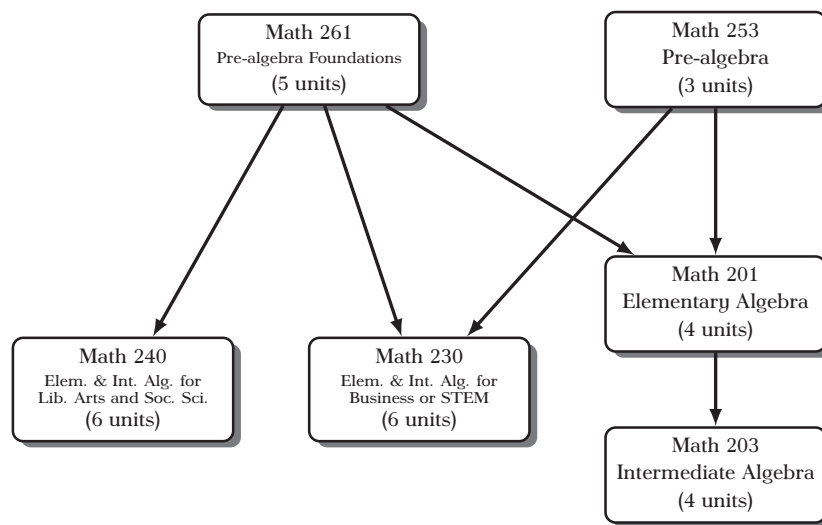
### STATISTICS AND LIBERAL ARTS PATHWAY



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**MATHEMATICS CURRICULUM FLOW CHART**

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**BASIC SKILLS PATHWAY**



## MATHEMATICS (MATH)

The Mathematics Department offers a rich curriculum to meet the diverse needs of students at Laney College. Our course offerings include those transferable to four-year colleges/universities, those tailored for programs in career and technical education, along with those designed to help students strengthen their basic skills.

### MATH 1 Pre-Calculus

4 units, 4 hours lecture (GR)

Prerequisite(s): MATH 203 or 211D OR 230

Acceptable for credit: CSU, UC

Preparation for the calculus sequence or other courses requiring a sound algebraic background: Inequalities, theory of equations, sequences and series, matrices, functions and relations, logarithmic and exponential functions; function concept used as a unifying notion. 1701.00

AA/AS area 4b; CSU area B4; IGETC area 2A

### MATH 2 Precalculus with Analytic Geometry

5 units, 5 hours lecture (GR)

Prerequisite(s): MATH 50

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 2A

### MATH 3A Calculus I

5 units, 5 hours lecture (GR)

Prerequisite(s): MATH 1 and 50 or MATH 2

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 2A

(C-ID: MATH 210) (C-ID: MATH 900S when taken with MATH 3B)

### MATH 3B Calculus II

5 units, 5 hours lecture (GR)

Prerequisite(s): 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 2A

(C-ID: MATH 220) (C-ID: MATH 900S when taken with MATH 3A)

### MATH 3C Calculus III

5 units, 5 hours lecture (GR)

Prerequisite(s): 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 2A

(C-ID: MATH 230)

### MATH 3E Linear Algebra

3 units, 3 hours lecture (GR)

Prerequisite(s): 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 2A

(C-ID: MATH 250)

### MATH 3F Differential Equations

3 units, 3 hours lecture (GR)

Prerequisite(s): MATH 3B and 3E

Recommended preparation: 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 2A

(C-ID: MATH 240)

**MATH 11****Discrete Mathematics**

4 units, 4 hours lecture (GR or P/NP)

Prerequisite(s): 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 2A

(C-ID: MATH 160)

**MATH 13****Introduction to Statistics**

4 units, 4 hours lecture (GR)

Prerequisite(s): MATH 203 or 206 or 211D or 230 or 240

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 2A

(C-ID: MATH 110)

**MATH 15****Mathematics for Liberal Arts Students**

3 units, 3 hours lecture (GR)

Prerequisite(s): MATH 203 or 230 or 240 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 2A

**MATH 16A****Calculus for Business and the Life and Social Sciences**

3 units, 3 hours lecture (GR)

Prerequisite(s): MATH 1 or MATH 2

Acceptable for credit: CSU, UC

Introduction to analytic geometry, differential and integral calculus of algebraic function, particular attention paid to simple applications. 1701.00

AA/AS area 4b; CSU area B4; IGETC area 2A

(C-ID: MATH 140)

**MATH 16B****Calculus for Business and the Life and Social Sciences**

3 units, 3 hours lecture (GR)

Prerequisite(s): MATH 16A or MATH 3A

Acceptable for credit: CSU, UC

Continuation of differential and integral calculus: Transcendental functions, methods of integration, partial differentiation, and multiple integration with particular attention to applications. 1701.00

AA/AS area 4b; CSU area B4; IGETC area 2A

**MATH 49****Independent Study in Mathematics**

0.5-5 units, 0.5-5 hours lecture (GR)

Acceptable for credit: CSU, UC♦

See section on Independent Study on page 60. 1701.00

**MATH 50****Trigonometry**

3 units, 3 hours lecture (GR)

Prerequisite(s): MATH 203 or 211D or 230

Recommended preparation: MATH 202

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 201****Elementary Algebra**

4 units, 5 hours lecture (GR)

Prerequisite(s): MATH 225 or 250 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 210D.

Eligible for credit by examination.

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(s): MATH 201 or 210D or 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(s): 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 211D.

Eligible for credit by examination.

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 208****Mathematics for Laboratory Sciences**

3 units, 3 hours lecture (GR)

Recommended preparation: MATH 253

Eligible for credit by examination.

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)

Prerequisite(s): MATH 225 or 250 or 251D or 253 or placement through multiple-measures assessment process.

Open-entry/open-exit course

Not open for credit to students who have completed or are currently enrolled in MATH 201.

Eligible for credit by examination

Elementary Algebra Lab A: Real number properties, four basic operations with integers and rational numbers, solutions of linear equations. Sequentially aligned to MATH 210A, 210B, 210C, and 210D. 1701.00

**MATH 210B****Elementary Algebra (Lab)**

1 unit, 3 hours laboratory (GR)

Prerequisite(s): MATH 210A

Open-entry/open-exit course

Not open for credit to students who have completed or are currently enrolled in MATH 201.

Eligible for credit by examination

Continuation of MATH 210A: Introduction to Graphing. Reading graphs, plotting points, scaling graphs, graphing linear equations, intercepts, rates and slope. Sequentially aligned to MATH 210A, 210B, 210C, and 210D. 1701.00

**MATH 210C****Elementary Algebra (Lab)**

1 unit, 3 hours laboratory (GR)

Prerequisite(s): MATH 210B

Open-entry/open-exit course

Not open for credit to students who have completed or are currently enrolled in MATH 201.

Eligible for credit by examination

Continuation of MATH 210B: Polynomials. Properties of exponents, scientific notation, 4 basic operations with polynomials, multivariable polynomials, factoring (trinomials, perfect square trinomials, difference of squares, sum and difference of cubes), solving polynomial equations by factoring. Sequentially aligned to MATH 210A, 210B, 210C, and 210D. 1701.00

**MATH 210D****Elementary Algebra (Lab)**

1 unit, 3 hours laboratory (GR)

Prerequisite(s): MATH 210C

Open-entry/open-exit course

Not open for credit to students who have completed or are currently enrolled in MATH 201.

Eligible for credit by examination

Continuation of MATH 210C: Rational Functions. Four basic operations with rational expressions, complex rational expressions, solving rational equations and applications. Sequentially aligned to MATH 210A, 210B, 210C, and 210D. 1701.00

**MATH 211A****Intermediate Algebra (Lab)**

1 unit, 3 hours laboratory (GR)

Prerequisite(s): MATH 201 or 210D or placement through multiple-measures assessment process

Recommended preparation: MATH 202

Open-entry/open-exit course

Not open for credit to students who have completed or are currently enrolled in MATH 203

Eligible for credit by examination

Intermediate Algebra Lab: Introduction to functions, domain and range, graphs of functions, operations with functions, formulas, applications of functions, variation, systems of equations in two variables, solving systems by substitution and elimination, applications involving systems of two equations, systems of equations in three variables. Sequentially aligned to MATH 211A, 211B, 211C, and 211D 1701.00

AA/AS area 4b

**MATH 211B****Intermediate Algebra (Lab)**

1 unit, 3 hours laboratory (GR)

Prerequisite(s): MATH 211A

Open-entry/open-exit course

Not open for credit to students who have completed or are currently enrolled in MATH 203

Eligible for credit by examination

Continuation of MATH 211A: Solving inequalities and finding their domain, intersections, unions, compound inequalities, absolute-value equations and inequalities, inequalities in two variables, radical expressions and functions, rational numbers as exponents, operations involving radical expressions, solving radical equations, distance and midpoint formulas and other applications, complex numbers. Sequentially aligned to MATH 211 A, 211B, 211C, and 211D 1701.00

AA/AS area 4b

**MATH 211C****Intermediate Algebra (Lab)**

1 unit, 3 hours laboratory (GR)

Prerequisite(s): MATH 211B

Open-entry/open-exit course

Not open for credit to students who have completed or are currently enrolled in MATH 203.

Eligible for credit by examination

Continuation of MATH 211B: Solving quadratic equations, using the quadratic formula, studying solutions of quadratic equations, equations reducible to quadratic, quadratic functions and their graphs, applications of quadratic functions and equations, polynomial and rational inequalities. Sequentially aligned to MATH 211 A, 211B, 211C, and 211D. 1701.00

AA/AS area 4b

**MATH 211D****Intermediate Algebra (Lab)**

1 unit, 3 hours laboratory (GR)

Prerequisite(s): MATH 211C

Open-entry/open-exit course

Not open for credit to students who have completed or are currently enrolled in MATH 203

Eligible for credit by examination

Continuation of MATH 211C: Composite and inverse functions, exponential functions, logarithmic functions, properties of logarithmic functions, common and natural logarithms, solving exponential and logarithmic equations, applications of exponential and logarithmic functions Sequentially aligned to MATH 211 A, 211B, 211C, and 211D. 1701.00

AA/AS area 4b

**MATH 213****Support for Statistics**

2 units, 2 hours lecture (P/NP)

Corequisite(s): MATH 13

Competencies and concepts needed in statistics: Arithmetic, pre-algebra, elementary and intermediate algebra, and descriptive statistics: Descriptive data analysis, solving and graphing linear equations, and modeling with linear functions. Intended for students who are concurrently enrolled in MATH 13. 1701.00

**MATH 215****Support for Pre-Calculus**

2 units, 2 hours lecture (P/NP)

Corequisite(s): MATH 1

Review of the core prerequisite skills, competencies, and concepts needed in pre-calculus: Factoring, operations on rational and radical expressions, absolute value equations and inequalities, exponential and logarithmic expressions and equations, conic sections, functions including composition and inverses, an in-depth focus on quadratic functions, and a review of topics from geometry. Intended for students majoring in business, science, technology, engineering, and mathematics and concurrently enrolled in MATH 1. This course is appropriate for students who are confident in their graphing and beginning algebra skills. 1701.00

**MATH 216****Support for Trigonometry**

1 units, 1 hours lecture (P/NP)

Corequisite(s): MATH 50

Review of the core prerequisite skills, competencies, and concepts needed in trigonometry: Geometry, transformations of graphs, trigonometric functions and applications, conic sections, polar coordinates including the complex plane and analytic geometry. Intended for students majoring in science, technology, engineering, and mathematics and who are concurrently enrolled in MATH 50, Trigonometry. This course is appropriate for students who are confident in their graphing and beginning algebra skills. 1701.00

**MATH 220A****Technical Mathematics with Algebra - Part 1 (Lab)**

0.5 unit, 1.5 hours laboratory (GR or P/NP)

Recommended preparation: MATH 253 or 250 or math placement exam

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)**

0.5 unit, 1.5 hours laboratory (GR or P/NP)

Prerequisite(s): 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)**

0.5 unit, 1.5 hours laboratory (GR or P/NP)

Prerequisite(s): 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  
AA/AS area 4b

**MATH 220D****Technical Mathematics with Algebra - Part 4 (Lab)**

0.5 unit, 1.5 hours laboratory (GR or P/NP)

Prerequisite(s): 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  
AA/AS area 4b

**MATH 220E****Technical Mathematics with Geometry–Part 1 (Lab)**

0.5 unit, 1.5 hours laboratory (GR or P/NP)

Prerequisite(s): MATH 220D

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  
AA/AS area 4b

**MATH 220F****Technical Mathematics with Geometry–Part 2 (Lab)**

0.5 unit, 1.5 hours laboratory (GR or P/NP)

Prerequisite(s): 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  
AA/AS area 4b

**MATH 220G****Technical Mathematics with Trigonometry (Lab)**

1 unit, 3 hours laboratory (GR or P/NP)

Prerequisite(s): MATH 220E

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  
AA/AS area 4b

**MATH 221****Technical Mathematics**

4 units, 4 hours lecture (GR)

Prerequisite(s): MATH 250 or 251ABCD

Not open for credit to students who have completed or are currently enrolled in MATH 220A-G.

Selected topics in algebra useful for the vocations: signed numbers, exponents, roots, order of operations. Applications to the trades. 1701.00

AA/AS area 4b

**MATH 230****Elementary and Intermediate Algebra for Business or STEM majors**

6 units, 6 hours lecture (GR)

Prerequisite(s): MATH 250 or 225 or 253 or Appropriate Placement through the multiple measures assessment process.

A combined course in algebra: Systems of equations: inequalities, graphs and functions; radicals, quadratic polynomials, rational expressions; exponential and logarithmic functions, and problem solving, with emphasis on knowledge skills appropriate for students pursuing a major in STEM (Science, Technology, Engineering, Mathematics) or Business. 1701.00  
AA/AS area 4b

**MATH 240****Elementary and Intermediate Algebra for Liberal Arts and Social Science**

6 units, 6 hours lecture (GR)

Prerequisite(s): MATH 225 or 250 or 253

Topics from Elementary and Intermediate Algebra: Systems of equations, inequalities, graphs and functions, radicals, quadratic polynomials, rational expressions, exponential and logarithmic functions, and problem solving for liberal arts and social science majors. 1701.00  
AA/AS area 4b



**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 253****Pre-Algebra**

3 units, 3 hours lecture (GR)

Recommended preparation: MATH 250 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 261****Pre-Algebra Foundations**

5 units, 5 hours lecture (GR or P/NP)

Topics from Arithmetic and Pre-Algebra: Use of basic arithmetic in application problems, estimation, the real number system, variables and linear equations, percents, proportions and unit conversion. Not open to students who have completed MATH 253. 1702.00

**NONCREDIT MATH COURSE****MATH 503****Supervised Tutoring in Mathematics****MATH 504****Workforce Math**

See page 301 for more information  
on noncredit courses.



## PERFORMANCE AND PRODUCTION FOR VIDEO, BROADCAST AND DIGITAL CINEMATOGRAPHY CERTIFICATE OF ACHIEVEMENT (CA)

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 sportscasting.

### CAREER OPPORTUNITIES:

Film/video producers and directors, television writers/announcers/producers/directors, sports writers/announcers, corporate video/promotions, writing for web sites, training video productions, infomercial production, advertising video, web shopping videos, music videos, voice overs, writing for interactive journalism, acting for various screen productions

### COURSE SEQUENCE

#### Core Courses (10 units):

MEDIA 104	Beginning Digital Video Production	3
MEDIA 111	Basic Audio Production	3
MEDIA 115	Media-based Computing: iLife and Mac OSX	3
MEDIA 129	Portfolio Development	1

#### Writing and Performing Courses (12 units):

MEDIA 100A	Broadcast Media Announcing and Performance	3
MEDIA 101A	Acting/Directing for the Camera	3
MEDIA 102A	Broadcast Journalism A	3
MEDIA 125	Scriptwriting for Video, Broadcast, and Digital Cinematography	3

#### Select one of the following (2-3 units):

MEDIA 100B	Broadcast Media Announcing and Performance	3
MEDIA 101B	Acting/Directing for the Camera	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

<b>TOTAL REQUIRED UNITS:</b>	<b>24-25</b>
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### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Write and perform PSA's, commercials, news scripts and scenes for radio, television, web and film.
- Analyze scripts to develop a performance which integrates appropriate vocal technique, characterization and emotional interpretation.
- Apply appropriate critical and creative problem solving skills to analyze the aesthetic and production elements of television and other interactive media.
- Develop industry awareness that demonstrates understanding of the importance of teamwork and collaboration, balancing creative skills with issues surrounding the medium, and the necessity to pursue lifelong learning.
- Create a coherent, industry relevant show reel of work and integrate studies toward professional aspirations.

## PERFORMANCE AND PRODUCTION FOR VIDEO, BROADCAST AND DIGITAL CINEMATOGRAPHY ASSOCIATE OF ARTS (AA)

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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 sportscasting.

### CAREER OPPORTUNITIES:

Film/video producers and directors, television writers/announcers/producers/directors, sports writers/announcers, corporate video/promotions, writing for web sites, training video productions, infomercial production, advertising video, web shopping videos, music videos, voice overs, writing for interactive journalism, acting for various screen productions

### COURSE SEQUENCE

#### Core Courses (10 units):

MEDIA 104	Beginning Digital Video Production	3
MEDIA 111	Basic Audio Production	3
MEDIA 115	Media-based Computing: iLife and Mac OSX	3
MEDIA 129	Portfolio Development	1

#### Writing and Performing Courses (12 units):

MEDIA 100A	Broadcast Media Announcing and Performance	3
MEDIA 101A	Acting/Directing for the Camera	3
MEDIA 102A	Broadcast Journalism A	3
MEDIA 125	Scriptwriting for Video, Broadcast, and Digital Cinematography	3

#### Select one of the following (2-3 units):

MEDIA 100B	Broadcast Media Announcing and Performance	3
MEDIA 101B	Acting/Directing for the Camera	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

<b>TOTAL REQUIRED UNITS:</b>	<b>24-25</b>
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### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

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- Write and perform PSA's, commercials, news scripts and scenes for radio, television, web and film.
  - Analyze scripts to develop a performance which integrates appropriate vocal technique, characterization and emotional interpretation.
  - Apply appropriate critical and creative problem solving skills to analyze the aesthetic and production elements of television and other interactive media.
  - Develop industry awareness that demonstrates understanding of the importance of teamwork and collaboration, balancing creative skills with issues surrounding the medium, and the necessity to pursue lifelong learning.
  - Create a coherent, industry relevant show reel of work and integrate studies toward professional aspirations.
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## VIDEO PRODUCTION FOR VIDEO, BROADCAST AND DIGITAL CINEMATOGRAPHY ASSOCIATE OF ARTS (AA)

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. Production of creative content for video, film, sports and broadcast TV, radio, cable, web, mobile technology, and other emerging communications utilizing video and audio.

### CAREER OPPORTUNITIES:

Video editor, camera operator, film/video producers, video effects artists, event videographer, sports videographer, audio/visual technician, live entertainment rentals and productions, corporate video/promotions, video for web sites, training video production, infomercial production, advertising video, web shopping videos, music videos.

### COURSE SEQUENCE

#### Core Courses (10 units):

MEDIA 104	Beginning Digital Video Production	3
MEDIA 111	Basic Audio Production	3
MEDIA 115	Media-based Computing: iLife and Mac OSX	3
MEDIA 129	Portfolio Development	1

#### Writing and Editing Courses (6 units):

MEDIA 125	Scriptwriting for Video, Broadcast, and Digital Cinematography	3
MEDIA 130	Introduction to Nonlinear Editing for Video, Broadcast and Digital Cinematography	3

#### Select one of the following: (2-3 units)

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

#### Select two of the following (6 units):

MEDIA 120	Making Documentaries	3
MEDIA 121	Event Videography: Sports Video Production	3
MEDIA 122	Music Video Production	3

<b>TOTAL REQUIRED UNITS:</b>	<b>24-25</b>
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### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Design and create digital media projects using state-of-the-art technology and skill sets, incorporating digital video/audio, aesthetic theory, interactivity, effects graphics and current distribution formats.
- Apply appropriate critical and creative problem solving skills to analyze the aesthetic and production elements of vide, television and other interactive media.
- Develop industry awareness of the necessity and importance of teamwork and collaboration.
- Articulate ideas in verbal and written forms that translate into practical media projects.
- Create a coherent, industry relevant show reel of work.

## VIDEO PRODUCTION FOR VIDEO, BROADCAST AND DIGITAL CINEMATOGRAPHY CERTIFICATE OF ACHIEVEMENT (CA)

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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. Production of creative content for video, film, sports and broadcast TV, radio, cable, web, mobile technology, and other emerging communications utilizing video and audio.

### CAREER OPPORTUNITIES:

Video editor, camera operator, film/video producers, video effects artists, event videographer, sports videographer, audio/visual technician, live entertainment rentals and productions, corporate video/promotions, video for web sites, training video production, infomercial production, advertising video, web shopping videos, music videos.

### COURSE SEQUENCE

#### Core Courses (10 units):

MEDIA 104	Beginning Digital Video Production	3
MEDIA 111	Basic Audio Production	3
MEDIA 115	Media-based Computing: iLife and Mac OSX	3
MEDIA 129	Portfolio Development	1

#### Writing and Editing Courses (6 units):

MEDIA 125	Scriptwriting for Video, Broadcast, and Digital Cinematography	3
MEDIA 130	Introduction to Nonlinear Editing for Video, Broadcast and Digital Cinematography	3

#### Select two of the following (6 units):

MEDIA 120	Making Documentaries	3
MEDIA 121	Event Videography: Sports Video Production	3
MEDIA 122	Music Video Production	3

#### Select one of the following: (2-3 units)

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

<b>TOTAL REQUIRED UNITS:</b>	<b>24-25</b>
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### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

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- Design and create digital media projects using state-of-the-art technology and skill sets, incorporating digital video/audio, aesthetic theory, interactivity, effects graphics and current distribution formats.
  - Apply appropriate critical and creative problem solving skills to analyze the aesthetic and production elements of vide, television and other interactive media.
  - Develop industry awareness of the necessity and importance of teamwork and collaboration.
  - Articulate ideas in verbal and written forms that translate into practical media projects.
  - Create a coherent, industry relevant show reel of work.
-



## AR/VR: IMMERSIVE DESIGN CERTIFICATE OF ACHIEVEMENT (CA)

The AR/VR certificate was created to educate students on the principles of AR and VR Immersive Design for mobile, web, and Head Mounted Displays. Students will cover analysis and application of concepts of design, modeling, world building, lighting, storytelling, and programming.

### CAREER OPPORTUNITIES:

Hundreds of startups and established Silicon Valley Tech companies are building and hiring for Augmented and Virtual Reality applications; from virtual limbs, self-driving cars, retail, real estate, medical, military, construction, architecture, robotics, to entertainment, and 3-D immersive training and education. In 2017 Consumers and businesses spent more than 11 billion dollars on AR/VR. That number is expected to grow to 215 billion dollars by 2021. Demand for workers trained in AR and VR are set to grow exponentially to meet those demands. - cnbc.com

### COURSE SEQUENCE

#### Core Courses (19 units)

MEDIA 70	XR Design: Creating Virtual Reality	3
MEDIA 72	3D Modeling for AR/VR *	3
MEDIA 75	Augmented Reality	3
MEDIA 77	Virtual Cinema	3
MEDIA 80	Advanced AR/VR Unity Training	3
CIS 44	C# for Immersive Design	4

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<b>TOTAL MAJOR UNITS:</b>	<b>19</b>
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\*Students can substitute with MMART 191.

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Students will be able to design and create an AR or VR project from concept to final product.
- Collaborate effectively with production team.
- Adapt professional skills to most current VR and AR technology industry standards.

## AUDIOVISUAL TECHNOLOGIST CERTIFICATE OF ACHIEVEMENT (CA)

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The AV Technologist Certificate of Achievement was created to assist students' entry in the AV industry. Students will be proficient in video/audio production systems and signal flow; basic IP theory and connectivity; and AV business management. This is a joint regional program between Laney College and City College of San Francisco (CCSF).

### CAREER OPPORTUNITIES:

Career opportunities are available in schools and universities, government, the military, corporations, healthcare, legal, retail, museums, churches, sports arenas, entertainment, and transportation. All these organizations require AV technicians, to install, maintain, repair and troubleshoot their facilities. Current AV technicians can also advance in their field, finding employment as audiovisual managers or audiovisual specialists.

### COURSE SEQUENCE

#### Core Courses

*Courses taught at Laney and CCSF (per MOU agreement, see notes below)*

MEDIA 104	Beginning Digital Video Production *	3
MEDIA 108	Studio Production **	3
MEDIA 111	Basic Audio Production ***	3
MEDIA 460A	Occupational Work Experience in Media Communications	2

#### Laney College Courses

MEDIA 165	AV Essentials I	3
MEDIA 166	AV Essentials II	3

#### City College of San Francisco Courses

BCST 128	Sound Reinforcement (Media 11 prerequisite)	3
BCST 127B	Interconnected Audio Systems	3

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<b>TOTAL MAJOR UNITS:</b>	<b>21</b>
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\*: Students may substitute CCSF BCST 141 for Media 104

\*\*: Students may substitute CCSF BCST14 for Media 108.

\*\*\*: Students may substitute CCSF BCST 120 for Media 111.

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

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- Analyze and apply components of sound and hearing, vision and light, as they pertain to human perception and venue audiovisual systems integration.
  - Assemble, test, maintain and troubleshoot an audio, video, and audiovisual network according to AV principles and industry standards.
  - Manage the business aspects of AV and communicate effectively both with clientele and team members.
-

## MEDIA COMMUNICATIONS (MEDIA)

The Media Communications program offers courses in HD and 4K 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. The courses cover the gamut of authoring, producing, and editing creative content for the continually evolving communications technologies.

### MEDIA 49

#### Independent Study in Media Communications

0.5-5 units, 0.5-5 hours lecture (GR)

Acceptable for credit: CSU

See section on Independent Study on page 60. 0604.20

### MEDIA 70

#### XR Design: Creating Virtual Reality

3 units, 2 hours lecture, 3 hours laboratory (GR)

Acceptable for credit: CSU

Principles of AR and VR Immersive Design for Mobile, Web, and Head Mounted Displays: Analysis and application of concepts of Augmented and Virtual Reality; design, flowcharts, storyboards, story scripts, storytelling, branching narratives; 360 cameras; software and hardware. 0699.00

AA/AS area 4c

### MEDIA 72

#### 3D Modeling for AR/VR

3 units, 2 hours lecture, 3 hours laboratory (GR)

Acceptable for credit: CSU

3D Modeling for AR/VR: Principles and practices of low and high poly modeling for real time, and immersive design content in polygons, NURBS, and subdivision surfaces; applications of textures, materials, and lighting to models; rendering with appropriate materials. 0699.00

AA/AS area 4c

### MEDIA 75

#### Augmented Reality

3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU

Principles of AR Immersive Design for Mobile, Web, and Head Mounted Displays: Analysis and application of concepts of Augmented Reality; Design, UI, Flowcharts, Storyboards, Interactivity, World Building, Storytelling; Software and Hardware. 0699.00

AA/AS area 4c

### MEDIA 77

#### Virtual Cinema

3 units, 2 hours lecture, 3 hours laboratory (GR)

Acceptable for credit: CSU

Techniques for Immersive Cinema Design for Mobile, Web, and Head Mounted Displays: Analysis and application of tools for Virtual Cinema; Storytelling, design, animation, audio, lighting, 360° Camera, 3D Camera, navigation, hardware, and Unity Game Engine software. 0699.00

AA/AS area 4c

### MEDIA 80

#### Advanced AR/VR Unity Training

3 units, 2 hours lecture, 3 hours laboratory (GR)

Acceptable for credit: CSU

Advanced Techniques for AR and VR Immersive Design for Mobile, Web, and Head Mounted Displays: Analysis and application of tools for Augmented and Virtual Reality; design, animation, audio, scripting, lighting, camera, UI, navigation, deployment, hardware and Unity Game Engine software. 0699.00

AA/AS area 4c

### MEDIA 100A

#### Broadcast Media Announcing and Performance

3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)

Eligible for credit by examination

Acceptable for credit: CSU

Techniques of voice and movement for television broadcasting, video/audio production: Development of broadcast styles; preparation of programs; rehearsal and performance; 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 or P/NP)

Prerequisite(s): MEDIA 100A

Acceptable for credit: CSU

Continuation of MEDIA 100A: Communicating from a written script to the television medium; laboratory emphasis on practicing advanced announcing skills such as voiceover, on-camera hosting, improvising, reading from teleprompter, characterization, telegraphing movement and hitting marks; proper use of wardrobe, props, makeup, lighting. 0604.20

AA/AS area 4d

**MEDIA 101A****Acting/Directing for Film and Digital Media**

3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)

Recommended preparation: ENGL 201A or ESL 201A

Acceptable for credit: CSU, UC

Introduction to acting and directing techniques for film and digital media: 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(s): 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 102A****Broadcast Journalism I**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Study of television and digital news production: Research and practice in the creative writing, reporting and production of current news. 0604.20

**MEDIA 102B****Broadcast Journalism II**

3 units, 3 hours lecture (GR or P/NP)

Recommended preparation: MEDIA 102A

Acceptable for credit: CSU

Continuation of MEDIA 102A: Advanced research and practice in creative writing, reporting, and production of current broadcast news. 0604.20

**MEDIA 104****Beginning Digital Video Production**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Recommended preparation: None

Not open for credit to students who have completed or are currently enrolled in MEDIA 104A or 104B.

Eligible for credit by examination.

Acceptable for credit: CSU

Introduction to single camera digital video production techniques and terms: Camerawork; audio; scriptwriting; lighting; graphics; basic editing skills; producing and directing video programs; creative and safe operation of digital video equipment. 0604.20

**MEDIA 108****Studio Production**

3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)

Recommended preparation: MEDIA 104

Eligible for credit by examination.

Acceptable for credit: CSU

Digital video studio production: Producing and directing; audio; technical director and graphics; camerawork and lighting; other studio and control room positions; post production of live, live-to-tape, or post edited programming. 0604.20

**MEDIA 111****Basic Audio Production**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Eligible for credit by examination.

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 or P/NP)

Recommended preparation: MEDIA 104 and MEDIA 111

Eligible for credit by examination

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 start-up business project. 0604.20

**MEDIA 115****Media-based Computing and Mac OS X**

3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU

Introduction to the creation and use of digital media using Mac OS X: Digital video, digital music and digital photography; media-based computer system introduction; iMovie, GarageBand and Photos for content creation. 0604.20

AA/AS area 4c

**MEDIA 120****Making Documentaries**

3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)

Recommended preparation: MEDIA 104 and MEDIA 115

Acceptable for credit: CSU

Produce, direct, and edit a documentary project: Hands-on production, history of documentary film in the United States designed for the advanced student. 0604.20

**MEDIA 122****Music Video Production**

3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)

Recommended preparation: MEDIA 104 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 125****Scriptwriting for Video, Broadcast and Digital Cinematography**

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU

Scriptwriting techniques for screen in areas of broadcasting, film, Internet, and other forms of digital media: Specific formats; character and plot development; writing techniques and grammar. 0604.20

**MEDIA 129****Portfolio Development**

1 unit, 1 hour lecture (GR or P/NP)

Prerequisite(s): MEDIA 104 or 111 or 120 or 130

Acceptable for credit: CSU

Independent digital media production of at least five minutes: Planning, production (pre- and post-), student and instructor critique, demo reel creation, development of online presence. 0604.20. 0604.20

**MEDIA 130****Final Cut Pro I: Beginning Nonlinear Editing for Video, Broadcast and Digital Cinematography**

3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)

Recommended preparation: One year industry experience

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, Macintosh platform. 0604.20

AA/AS area 4c

**MEDIA 131****Final Cut Pro II: Intermediate Nonlinear Editing for Video, Broadcast and Digital Cinematography**

3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)

Prerequisite(s): Instructor's approval

Recommended preparation: MEDIA 130 or One year industry experience.

Acceptable for credit: CSU

Continuation of MEDIA 130: Increasingly complex exercises and projects as found in professional situations, emphasis on portfolio development, for students with a working knowledge of the application. 0604.20

AA/AS area 4c

**MEDIA 132****Final Cut Pro III: Advanced Nonlinear Editing for Video, Broadcast, and Digital Photography**

3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)

Recommended preparation: MEDIA 131

Acceptable for credit: CSU

Continuation of MEDIA 131: Use of supporting applications available on the Macintosh Platform such as Motion and Compressor. 0604.20

AA/AS area 4c

**MEDIA 135****Premiere Pro 1: Nonlinear Editing for Video, Broadcast and Digital Cinematography**

3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU

Introduction to Premiere Pro: Practical, aesthetic, and conceptual non-linear, audio/video basic editing techniques; titling; animation; music arrangement; compression; portfolio development; exploring use of related software, such as , Audition, After Effects, Media Encoder, and Photoshop. Suitable for both Macintosh and Windows platforms. 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

Professional motion graphics and special effects using Adobe After Effects: Conceptual compositing skills in the areas of video, digital photography, the Web and sound; effective final product presentations. Mac based. 0604.20

AA/AS area 4c

**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/editing, skills necessary for entertainment (Radio, Television, Film), communications, multimedia and web-based industries. Macintosh Based. 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)

Recommended preparation: MEDIA 111

Acceptable for credit: CSU

Analog and digital multi-track techniques in professional sound recording and music videos: Professional studio environment workflows; basic tracking; overdubbing; mixing. 0604.20

**MEDIA 156****Advanced Music Video Production III: Mixing and Mastering**

3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)

Recommended preparation: MEDIA 111 and 155

Acceptable for credit: CSU

Advanced analog and digital mixing and mastering techniques for final audio output to multiple streams of distribution: Workflow in the professional studio environment. 0604.20

**MEDIA 165****AV Essentials I**

3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)

Recommended preparation: MEDIA 104 or 111

Acceptable for credit: CSU

Fundamentals of AV: Signal flow, rack installation of audio, video, and IT components, cable construction, basic low-voltage electrical systems and requirements, working with clients. 0699.00

**MEDIA 166****AV Essentials II**

3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)

Prerequisite(s): One-year industry experience and Instructor's approval

Recommended preparation: MEDIA 165

Acceptable for credit: CSU

Continuation of MEDIA 165: Designing an AV solution, vendor selection, estimates and jobcosting, building & managing projects, maintaining & troubleshooting, A V business management. 0699.00

**MEDIA 180****HDSLR Workflow for Digital Photography and Cinematography**

3 units, 2 hour lecture, 3 hours laboratory (GR)

Acceptable for credit: CSU

Not open for credit to students who have completed or are currently enrolled in PHOTO 180

Advanced HDSLR camera exploration of still and motion video: Intermediate to advanced techniques of shooting high resolution stills and full HD video, exploration of the HDSLR aesthetic, emphasis on low cost alternatives to video production popular with indie filmmakers. 0604.00

**MEDIA 181****Red Digital Cinema Production in 4K**

3 units, 2 hour lecture, 3 hours laboratory (GR or P/NP)

Recommended preparation: MEDIA 104 or 180 Acceptable for credit: CSU

Advanced digital cinema techniques in 4k production and postproduction workflows: Use of the Scarlet-X camera from Red Digital Cinema, use of other cameras in 4K mode. 0604.20

**MEDIA 299****Survey Course for Digital Media/CIS [Film/Video/Audio]**

0.5 units, 0.25 hours lecture, 0.75 hours laboratory (GR or P/NP)

Introduction to the Digital Media Industry [Media Communications]: Planning a video production; scripting, cameras and microphones, audio, editing, dynamic effects, distributing to a web page. Part of a four-part series including GRART 299, PHOTO 299 and CIS 299. 0604.20

**MEDIA 460A****Occupational Work Experience in Media Communications**

1-4 units, 3.43-17.15 hours laboratory (GR)

Course study under this section may be repeated three times.

Acceptable for credit: CSU

Supervised employment providing opportunities in media communications or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. Students may reenroll 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). 0614.00

**MEDIA 460B****Occupational Work Experience in Media Communications**

1-4 units, 3.43-17.15 hours laboratory (GR)

Course study under this section may be repeated three times.

Acceptable for credit: CSU

Supervised employment providing opportunities in media communications or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. Students may reenroll 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). 0614.00

## CHICANA/O AND LATINA/O STUDIES ASSOCIATE OF ARTS (AA)

Instruction in Chicana/o and Latina/o Studies is interdisciplinary and comparative in scope. Chicana/o and Latina/o Studies curriculum draws from the social and behavioral sciences as well as the humanities and the arts. The program offers a variety of courses regarding the study of Latin America and the Chicana/o and Latina/o experience in the United States. The aim of Chicana/o and Latina/o Studies is to support students in developing a critical consciousness and an understanding of the social, political, cultural, and economic forces that have shaped the histories and current day realities of the Latina/o Diaspora. Our studies are grounded in the principles of social justice and self-determination of oppressed communities. To achieve this, our program centers the knowledges, epistemologies and critical thinking produced by racially and sexually oppressed subjects, and we endeavor to examine the entangled intersectionality of racialized sexuality, gender, and class in complex socio-historical processes.

### CAREER OPPORTUNITIES:

Education, non-profit leadership, law, social services, public administration, community organizing, business, health, journalism, the arts, communications and more.

### COURSE SEQUENCE

#### Core Courses (9 units):

M/LAT 33	Introduction to Chicana/o and Latina/o Studies	3	M/LAT 32	African Heritage of Latin America **	3
M/LAT 34	History of Latinos in the United States: 1800 to Present	3	AFRAM 18	or African Heritage of Latin America ***	3
M/LAT 35	Women of Color *	3	<b>Comparative Ethnic Studies (min 3 units)</b> (ETHST 1 is recommended):		
AFRAM 35	Women of Color	3	ETHST 1	Introduction to Ethnic Studies	3
ASAME 35	Women of Color	3	ETHST 3	Race, Gender and Sports	3
NATAM 35	Women of Color	3	ETHST 12	Economics and Social Change: Racial Conflict and Class in America	3
M/LAT 31	Survey of Chicana/Latina Women	3	ETHST 13	Introduction to Community Based Research in Urban America	3
			ETHST 14	Community Building and Transformation in Urban America	3
			ETHST 30	Introduction to Race, Gender and Health	3
			ETHST 50	Introduction to Race, Class and Schools	3

#### Arts and Humanities (min 3 units):

M/LAT 30A	Survey of Latin-American Films	3	<b>TOTAL MAJOR UNITS:</b>		
M/LAT 30B	Survey of Latin-American Films	3			
M/LAT 32	African Heritage of Latin America **	3			
AFRAM 18	African Heritage of Latin America ***	3			
M/LAT 36	Survey of Latina/o Literature	3			
M/LAT 37	Latinx Culture: Music, Art, and Theater	3			

#### History and Social Sciences (min 3 units)

(Can use any of the above courses not already used above):

M/LAT 12	United States Relations with Mexico and Latin America	3
M/LAT 19	History of the Mexican American	3
M/LAT 23	Psychology of Latinas and Latinos	3
M/LAT 31	Survey of Chicana/Latina Women	3

\* Students may substitute AFRAM 35 OR ASAME 35 OR NATAM 35 for the requirement, but M/LAT 35 is preferred.

\*\* AFRAM 18 or M/LAT 32 can only be used for either History and Social Sciences OR Arts and Humanities, not both

\*\*\* Students may substitute AFRAM 18 for the requirement, but M/LAT 32 is preferred.

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- **Research:** Evaluate the development of the field of Chicana/o and Latina/o Studies, and utilize research methodologies and scholarship within the field to produce research papers.
- **Analysis of issues:** Effectively employ social science methodologies in the analysis of issues related to Chicana/o and Latina/o Studies.
- **History:** Identify and describe the general history of Chicana/o and Latina/o people in the Americas.

## ASSOCIATE IN ARTS DEGREE IN SOCIAL JUSTICE STUDIES: CHICANX & LATINX STUDIES FOR TRANSFER (AA-T)

The Associate in Arts in Social Justice Studies: Chicana and Latina Studies for Transfer (AA-T M/LAT) is designed to prepare students for a seamless transfer with junior status and priority admission to their CSU campus to a program or major in Chicana and Latina Studies or similar major for completion of a baccalaureate degree. Students are required to complete: Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following: (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements. (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district. Obtainment of a minimum grade point average of 2.0. Students must earn a C or better in all courses required for the major or area of emphasis. No more than 60 semester units are required.

The Chicana and Latina Studies major allows students to transfer to a U.C. or other baccalaureate institutions. Students are advised to consult with a counselor to verify transfer requirements.

### CAREER OPPORTUNITIES:

Program is geared in future careers in teaching, social work, public health, community organizing, as well as working in higher education or graduate school.

### COURSE SEQUENCE

#### Required Core 1 (3 units):

ETHST 1 Introduction to Ethnic Studies 3

#### Required Core 2: Intersections of Race and Gender (3 units):

M/LAT 35 Women of Color \* 3  
 AFRAM 35 Women of Color 3  
 ASAME 35 Women of Color 3  
 NATAM 35 Women of Color 3  
 M/LAT 31 Survey of Chicana/Latina Women 3

#### Required Core 3: Introduction to Chicana/o & Latina/o Studies

M/LAT 33 Introduction to Chicana/o and Latina/o Studies 3

#### Area 1: History or Government (3 units):

*Choose one course from the following list. Courses used in one area cannot be used to fulfill a requirement for another area.*

M/LAT 19 History of the Mexican American 3  
 M/LAT 34 History of Latinas in the United States: 1800 to Present 3

#### Area 2: Arts and Humanities (3 units):

*Choose one course from the following list. Courses used in one area cannot be used to fulfill a requirement for another area.*

M/LAT 30A Survey of Latin-American Films 3  
 M/LAT 30B Survey of Latin-American Films 3  
 M/LAT 37 Latinx Culture: Music, Art, and Theater 3  
 AFRAM 18 African Heritage of Latin America 3  
 or  
 M/LAT 32 African Heritage of Latin America \*\* 3

#### Area 3: Social Science (3 units):

*Choose one course from the following list. Courses used in one area cannot be used to fulfill a requirement for another area.*

M/LAT 12 United States Relations with Mexico and Latin America 3  
 M/LAT 23 Psychology of Latinas and Latinos 3  
 M/LAT 31 Survey of Chicana/Latina Women 3  
 AFRAM 18 African Heritage of Latin America 3  
 or  
 M/LAT 032 African Heritage of Latin America \*\* 3

**TOTAL MAJOR UNITS: 18**

**IGETC or CSU GE-Breadth Education Pattern 37-39**

**CSU Transferable General Elective Courses to meet 60**

**TOTAL UNITS: 60**

\* M/LAT 35 is preferred.

\*\* M/LAT 32 is preferred

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- **Research:** Evaluate the development of the field of Chicana/o and Latina/o Studies, and utilize research methodologies and scholarship within the field to produce research papers.
- **Analysis of issues:** Effectively employ social science methodologies in the analysis of issues related to Chicana/o and Latina/o Studies.
- **History:** Identify and describe the general history of Chicana/o and Latina/o people in the Americas.

## MEXICAN/LATIN-AMERICAN STUDIES (M/LAT)

### M/LAT 12

#### United States Relations with Mexico and Latin America

3 units, 3 hours lecture (GR or P/NP)

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. 2203.00

AA/AS area 2, 5; CSU area D; IGETC area 4

### M/LAT 19

#### History of the Mexican American

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC

People of Mexican descent from colonial times to the present: Contemporary status and problems of Mexican Americans in the United States. 2203.00

AA/AS area 2, 5; CSU area D; IGETC area 4

### M/LAT 23

#### Psychology of Latinas and Latinos

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC

Principles of psychology as they relate to the Latina/o community: Selected social problems such as prejudice, racial conflict, and trauma in the Latina/o community from a Latina/o perspective. 2203.00

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. 2203.00

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. 2203.00

AA/AS area 3; CSU area C2; IGETC area 3B

### M/LAT 31

#### Survey of Chicana/Latina Women

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Introduction to Chicana/Latina Studies: Comparative historical examination of immigration, race, intermarriage, motherhood, health, language, education, sexuality, and family structure among women of Mexican/Latin-American origins in the United States. 2203.00

AA/AS area 2, 5; CSU area D; IGETC area 4

### M/LAT 32

#### African Heritage of Latin America

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Not open for credit to students who have completed or are concurrently enrolled in AFRAM 18.

Survey of the influence of African people throughout Latin America: Culture; music, language, religion and dance; examination of slavery, colonialism, resistance and independence movements in the region. 2203.00

AA/AS area 2, 3; CSU area C2, D; IGETC area 3B, 4

### M/LAT 33

#### Introduction to Chicana/o and Latina/o Studies

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC

Overview of the field of Chicana/o and Latina/o Studies: History, literature, the arts and material culture, as well as sociological, political, economic, public policy, and philosophical perspectives on the experience of Latinos in the United States. 2203.00

AA/AS area 2, 5; CSU area D; IGETC area 4



**M/LAT 34****History of Latinos in the United States: 1800 to Present**

3 units, 3 hours lecture (GR)  
Acceptable for credit: CSU, UC

History of United States from 1800 to present with emphasis on the Latina/o Diaspora: Survey of diverse experiences of Latina/o communities and their impact on culture, identity and politics in United States. 2203.00

AA/AS area 2, 5; CSU area D; IGETC area 4

**M/LAT 35****Women of Color**

3 units, 3 hours lecture (GR or P/NP)

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. 2203.00

AA/AS area 2, 5; CSU area D; IGETC area 4  
(C-ID: SJS 120)

**M/LAT 36****Survey of Latina/o Literature**

3 units, 3 hours lecture (GR)

Recommended Preparation: ENGL 1A

Acceptable for credit: CSU, UC

Major works in contemporary Latina/o literature: Survey of prose, poetry, short stories, memoirs, and fiction by U.S. Latinos and Latinas in English and in hybrid forms of Spanglish. 2203.00  
AA/AS area 3, 4d, 5; CSU area C2; IGETC area 3B

**M/LAT 37****Latinx Culture: Music, Art, and Theater**

3 units, 3 hours lecture (GR or P/NP)

Survey of contemporary Latinx works and themes: Analysis of styles and influences in music, visual art, performance art, and their influence on Latinx experiences in the Americas. 2203.00  
AA/AS area 2, 5; CSU area C1; IGETC area 3A

**M/LAT 49****Independent Study in Mexican/Latin-American Studies**

0.5-5 units, 0.5-5 hours lecture (GR)

Acceptable for credit: CSU, UC♦

See section on Independent Study on page 60. 2203.00





## MUSIC ASSOCIATE OF ARTS (AA)

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. For the latest information, visit: <http://www.laney.edu/wp/music/>.

### CAREER OPPORTUNITIES:

Academic and Performing Careers in Music and Music Related Fields such as: Arts Administration, Music Journalism, Recording Industry, Musical Instrument Sales and Repair, Private Instruction etc.

### COURSE SEQUENCE

<b>Group 1: Music Theory (12 units):</b>			MUSIC 115	Beginning Percussion III	1
MUSIC 101	Music Theory and Culture I	3	MUSIC 116	Beginning Percussion IV	1
MUSIC 102	Music Theory and Culture II	3	MUSIC 117	Voice I	1
MUSIC 103	Music Theory and Culture III	3	MUSIC 118	Voice II	1
MUSIC 104	Music Theory and Culture IV	3	MUSIC 119	Voice III	1
			MUSIC 120	Voice IV	1
<b>Group 2: Musicianship (Music Skills) (4 units):</b>			MUSIC 125	Chorus	1
MUSIC 121	Music Skills I	1	MUSIC 126	Jazz Orchestra	1
MUSIC 122	Music Skills II	1	MUSIC 127	Jazz Combos	1
MUSIC 123	Music Skills III	1	MUSIC 128	Choral Repertoire	1
MUSIC 124	Music Skills IV	1	MUSIC 129	Jazz Orchestra Repertoire	1
<b>Group 3: Music History (min 6 units):</b>			MUSIC 130	Elementary Piano Method I	1
MUSIC 8A	Music History: Antiquity Through the Renaissance	3	MUSIC 131	Elementary Piano Method II	1
			MUSIC 132	Elementary Piano Method III	1
MUSIC 8B	Music History: The Baroque and Classical Eras	3	MUSIC 133	Elementary Piano Method IV	1
MUSIC 8C	Music History: The Romantic Era	3	MUSIC 134	Intermediate Piano Literature I	1
MUSIC 8D	Music History: The Twentieth Century Through the Present	3	MUSIC 135	Intermediate Piano Literature II	1
			MUSIC 136	Intermediate Piano Literature III	1
<b>Group 4: Performance and Applied Music (min 4 units):</b>			MUSIC 137	Intermediate Piano Literature IV	1
MUSIC 105	Classic Guitar I	1	MUSIC 138	Jazz Piano I	1
MUSIC 106	Classic Guitar II	1	MUSIC 139	Jazz Piano II	1
MUSIC 107	Classic Guitar III	1	MUSIC 140	Jazz Piano III	1
MUSIC 108	Classic Guitar IV	1	MUSIC 141	Jazz Piano IV	1
MUSIC 109	Beginning Winds I	1	MUSIC 142	Instrumental Ensemble	1
MUSIC 110	Beginning Winds II	1	MUSIC 143	String Ensemble	1
MUSIC 111	Beginning Winds III	1	MUSIC 144	Intermediate Jazz Combos	1
MUSIC 112	Beginning Winds IV	1	MUSIC 145	Advanced Jazz Combos	1
MUSIC 113	Beginning Percussion I	1	MUSIC 146	Advanced Choral Repertoire	1
MUSIC 114	Beginning Percussion II	1	MUSIC 150	Applied Music	1
<b>TOTAL MAJOR UNITS:</b>					<b>26</b>

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Employ proper instrumental or vocal technique to construct properly prepared musical phrasing.
- Apply basic music theory and skills.
- Synthesize music skills ability, music theory knowledge, and instrumental or vocal technique into informed performances.

## ASSOCIATE IN ARTS DEGREE IN MUSIC FOR TRANSFER (AA-T)

The Associate in Arts Degree in Music for Transfer (AA-T MUSIC) is designed to prepare students for a seamless transfer with junior status and priority admission to their CSU campus to a program or major in Music or similar major for completion of a baccalaureate degree.

Students are required to complete:

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0. Students must earn a C or better in all courses required for the major or area of emphasis.
- No more than 60 semester units are required.

### CAREER OPPORTUNITIES:

Academic and Performing Careers in Music and Music Related Fields such as: Arts Administration, Music Journalism, Recording Industry, Musical Instrument Sales and Repair, Private Instruction etc.

### COURSE SEQUENCE

COURSE SEQUENCE					
<b>Core Courses (12 units)</b>					
MUSIC 101	Music Theory and Culture I	3	MUSIC 126	Jazz Orchestra	1
MUSIC 102	Music Theory and Culture II	3	MUSIC 127	Jazz Combos	1
MUSIC 103	Music Theory and Culture III	3	MUSIC 128	Choral Repertoire	1
MUSIC 121	Music Skills I	1	MUSIC 129	Jazz Orchestra Repertoire	1
MUSIC 122	Music Skills II	1	MUSIC 142	Instrumental Ensemble	1
MUSIC 123	Music Skills III	1	MUSIC 142	String Ensemble	1
			MUSIC 144	Intermediate Jazz Combos	1
			MUSIC 145	Advanced Jazz Combos	1
			MUSIC 146	Advanced Choral Repertoire	1
<b>List A (4 units):</b>					
MUSIC 104	Music Theory and Culture IV	3	<b>TOTAL MAJOR UNITS:</b>		<b>24</b>
MUSIC 124	Music Skills IV	1	<b>IGTEC or CSU GE-Breadth Education Pattern</b>		<b>37-39</b>
<b>Applied Music (4 units):</b>					
MUSIC 150	Applied Music *	1	<b>CSU Transferable General Elective Courses to meet 60</b>		
<b>Ensemble Music (4 units):</b>					
<i>May include repeatable courses for a total of 4 units</i>					
MUSIC 125	Chorus	1	<b>TOTAL UNITS</b>		<b>60</b>

\* Students must repeat this course for a total of 4 units.

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Synthesize knowledge of performance skills, theory, and music history into an informed performance of music.
- Demonstrate competency in aural skills.
- Analyze musical examples for their formal and harmonic structure.

## MUSIC INDUSTRY STUDIES ASSOCIATE OF ARTS (AA)

The Associate in Arts Degree in Music Industry Studies is designed for music students whose career goals are focused on the recording industry, concert promotions, and other commercial ventures. Students will explore aspects of the music production process including: recording, marketing, and distribution.

### CAREER OPPORTUNITIES:

Audio Engineer, Digital Sound Editor, Small Business Entrepreneur, Concert Promoter, Manager, Event Producer, Arranger, Songwriter.

### COURSE SEQUENCE

#### Group 1: Recording, Mastering, and Distribution (9 units):

MEDIA 150	Pro Tools: Sound Design / Aesthetics for Video, Broadcast and Digital Cinematography	3
MEDIA 155	Advanced Music Video Production: Basic Recording	3
MEDIA 156	Advanced Music Video Production III: Mixing and Mastering	3

#### Group 2: Electronic Music (3 units):

MUSIC 147	Introduction to Electronic Music and MIDI	3
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#### Group 3: Introduction to Business and Management (4.5 units):

M/SVN 60	Introduction to Management	3
BUS 239	QuickBooks	1.5

#### Group 4: Music Theory (min 3 units):

MUSIC 101	Music Theory and Culture I	3
MUSIC 102	Music Theory and Culture II	3
MUSIC 103	Music Theory and Culture III	3
MUSIC 104	Music Theory and Culture IV	3

#### Group 5: Music Skills (min 1 unit):

MUSIC 121	Music Skills I	1
MUSIC 122	Music Skills II	1
MUSIC 123	Music Skills III	1
MUSIC 124	Music Skills IV	1

#### Group 6: Applied Music and Ensemble Performance (min 2 units):

MUSIC 105	Classic Guitar I	1
MUSIC 106	Classic Guitar II	1
MUSIC 107	Classic Guitar III	1
MUSIC 108	Classic Guitar IV	1
MUSIC 109	Beginning Winds I	1
MUSIC 110	Beginning Winds II	1
MUSIC 111	Beginning Winds III	1
MUSIC 112	Beginning Winds IV	1
MUSIC 113	Beginning Percussion I	1
MUSIC 114	Beginning Percussion II	1
MUSIC 115	Beginning Percussion III	1

MUSIC 116	Beginning Percussion IV	1
MUSIC 117	Voice I	1
MUSIC 118	Voice II	1
MUSIC 119	Voice III	1
MUSIC 120	Voice IV	1
MUSIC 125	Chorus	1
MUSIC 126	Jazz Orchestra	1
MUSIC 127	Jazz Combos	1
MUSIC 128	Choral Repertoire	1
MUSIC 129	Jazz Orchestra Repertoire	1
MUSIC 130	Elementary Piano Method I	1
MUSIC 131	Elementary Piano Method II	1
MUSIC 132	Elementary Piano Method III	1
MUSIC 133	Elementary Piano Method IV	1
MUSIC 134	Intermediate Piano Literature I	1
MUSIC 135	Intermediate Piano Literature II	1
MUSIC 136	Intermediate Piano Literature III	1
MUSIC 137	Intermediate Piano Literature IV	1
MUSIC 138	Jazz Piano I	1
MUSIC 139	Jazz Piano II	1
MUSIC 140	Jazz Piano III	1
MUSIC 141	Jazz Piano IV	1
MUSIC 142	Instrumental Ensemble	1
MUSIC 143	String Ensemble	1
MUSIC 144	Intermediate Jazz Combos	1
MUSIC 145	Advanced Jazz Combos	1
MUSIC 146	Advanced Choral Repertoire	1
MUSIC 150	Applied Music	1

<b>TOTAL MAJOR UNITS:</b>	<b>22.5</b>
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### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Students will employ proper audio engineering and midi techniques to produce sound recording projects.
- Students will employ proper instrumental or vocal technique to construct thoughtfully prepared musical phrasing.
- Analyze a situation in the music industry and recommend a solution or plan for improvement.

## MUSIC INDUSTRY STUDIES CERTIFICATE OF ACHIEVEMENT (CA)

The Music Industry Studies Certificate of Achievement is designed for music students whose career goals are focused on the recording industry, concert promotions, and other commercial ventures. Students will explore aspects of the music production process including: recording, marketing, and distribution.

### CAREER OPPORTUNITIES

Audio engineer, digital sound editor, small business entrepreneur, concert promoter, manager, event producer, arranger, and songwriter.

### COURSE SEQUENCE

#### Group 1: Recording, Mastering, and Distribution (9 units):

MEDIA 150	Pro Tools: Sound Design / Aesthetics for Video, Broadcast and Digital Cinematography	3
MEDIA 155	Advanced Music Video Production: Basic Recording	3
MEDIA 156	Advanced Music Video Production III: Mixing and Mastering	3

#### Group 2: Electronic Music - (3 units)

MUSIC 147	Introduction to Electronic Music and MIDI	3
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#### Group 3: Introduction to Business and Management - (4.5 units):

M/SVN 60	Introduction to Management	3
BUS 239	QuickBooks	1.5

#### Group 4: Music Theory (3 units):

MUSIC 101	Music Theory and Culture I	3
MUSIC 102	Music Theory and Culture II	3
MUSIC 103	Music Theory and Culture III	3
MUSIC 104	Music Theory and Culture IV	3

#### Group 5: Music Skills - (1 unit):

MUSIC 121	Music Skills I	1
MUSIC 122	Music Skills II	1
MUSIC 123	Music Skills III	1
MUSIC 124	Music Skills IV	1

#### Group 6: Applied Music and Ensemble Performance (3 units):

MUSIC 105	Classic Guitar I	1
MUSIC 109	Beginning Winds I	1
MUSIC 113	Beginning Percussion I	1
MUSIC 117	Voice I	1
MUSIC 125	Chorus	1
MUSIC 126	Jazz Orchestra	1
MUSIC 127	Jazz Combos	1
MUSIC 130	Elementary Piano Method I	1
MUSIC 134	Intermediate Piano Literature I	1
MUSIC 138	Jazz Piano I	1
MUSIC 150	Applied Music	1

<b>TOTAL MAJOR UNITS:</b>	<b>23.5</b>
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### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Students will employ proper audio engineering and midi techniques to produce sound recording projects.
- Students will employ proper instrumental or vocal technique to construct thoughtfully prepared musical phrasing.
- Analyze a situation in the music industry and recommend a solution or plan for improvement.

## 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.

### 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 8A

#### Music History: Antiquity Through the Renaissance

3 units, 3 hours lecture (GR or P/NP)

Recommended preparation: MUSIC 1B

Acceptable for credit: CSU, UC

History of Western Art Music: Development of music and musical thought from Mesopotamia to early 1600s. Audio recordings accompany discussion of evolving music theory, style, and form. 1004.00

AA/AS area 3; CSU area C1; IGETC area 3A

### MUSIC 8B

#### Music History: The Baroque and Classical Eras

3 units, 3 hours lecture (GR or P/NP)

Recommended preparation: MUSIC 1B

Acceptable for credit: CSU, UC

History of Western Art Music: Development of music and musical thought from the birth of Opera to the end of the Classical Era. Audio recordings accompany discussion of evolving music theory, style, and form. 1004.00

AA/AS area 3; CSU area C1; IGETC area 3A

### MUSIC 8C

#### Music History: The Romantic Era

3 units, 3 hours lecture (GR or P/NP)

Recommended preparation: MUSIC 1B

Acceptable for credit: CSU, UC

History of Western Art Music: Development of music and musical thought in the Nineteenth Century. Audio recordings accompany discussion of evolving music theory, style, and form. 1004.00

AA/AS area 3; CSU area C1; IGETC area 3A

### MUSIC 8D

#### Music History: The Twentieth Century Through the Present

3 units, 3 hours lecture (GR or P/NP)

Recommended preparation: MUSIC 1B

Acceptable for credit: CSU, UC

History of Western Art Music: Development of music and musical thought from 1900 to the present. Audio recordings accompany discussion of evolving music theory, style, and form. 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 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 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

Continuation of MUSIC 15A. Contemporary music scene with in-depth investigation of trends in artistic expression: Music as a revolutionary force; role of music industry; analysis of performances and interviews. 1004.00

AA/AS area 3, 5; CSU area C1; IGETC area 3A

**MUSIC 26****Choral Ensemble**

1 unit, 1 hour lecture, 2 hours laboratory (GR or P/NP)

Prerequisite(s): Ability to sing acceptably determined by instructor through audition; must be a member of a musical activity group

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

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 30****College Orchestra**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Recommended preparation: Ability to play an orchestral instrument

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

Study and performance of orchestral music: Selections from standard works of the classics and modern schools leading to public performance. 1004.30

**MUSIC 32****Chinese Orchestra**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

Introduction to theory, practice, and historical background of Chinese music: Study and performance of Chinese orchestral instruments leading to public performance. 1004.00

**MUSIC 49****Independent Study in Music**

0.5-5 units, 0.5-5 hours lecture (GR)

Acceptable for credit: CSU, UC ♦

See section on Independent Study on page 60. 1004.00

**MUSIC 100****Music Fundamentals and Culture**

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC

Introduction to the notion and primary elements of tonal music of music from history and global culture: Example from music literature will demonstrate staff notation in treble and bass clefs, rhythm, and meter; basic properties of sound; intervals; diatonic scales and triads; and diatonic chords. Development of skills in handwritten notation is expected. History and social context of the above concepts will be discussed. 1004.00

AA/AS area 3; CSU area C1; IGETC area 3A

(C-ID: MUS 110)

**MUSIC 101****Music Theory and Culture I**

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC

Introduction to the notion and primary elements of tonal music of music from history and global culture: Example from music literature will demonstrate staff notation in treble and bass clefs, rhythm, and meter; basic properties of sound; intervals; diatonic scales and triads; and diatonic chords. Development of skills in handwritten notation is expected. History and social context of the above concepts will be discussed. 1004.00

AA/AS area 3; CSU area C1; IGETC area 3A

(C-ID: MUS 120)

**MUSIC 102****Music Theory and Culture II**

3 units, 3 hours lecture (GR or P/NP)

Recommended preparation: MUSIC 101 and 121.

Recommended concurrent enrollment in MUSIC 122 and one of the following: MUSIC 130-133, MUSIC 134-137 or MUSIC 138-141.

Acceptable for credit: CSU, UC

Continuation of MUSIC 101: Composition and analysis of music from history and world music cultures; Introduction to two-part counterpoint; voice leading involving four-part chorale writing; diatonic harmony; and an introduction to secondary/applied chords and modulation. History of notation and practice will be discussed as students develop skills in handwritten notation. 1004.00

AA/AS area 3

(C-ID: MUS 130)

**MUSIC 103****Music Theory and Culture III**

3 units, 3 hours lecture (GR or P/NP)

Recommended preparation: MUSIC 102 and 122. Recommended concurrent enrollment in MUSIC 123 and one of the following: MUSIC 130-133, MUSIC 134-137 or MUSIC 138-141.

Acceptable for credit: CSU, UC

Continuation of MUSIC 102: Composition and analysis of music from history and world music cultures; chromatic harmony; secondary/applied chords; modulation; borrowed chords; introduction to Neapolitan and augmented-sixth chords. History of notation and practice will be discussed as students develop skills in handwritten notation. 1004.00

AA/AS area 3

(C-ID: MUS 140)

**MUSIC 104****Music Theory and Culture IV**

3 units, 3 hours lecture (GR or P/NP)

Recommended preparation: MUSIC 103 and 123. Recommended concurrent enrollment in MUSIC 124 and one of the following: MUSIC 130-133, MUSIC 134-137 or MUSIC 138-141.

Acceptable for credit: CSU, UC

Continuation of MUSIC 103: Composition and analysis of music from history and world music cultures; Post-Romantic techniques borrowed chords and modal mixture, chromatic mediants, Neapolitan and augmented-sixth chords, 9<sup>th</sup>, 11<sup>th</sup> and 13<sup>th</sup> chords, altered chords and dominants; and 20<sup>th</sup> century techniques such as: Impressionism, tone rows, set theory, pandiatonicism and polytonalism, meter and rhythm. History of notation and practice will be discussed as students develop skills in handwritten notation. 1004.00

AA/AS area 3

(C-ID: MUS 150)

**MUSIC 105****Classic Guitar I**

1 unit, 2 hours lecture, 2 hours laboratory (GR or P/NP)

Prerequisite(s): Audition required

Recommended preparation: Concurrent participation in at least one of the following ensembles: 125, 126, 127, 128, 129, or 144; and enrollment in at least one of the following major preparation courses: 101, 102, 103, 104, 121, 122, 123, or 124.

Acceptable for credit: CSU, UC

Individualized study of acoustical guitar: Classical finger style techniques, reading music, basic chord symbols, strums, and simple song accompaniments; emphasis on the progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance. 1004.00

(C-ID: MUS 160)

**MUSIC 106****Classic Guitar II**

1 unit, 2 hours lecture, 2 hours laboratory (GR or P/NP)

Prerequisite(s): Audition required

Recommended preparation: MUSIC 105; Concurrent participation in at least one of the following ensembles: 125, 126, 127, 128, 129, or 144; and enrollment in at least one of the following major preparation courses: 101, 102, 103, 104, 121, 122, 123, or 124.

Acceptable for credit: CSU, UC

Individualized study of acoustical guitar: Classical finger style techniques, reading music, basic chord symbols, strums, and simple song accompaniments; emphasis on the progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance. 1004.00

(C-ID: MUS 160)

**MUSIC 107****Classic Guitar III**

1 unit, 2 hours lecture, 2 hours laboratory (GR or P/NP)

Prerequisite(s): Audition required

Recommended preparation: MUSIC 106; Concurrent participation in at least one of the following ensembles: 125, 126, 127, 128, 129, or 144; and enrollment in at least one of the following major preparation courses: 101, 102, 103, 104, 121, 122, 123, or 124.

Acceptable for credit: CSU, UC

Individualized study of acoustical guitar: Classical finger style techniques, reading music, basic chord symbols, strums, and simple song accompaniments; emphasis on the progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance. 1004.00

(C-ID: MUS 160)

**MUSIC 108****Classic Guitar IV**

1 unit, 2 hours lecture, 2 hours laboratory (GR or P/NP)

Prerequisite(s): Audition required

Recommended preparation: MUSIC 107; Concurrent participation in at least one of the following ensembles: 125, 126, 127, 128, 129, or 144; and enrollment in at least one of the following major preparation courses: 101, 102, 103, 104, 121, 122, 123, or 124.

Acceptable for credit: CSU, UC

Individualized study of acoustical guitar: Classical finger style techniques, reading music, basic chord symbols, strums, and simple song accompaniments; emphasis on the progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance. 1004.00

(C-ID: MUS 160)

**MUSIC 109****Beginning Winds I**

1 unit, 1 hour lecture, 2 hours laboratory (GR or P/NP)

Prerequisite(s): Audition required; Students must provide their own instruments.

Recommended preparation: Concurrent participation in at least one of the following ensembles: 125, 126, 127, 128, 129, or 144; and enrollment in at least one of the following major preparation courses: 101, 102, 103, 104, 121, 122, 123, or 124.

Acceptable for credit: CSU, UC

Individualized study of level I Woodwind technique and theory: Instrument assembly, breath support, instrument position, embouchure, tone production, articulation, and lip slurs. Emphasis on the progressive development of skills needed for solo performance. 1004.00

(C-ID: MUS 160)

**MUSIC 110****Beginning Winds II**

1 unit, 1 hour lecture, 2 hours laboratory (GR or P/NP)

Prerequisite(s): Audition required; Students must provide their own instruments.

Recommended preparation: MUSIC 109; Concurrent participation in at least one of the following ensembles: 125, 126, 127, 128, 129, or 144; and enrollment in at least one of the following major preparation courses: 101, 102, 103, 104, 121, 122, 123, or 124.

Acceptable for credit: CSU, UC

Individualized study of level II Woodwind technique and theory: Balance and blending, basic improvisation, tone production, embouchure, instrument position, and basic woodwind technique. Emphasis on the progressive development of skills needed for solo performance. 1004.00

(C-ID: MUS 160)

**MUSIC 111****Beginning Winds III**

1 unit, 1 hour lecture, 2 hours laboratory (GR or P/NP)

Prerequisite(s): Audition required; Students must provide their own instruments.

Recommended preparation: MUSIC 110; Concurrent participation in at least one of the following ensembles: 125, 126, 127, 128, 129, or 144; and enrollment in at least one of the following major preparation courses: 101, 102, 103, 104, 121, 122, 123, or 124.

Acceptable for credit: CSU, UC

Individualized study of level III Woodwind technique and theory: Efficient practice strategies, introduction to pedagogy, performance issues, instrumental technique. Emphasis on the progressive development of skills needed for solo performance. 1004.00

(C-ID: MUS 160)

**MUSIC 112****Beginning Winds IV**

1 unit, 1 hour lecture, 2 hours laboratory (GR or P/NP)

Prerequisite(s): Audition required; Students must provide their own instruments.

Recommended preparation: MUSIC 111; Concurrent participation in at least one of the following ensembles: 125, 126, 127, 128, 129, or 144; and enrollment in at least one of the following major preparation courses: 101, 102, 103, 104, 121, 122, 123, or 124.

Acceptable for credit: CSU, UC

Individualized study of level IV Woodwind technique and theory: Doubling, performance issues, pedagogy, solo repertoire. Emphasis on the progressive development of skills needed for solo performance. 1004.00

(C-ID: MUS 160)

**MUSIC 113****Beginning Percussion I**

1 unit, 1 hour lecture, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Individualized study of level I percussion techniques and theory: Rhythmic notation, fundamentals of snare performance, fundamentals of 3-line notational instruments, introduction to keyboard-percussion instruments, introduction to world percussion instruments, introduction to orchestra percussion. The emphasis is on the progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance. 1004.00

**MUSIC 114****Beginning Percussion II**

1 unit, 1 hour lecture, 2 hours laboratory (GR or P/NP)

Recommended preparation: MUSIC 113

Acceptable for credit: CSU, UC

Individualized study of level II percussion techniques and theory: basic hand technique, foot technique, reading percussion notation, improvisation, and introduction to World Music drumming styles. Emphasis on the progressive development of skills needed for solo performance. 1004.00

**MUSIC 115****Beginning Percussion III**

1 unit, 1 hour lecture, 2 hours laboratory (GR or P/NP)

Recommended preparation: MUSIC 114

Acceptable for credit: CSU, UC

Individualized study of level III percussion techniques and theory: advanced level solos for snare drum, and keyboard-mallet percussion instruments, advanced meter precision and rhythmic skills, advanced techniques for performing hand percussion instruments, rhythmic accompanying. Emphasis on the progressive development of skills needed for solo performance. 1004.00

**MUSIC 116****Beginning Percussion IV**

1 unit, 1 hour lecture, 2 hours laboratory (GR or P/NP)

Recommended preparation: MUSIC 115

Acceptable for credit: CSU, UC

Individualized study of level IV percussion techniques and theory: odd meters, Brazilian, Cuban, Caribbean, brush technique. Emphasis on the progressive development of skills needed for solo performance. 1004.00

**MUSIC 117****Voice I**

1 unit, 1 hour lecture, 2 hours laboratory (GR or P/NP)

Prerequisite(s): Audition required;

Recommended preparation: Concurrent participation in at least one of the following ensembles: 125, 126, 127, 128, 129, or 144; and enrollment in at least one of the following major preparation courses: 101, 102, 103, 104, 121, 122, 123, or 124.

Acceptable for credit: CSU, UC

Individualized study of beginning vocal techniques and theory: Posture, breathing, phonation, resonance, and preparation of lyrics. Emphasis is on the progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance. 1004.00

(C-ID: MUS 160)

**MUSIC 118****Voice II**

1 unit, 1 hour lecture, 2 hours laboratory (GR or P/NP)

Prerequisite(s): Audition required

Recommended preparation: MUSIC 117; Concurrent participation in at least one of the following ensembles: 125, 126, 127, 128, 129, or 144; and enrollment in at least one of the following major preparation courses: 101, 102, 103, 104, 121, 122, 123, or 124.

Acceptable for credit: CSU, UC

Individualized study of level II vocal techniques and theory: Posture other than standing, vowel color, vocal range, intonation, and changes of register. Emphasis is on the progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance. 1004.00

(C-ID: MUS 160)

**MUSIC 119****Voice III**

1 unit, 1 hour lecture, 2 hours laboratory (GR or P/NP)

Prerequisite(s): Audition required

Recommended preparation: MUSIC 118; Concurrent participation in at least one of the following ensembles: 125, 126, 127, 128, 129, or 144; and enrollment in at least one of the following major preparation courses: 101, 102, 103, 104, 121, 122, 123, or 124.

Acceptable for credit: CSU, UC

Individualized study of level III vocal techniques and theory: Anatomy of registers and pitch, consonants, pharyngeal adjustment, vibrato, and special registers in women and men. Emphasis is on the progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance. 1004.00

(C-ID: MUS 160)

**MUSIC 120****Voice IV**

1 unit, 1 hour lecture, 2 hours laboratory (GR or P/NP)

Prerequisite(s): Audition required

Recommended preparation: MUSIC 119; Concurrent participation in at least one of the following ensembles: 125, 126, 127, 128, 129, or 144; and enrollment in at least one of the following major preparation courses: 101, 102, 103, 104, 121, 122, 123, or 124.

Acceptable for credit: CSU, UC

Individualized study of level IV vocal techniques and theory: Vocal initiation and glottal tension, vowel placement, preparing songs in German or French, voice classification, and ensemble singing. Emphasis is on the progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance. 1004.00

(C-ID: MUS 160)

**MUSIC 121****Music Skills I**

1 unit, 4 hours laboratory (GR or P/NP)

Prerequisite(s): Instructor's Approval

Prerequisite(s) or corequisite(s): MUSIC 100

Recommended preparation: Mastery of music fundamentals: familiarity with notes in treble and bass clefs; understanding of rhythmic notation and time signatures; understanding of scales and key signatures, Concurrent enrollment in Music Theory I (MUSIC 101) and one of the following: Elementary Piano I-IV (MUSIC 130-133), Intermediate Piano Literature I-IV (MUSIC 134-137) or Jazz Piano I-IV (MUSIC 138-141)

Acceptable for credit: CSU, UC

Application and development of rhythmic, melodic, and harmonic materials of Music Theory I: Ear training, sight singing, analysis, and dictation. 1004.00

(C-ID: MUSIC 125)



**MUSIC 122****Music Skills II**

1 unit, 4 hours laboratory (GR or P/NP)

Recommended preparation: MUSIC 101 and 121; Recommended concurrent enrollment in MUSIC 102 and one of the following: MUSIC 130-133, MUSIC 134-137 or MUSIC 138-141.

Acceptable for credit: CSU, UC

Continuation of MUSIC 121: Application and development of rhythmic, melodic, and harmonic materials of Music Theory II: ear training, sight singing, analysis, and dictation. 1004.00 (C-ID: MUS 135)

**MUSIC 123****Music Skills III**

1 unit, 4 hours laboratory (GR or P/NP)

Recommended preparation: MUSIC 102 and 122; Recommended concurrent enrollment in MUSIC 103 and one of the following: MUSIC 130-133, MUSIC 134-137 or MUSIC 138-141.

Acceptable for credit: CSU, UC

Continuation of MUSIC 122: Application and development of rhythmic, melodic, and harmonic materials of Music Theory III: ear training, sight singing, analysis, and dictation. 1004.00 (C-ID: MUS 145)

**MUSIC 124****Music Skills IV**

1 unit, 4 hours laboratory (GR or P/NP)

Recommended preparation: MUSIC 103 and 123; Recommended concurrent enrollment in MUSIC 104 and one of the following: MUSIC 130-133, MUSIC 134-137 or MUSIC 138-141.

Acceptable for credit: CSU, UC

Continuation of MUSIC 123: Application and development of rhythmic, melodic, and harmonic materials of Music Theory IV: ear training, sight singing, analysis, and dictation. 1004.00 (C-ID: MUS 155)

**MUSIC 125****Chorus**

1 unit, 4 hours laboratory (GR or P/NP)

Prerequisite(s): Ability to sing acceptably, determined by instructor through audition.

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

Study and interpretation of a wide variety of accompanied and unaccompanied choral literature. Participation in public performance is required. 1004.00 (C-ID: MUS 180)

**MUSIC 126****Jazz Orchestra**

1 unit, 4 hours laboratory (GR or P/NP)

Prerequisite(s): Ability to play a jazz-oriented instrument proficiently and some knowledge of improvisation as determined by instructor.

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

Study and performance of Jazz Orchestra literature. Participation in public performance is required. 1004.00

(C-ID: MUS 180)

**MUSIC 127****Jazz Combos**

1 unit, 4 hours laboratory (GR or P/NP)

Prerequisite(s): Ability to play a jazz-oriented instrument proficiently and some knowledge of improvisation as determined by instructor.

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

Study and performance of Jazz literature and arrangements: Designed for jazz-oriented instrumentalists interested in performing in small jazz ensembles. 1004.00 (C-ID: MUS 180)

**MUSIC 128****Choral Repertoire**

1 unit, 4 hours laboratory (GR or P/NP)

Prerequisite(s): Ability to sing acceptably, determined by instructor through audition.

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

Study and performance of advanced choral literature. 1004.00 (C-ID: MUSIC 180)

**MUSIC 129****Jazz Orchestra Repertoire**

1 unit, 4 hours laboratory (GR or P/NP)

Prerequisite(s): Ability to play a jazz-oriented instrument proficiently and some knowledge of improvisation as determined by instructor.

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

Performance in and management of the Jazz Orchestra for the advanced instrumental student: Study and analysis of advanced repertoire, conducting and rehearsal techniques, literature selection, and organizing public performances. 1004.00 (C-ID: MUS 180)

**MUSIC 130****Elementary Piano Method I**

1 unit, 1 hour lecture, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Individualized study of level I beginning piano techniques and theory: Five-finger technique in C Major and D Minor, elementary rhythm, legato, staccato, coordination of both hands, beginning theory related to keyboard music, progressive development of skills needed for solo performance. Performance evaluation by music faculty. 1004.00

**MUSIC 131****Elementary Piano Method II**

1 unit, 1 hour lecture, 2 hours laboratory (GR or P/NP)

Recommended preparation: MUSIC 130

Acceptable for credit: CSU, UC

Individualized study of level II beginning piano techniques and theory: Five-finger technique in G Major, F Major and E Minor extending to a sixth, finger crossing and chord playing, use of



damper pedal, meters with half note and eighth note beats, beginning theory related to level II keyboard music, progressive development of skills needed for solo performance. Performance evaluation by music faculty. 1004.00

### **MUSIC 132**

#### **Elementary Piano Method III**

1 unit, 1 hour lecture, 2 hours laboratory (GR or P/NP)

Recommended preparation: MUSIC 131

Acceptable for credit: CSU, UC

Individualized study of level III beginning piano techniques and theory: Scale playing and performance in C, G, F and D Major, level III finger technique including intervals of the seventh and octave, techniques for changing positions, recognition and performance of primary triads and seventh chords, progressive development of skills needed for solo performance. Performance evaluation by music faculty. 1004.00

### **MUSIC 133**

#### **Elementary Piano Method IV**

1 unit, 1 hour lecture, 2 hours laboratory (GR or P/NP)

Prerequisite(s): MUSIC 132

Acceptable for credit: CSU, UC

Individualized study of level IV beginning piano techniques and theory: Scale-playing, reading of notation, and performance in Bb and A Major; A, E, B, D, and G Minor; introduction to chromaticism, diminished, and augmented triads; reading and performance of rhythms including sixteenth notes and triplets; Music History relating to keyboard music; progressive development of skills needed for solo performance. Performance evaluation by music faculty. 1004.00

### **MUSIC 134**

#### **Intermediate Piano Literature I**

1 unit, 1 hour lecture, 2 hours laboratory (GR or P/NP)

Recommended preparation: MUSIC 133

Acceptable for credit: CSU, UC

Individualized study of level I intermediate piano literature, techniques and theory: All major scales, keyboard history of Renaissance and Baroque Eras; level I intermediate rhythms, including syncopation, simple and compound meters, sixteenth notes, and triplets; playing duets; progressive development of skills needed for solo performance. Performance evaluation by music faculty. 1004.00

### **MUSIC 135**

#### **Intermediate Piano Literature II**

1 unit, 1 hour lecture, 2 hours laboratory (GR or P/NP)

Recommended preparation: MUSIC 134

Acceptable for credit: CSU, UC

Individualized study of level II intermediate piano literature, techniques and theory: All harmonic minor scales, keyboard history pertaining to the Classical Era; triad inversions, and seventh chords; cadences and basic chord progressions; duets; progressive development of skills needed for solo performance. Performance evaluation by music faculty. 1004.00

### **MUSIC 136**

#### **Intermediate Piano Literature III**

1 unit, 1 hour lecture, 2 hours laboratory (GR or P/NP)

Recommended preparation: MUSIC 135

Acceptable for credit: CSU, UC

Individualized study of level III intermediate piano literature, techniques and theory: All melodic minor scales, keyboard history pertaining to the Romantic Era; ornamentation; interpretation and execution of triplets, duets; progressive development of skills needed for solo performance. Performance evaluation by music faculty. 1004.00

### **MUSIC 137**

#### **Intermediate Piano Literature IV**

1 unit, 1 hour lecture, 2 hours laboratory (GR or P/NP)

Recommended preparation: MUSIC 136

Acceptable for credit: CSU, UC

Individualized study of level IV intermediate piano literature, techniques and theory: Chromatic, octatonic, and whole-tone scales; Twentieth Century piano literature; piano voicing; interpretation and execution odd and changing meter, duets; progressive development of skills needed for solo performance. Performance evaluation by music faculty. 1004.00

### **MUSIC 138**

#### **Jazz Piano I**

1 unit, 1 hour lecture, 2 hours laboratory (GR or P/NP)

Recommended preparation: MUSIC 133

Acceptable for credit: CSU, UC

Individualized study of level I jazz piano literature, techniques and theory: Overview of jazz piano styles, beginning approaches to comping, major 7, dominant 7, and minor 7 chords as well as 3-note voicings, introduction to improvisation-the blues scale, class performances. Progressive development of skills needed for solo performance. Performance evaluation by music faculty. 1004.00

### **MUSIC 139**

#### **Jazz Piano II**

1 unit, 1 hour lecture, 2 hours laboratory (GR or P/NP)

Recommended preparation: MUSIC 138

Acceptable for credit: CSU, UC

Individualized study of level II jazz piano literature, techniques and theory: Mixolydian and dorian scales, overview of jazz piano styles from 1925 to 1940, intermediate comping, basic jazz theory including 9<sup>th</sup> chords and 4-note voicings, improvisation on simple chord progressions; class performances. Progressive development of skills needed for solo performance. Performance evaluation by music faculty. 1004.00

**MUSIC 140****Jazz Piano III**

1 unit, 1 hour lecture, 2 hours laboratory (GR or P/NP)

Recommended preparation: MUSIC 139

Acceptable for credit: CSU, UC

Individualized study of level III jazz piano literature, techniques and theory: Phrygian dominant scales, overview of jazz piano styles from 1940 to 1960, advanced approaches to comping, jazz theory including minor ii-V-I's, improvisation on standard jazz songs, class performances. Progressive development of skills needed for solo performance. Performance evaluation by music faculty. 1004.00

**MUSIC 141****Jazz Piano IV**

1 unit, 1 hour lecture, 2 hours laboratory (GR or P/NP)

Recommended preparation: MUSIC 140

Acceptable for credit: CSU, UC

Individualized study of level IV jazz piano literature, techniques and theory: all altered and Lydian dominant scales; Jazz piano styles from 1960 to the present; advanced approaches to comping-group interaction, melodic minor harmony; two-hand voicing's, improvisation on standard jazz songs, class performances. Progressive development of skills needed for solo performance. Performance evaluation by music faculty. 1004.00

**MUSIC 142****Instrumental Ensemble**

1 unit, 4 hours laboratory (GR or P/NP)

Prerequisite(s): Ability to read and perform the standard chamber music repertoire on a brass, percussion, string, or woodwind instrument as determined by the instructor.

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

Study of instrumental ensemble literature: Ensemble playing devoted to the performance of small chamber works for brass, percussion, strings, and woodwind instruments. 1004.00

(C-ID: MUS 180)

**MUSIC 143****String Ensemble**

1 unit, 4 hours laboratory (GR or P/NP)

Prerequisite(s): Ability to play string instruments proficiently as determined by the instructor.

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

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

(C-ID: MUS 180)

**MUSIC 144****Intermediate Jazz Combos**

1 unit, 4 hours laboratory (GR or P/NP)

Prerequisite(s): Ability to play a jazz-oriented instrument proficiently and some knowledge of improvisation as determined by the instructor.

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

Study and performance of Intermediate Jazz literature and arrangements: Designed for jazz-oriented instrumentalists interested in performing in small jazz ensembles. 1004.00

(C-ID: MUS 180)

**MUSIC 145****Advanced Jazz Combos**

1 unit, 4 hours laboratory (GR or P/NP)

Prerequisite(s): Ability to play a jazz-oriented instrument proficiently and some knowledge of improvisation as determined by the instructor.

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

Advanced study and performance of Jazz literature and arrangements: Designed for jazz-oriented instrumentalists interested in performing in small jazz ensembles. 1004.00

(C-ID: MUSIC 180)

**MUSIC 146****Advanced Choral Repertoire**

1 unit, 4 hours laboratory (GR or P/NP)

Prerequisite(s): Completion of a successful audition demonstrating ability to sing in tune in high, middle and low registers using sufficient pharyngeal resonance to blend with other singers. Instructor approval is required.

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

Advanced level study and interpretation of accompanied and unaccompanied choral literature. 1004.00

(C-ID: MUS 180)

**MUSIC 147****Introduction to Electronic Music and MIDI**

3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU

Prerequisite(s): MUSIC 100 or 101

Introduction to Digital Audio Workstations and MIDI: Basic concepts of MIDI capable synthesizers, tone generators and samplers, digital signal processors, and computer-based music sequencing software. 1005.00

AA / AS area 4C

(C-ID: CMUS 110X)

**MUSIC 150****Applied Music**

1 unit, 1 hour lecture, 2 hours laboratory (GR)

Prerequisite(s): Successful audition required.

Recommended preparation: Concurrent participation in an appropriate ensemble and enrollment in appropriate-level major preparation courses (Theory, Musicianship, Keyboard, etc.)

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

Individualized study of the appropriate techniques and repertoire for the specific instrument or voice being studied: Progressive development of skills needed for solo performance. Advancement is evaluated through a juried performance. 1004.00

(C-ID: MUS 160)

**MUSIC 210****Summer Orchestra**

1 unit, 4 hours laboratory (P/NP)

Prerequisite(s): Ability to play an instrument and instructor approval

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, 4 hours laboratory (P/NP)

Prerequisite(s): Ability to play an instrument and instructor approval

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 225****Choral Repertoire**

1 unit, 4 hours laboratory (GR or P/NP)

Prerequisite(s): Ability to sing acceptably, determined by instructor through audition.

Course study under this section may be repeated three times.

Advanced level study and interpretation of accompanied and unaccompanied choral literature. Participation in public performance required. 1004.00

**MUSIC 226****Jazz Orchestra Repertoire**

1 unit, 4 hours laboratory (GR or P/NP)

Prerequisite(s): Ability to play a jazz-oriented instrument proficiently and some knowledge of improvisation as determined by instructor.

Course study under this section may be repeated three times.

Performance in and management of the Jazz Orchestra for the advanced instrumental student: Conducting and rehearsal techniques, literature, selection and organizing public performances. 1004.00

**MUSIC 232A****Chinese Orchestra - Introduction**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Introduction to theory, practice, and historical background of Chinese music: Study and performance of Chinese orchestral instruments leading to public performance. 1004.00

**MUSIC 232B****Chinese Orchestra - Beginning**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Continuation of MUSIC 232A: Beginning theory, practice, and historical background of Chinese music; study and performance of Chinese orchestral instruments leading to public performance. 1004.00

**MUSIC 232C****Chinese Orchestra - Intermediate**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Continuation of MUSIC 232B: Intermediate theory, practice, and historical background of Chinese music; study and performance of Chinese orchestral instruments leading to public performance. 1004.00

**MUSIC 232D****Chinese Orchestra - Advanced**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Continuation of MUSIC 232C: Advanced theory, practice, and historical background of Chinese music; study and performance of Chinese orchestral instruments leading to public performance. 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 Native American Indians

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Survey of histories and cultures of American Indian peoples in North America from pre-contact to the present. An analysis of the political, cultural, legal and military relationships that developed between American Indians and foreign nations. 2203.00

AA/AS area 2, 5; CSU area D; IGETC area 4

### NATAM 2

#### Native American Indians in Contemporary Society

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

The socio-cultural development of American Indian populations in modern times with emphasis upon the United States. American Indian economic, political, and legal changes in the 20th and 21st centuries and issues of identity, the role of the federal government, gaming and self-determination. 2203.00

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. 2203.00

AA/AS area 2, 5; CSU area D; IGETC area 4

(C-ID: SJS 120)



## NONCREDIT COURSES AT LANEY COLLEGE

### NONCREDIT ADMISSIONS

Laney College offers an extensive schedule of day, evening and weekend noncredit classes. Noncredit classes assist students seeking to improve math or English proficiency, increase literacy and job skills, prepare for college-level courses and advance employability.

#### Admissions Policy

Anyone 18 years or older can enroll in a noncredit class. Students may enroll in most classes by attending the first class meeting, provided space is available.

#### How to Enroll in Noncredit Courses

Students can earn certificates in the noncredit curriculum. There is no tuition for noncredit courses. However, a few courses include a fee for materials provided to students. Students are also responsible for the purchase of books and supplies.

New students must apply to the college via CCCApply or the Noncredit Application. Students can enroll in credit and noncredit classes simultaneously if they complete the CCCApply. If they only complete the Noncredit Application, they can only take noncredit classes.

The student may complete a Noncredit Application by 1.) Go to <http://web.peralta.edu/workforcedevelopment/apply-and-enroll/> on their web browser; 2.) Click on the Apply Online link; 3.) Fill in the online form; 4.) Click submit. Students may also pick up an application at the location they plan to attend and submit it to the Office of Admissions & Records.

In many cases, the student can enroll in classes by attending the first class meeting. The student can also enroll after the start of the semester. Speak to a counselor or the instructor.

*Is it permissible to enroll in Noncredit free classes while in F-1 status?*

International students with a F1 visa may enroll in noncredit courses however they must be enrolled in a full-time status (12 units) at their Home School. NONCREDIT COURSES CANNOT COUNT TOWARD FULL-TIME STATUS. Please check with an International Student Counselor for more information.

You may enter in the F-1 visa category provided you meet the following criteria:

- You must be enrolled in an "academic" educational program, a language-training program, or a vocational program
- Your school must be approved by the Student and Exchange Visitors Program, Immigration & Customs Enforcement
- You must be enrolled as a full-time student at the institution
- You must be proficient in English or be enrolled in courses leading to English proficiency
- You must have sufficient funds available for self-support during the entire proposed course of study
- You must maintain a residence abroad which he/she has no intention of giving up.

More information on F-1 visa visit:

<http://www.uscis.gov/working-united-states/students-and-exchange-visitors/students-and-employment>

*Is it permissible to enroll in school while in B-1/B-2 status?*

No, it is NOT permissible to enroll in any class. The regulations, at 8 CFR 214.2(b)(7), specifically prohibit study in the United States while in B-1 or B-2 status.

More information on B-1/B-2 Visa

<http://www.uscis.gov/working-united-states/students-and-exchange-visitors/students-and-employment/special-instructions-b-1b-2-visitors-who-want-enroll-school>

### NONCREDIT RESOURCES

#### Counseling

Counselors are available to assist students with educational and career planning. Visit or contact the center(s) for dates and times of operation

#### Grading

Upon completion of a course, students will receive a grade of Pass, No Pass or Satisfactory Progress. Satisfactory Progress means that the student has shown some progress towards meeting course content but needs to repeat the course in order to fully reach competency.

*Can a Noncredit student get a Laney College photo ID card? How?*

Yes. The student ID card is free for all students at the campus Welcome Center or Student Activities Office.

What Students Need:

- A current class schedule showing enrollment
- Students need to bring a valid photo ID

*How do students get parking permits?*

Yes, all students who park at any of the Peralta Colleges must have a valid, current parking permit at all times. Semester parking permits can be purchased at the cashier's office at the colleges. Daily parking passes are also available at the parking lots.

*How do students request an official Noncredit transcript?*

Contact District A&R and request a noncredit transcript.

*Is a noncredit student eligible for financial aid?*

No. Federal Financial Aid is not available for noncredit courses. Noncredit courses are tuition free. Students are responsible for the purchase of books and supplies. Financial aid is not available



**NONCREDIT COURSES AT LANEY COLLEGE****Repeatability**

There are no repeatability limits for noncredit courses.

How does a student petition for a noncredit certificate?

Students should work with their instructor in order to petition for a certificate.

*Can noncredit students participate in the graduation ceremony in May?*

Noncredit students who complete a certificate are allowed and encouraged to participate in college graduation ceremonies. To apply or “petition” for graduation, students must see a counselor and complete the petition paperwork before the deadline posted on the website above. In addition, please have students go by the Student Center 412 after April 15th and see the Staff Assistant in Student Life to receive graduation letter.

**Noncredit Curriculum**

Laney College offers two types of noncredit certificates, Certificate of Completion and Certificate of Competency, which prepare students for entry-level employment or further study.

A Certificate of Completion is a sequence of courses designed to prepare students to progress in a career path or to undertake degree-applicable or non-degree applicable credit courses. A Certificate of Competency is a sequence of courses preparing students to demonstrate achievement in a set of competencies that prepares the student to progress in a career path or to undertake degree-applicable or non-degree applicable credit courses.



## NONCREDIT COURSES AT LANEY COLLEGE

### ENGLISH (ENGL)

#### ACADEMIC COMPOSITION SKILLS CERTIFICATE OF COMPETENCY (CCY)

The Academic Composition Skills Certificate of Competency (CCy ENGL) ensures necessary skills in fundamentals of English composition and research for students enrolled in composition courses. Students who complete this program will have skills which will help them succeed in future courses that require essay writing.

#### CAREER OPPORTUNITIES:

This program is designed to ensure that students have academic skills required to be successful in their academic goals, which ultimately allows for success in career goals.

#### COURSE SEQUENCE

Students must complete a minimum of 52.5 hrs

#### COURSE SEQUENCE

##### Core Courses (Min. 52.5-787.5 hours):

ENGL 508A	Academic Composition Skills: Prewriting and Organization	17.5-262.5
ENGL 508B	Academic Composition Skills: Paragraph Development, Analysis, & Research	17.5-262.5
ENGL 508C	Academic Composition Skills: Sentence Structure and Proofreading	17.5-262.5

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<b>TOTAL HOURS:</b>	<b>52.5-787.5</b>
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#### Competency Requirement:

Teacher or department will determine if student has met the competencies of the program and document it.

#### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Write well organized, well developed, well edited, well researched, and clear essays.

**NONCREDIT COURSES AT LANEY COLLEGE****ENGLISH (ENGL)****ENGL 508A****Academic Composition Skills: Prewriting and Organization**

0 units, 52.5-787.5 hours laboratory (P/NP or SP)

Non-degree applicable

Course study under this section may be repeated five times.

Individualized instruction in academic composition: Prewriting and essay organization. 1501.00

**ENGL 508B****Academic Composition Skills: Paragraph Development, Analysis, & Research**

0 units, 52.5-787.5 hours laboratory (P/NP or SP)

Non-degree applicable

Course study under this section may be repeated five times.

Individualized instruction in academic composition: Paragraph Development, Analysis, and Research. 1501.00

**ENGL 508C****Academic Composition Skills: Sentence Structure and Proofreading**

0 units, 52.5-787.5 hours laboratory (P/NP or SP)

Non-degree applicable

Course study under this section may be repeated five times.

Individualized instruction in academic composition: Sentence structure and proofreading. 1501.00



## NONCREDIT COURSES AT LANEY COLLEGE

### ENGLISH AS A SECOND OTHER LANGUAGE (ESOL)

### BRIDGE TO CREDIT ESOL CERTIFICATE OF COMPETENCY (CCY)

The Bridge to Credit Certificate of Competency (CCy ESOL) verifies that a student has successfully completed the non-credit ESOL course sequence. This sequence prepares students for the academic rigor of credit courses by integrating English language instruction with organizational tools for student success. Students interested in completing the certificate should consult with the ESOL program chair and a counselor.

#### CAREER OPPORTUNITIES:

This certificate's emphasis on organizational life skills will prepare non-native speaking students for vocational programs and job advancement. The certificate will provide international students with evidence of English study, which may make a job-seeker more competitive in many countries.

#### COURSE SEQUENCE

##### Core Courses (Min. 134 hours):

ESOL 541A	Bridge to Credit ESOL - Level 1	50-96
ESOL 541B	Bridge to Credit ESOL - Level 2	50-96
ESOL 541C	Bridge to Credit ESOL - Level 3	50-96
ESOL 541D	Bridge to Credit ESOL - Level 4	50-96

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<b>TOTAL HOURS:</b>	<b>200-385</b>
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#### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Synthesize written information and technological skills to register for credit-level courses at an educational institution.
- Comprehend and respond appropriately to spoken American English at the level of entry-level credit ESOL courses.
- Apply written information, technological skills, and college success strategies to college level courses.

## NONCREDIT COURSES AT LANEY COLLEGE

### ENGLISH AS A SECOND OTHER LANGUAGE (ESOL)

### VOCATIONAL ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (VESOL) CERTIFICATE OF COMPETENCY (CCY)

Laney College's noncredit VESOL I Program offers courses that will prepare students for the language skills required in entry-level employment or college certificate programs in the hospitality and retail industries. In this program students will practice communicating in the workplace with co-workers and customers, learn how to conduct a basic job search in the American workplace and use simple technology at work, such as email by developing language skills including listening, speaking, reading and writing tasks related to work in restaurants, hotels, retail stores and offices.

#### CAREER OPPORTUNITIES:

This certificate will assist students in finding entry-level positions in the regional hospitality, retail and other targeted industries.

#### COURSE SEQUENCE

Students must complete a minimum of 160 hrs

Core Courses:		160 hrs	Group 2:		
ESOL 532A	English for Job Search Skills 1	48	ESOL 528A	English for Special Purposes 1	40
ESOL 532B	English for Job Search Skills 2	48	ESOL 528B	English for Special Purposes 2	40
ESOL 534A	English for Technology 1	32	Group 3:		
ESOL 534B	English for Technology 2	32			
Select two courses from one of the following groups (min 64 hrs):			ESOL 530A	English for Customer Service 1	48
Group 1:			ESOL 530B	English for Customer Service 2	48
ESOL 527A	English for Culinary 1	32			
ESOL 527B	English for Culinary 2	32			
<b>TOTAL HOURS:</b>					<b>160</b>

#### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Students will demonstrate the ability to apply for and communicate in an entry-level job in the hospitality, retail and other targeted industries.



## NONCREDIT COURSES AT LANEY COLLEGE

### ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

#### ESOL 527A

##### English for Culinary 1

0 units, 32 hours lecture (P/NP or SP)

Recommended preparation: ESOL 541A, 541B, 541C, 541D

Non-degree applicable

Course study under this section may be repeated a hundred times.

Development and strengthening of English language skills: Practice listening, speaking and some reading and writing in the context of food preparation and handling. 4931.00

#### ESOL 527B

##### English for Culinary 2

0 units, 32 hours lecture (P/NP or SP)

Recommended preparation: ESOL 541A, 541B, 541C, 541D

Non-degree applicable

Course study under this section may be repeated a hundred times.

Continuation of 527A: Practice listening, speaking, reading and writing in the context of food preparation and handling. 4931.00

#### ESOL 528A

##### English for Special Purposes 1

0 units, 40 hours lecture (P/NP or SP)

Recommended preparation: ESOL 541A, 541B, 541C, 541D

Non-degree applicable

Course study under this section may be repeated a hundred times.

Development and strengthening English language skills: Practice listening, speaking and some reading and writing in English in the context of the targeted industry. 4931.00

#### ESOL 528B

##### English for Special Purposes 2

0 units, 40 hours lecture (P/NP or SP)

Recommended preparation: ESOL 541A, 541B, 541C, 541D

Non-degree applicable

Course study under this section may be repeated a hundred times.

Continuation of ESOL 528A: Practice listening, speaking, reading and writing in the context of the targeted CTE pathway. 4931.00

#### ESOL 530A

##### English for Customer Service 1

0 units, 48 hours lecture (P/NP or SP)

Recommended preparation: ESOL 541A, 541B, 541C, 541D

Non-degree applicable

Course study under this section may be repeated four times.

Development and strengthening of English speaking and listening skills. Dealing with customers in service areas. 4931.00

#### ESOL 530B

##### English for Customer Service 2

0 units, 48 hours lecture (P/NP or SP)

Recommended preparation: ESOL 541A, 541B, 541C, 541D

Non-degree applicable

Course study under this section may be repeated four times.

Continuation of ESOL 530A: Development and strengthening of English speaking and listening skills. Dealing with customers in service areas. 4931.00

#### ESOL 532A

##### English for Job Search Skills 1

0 units, 48 hours lecture (P/NP or SP)

Recommended preparation: ESOL 541A, 541B, 541C, 541D

Non-degree applicable

Course study under this section may be repeated four times.

Exploring skills in English for job search: English for a broad range of careers and job search techniques, career resources, use of computer apps and internet websites, compiling appropriate information for job applications, cover letters and resumes, typical interview questions and techniques. 4930.87

#### ESOL 532B

##### English for Job Search Skills 2

0 units, 48 hours lecture (P/NP or SP)

Recommended preparation: ESOL 541A, 541B, 541C, 541D

Non-degree applicable

Course study under this section may be repeated four times.

Continuation of ESOL 532A: Further skills in English for job search for a broad range of careers and job search techniques, career resources, use of computer apps and internet websites, compiling appropriate information for job applications, cover letters and resumes, typical interview questions and techniques.. 4930.87

## NONCREDIT COURSES AT LANEY COLLEGE

### ESOL 534A

#### English for Technology 1

0 units, 32 hours lecture (P/NP or SP)

Recommended preparation: ESOL 541A, 541B, 541C, 541D

Non-degree applicable

Course study under this section may be repeated four times.

Low-beginning English for technology: Grammar and vocabulary for speaking, listening, reading and writing related to academic and ESOL technological resources. 4930.87

### ESOL 534B

#### English for Technology 2

0 units, 32 hours lecture (P/NP or SP)

Recommended preparation: ESOL 541A, 541B, 541C, 541D

Non-degree applicable

Course study under this section may be repeated four times.

Continuation of ESOL 534A: Grammar and vocabulary for speaking, listening, reading and writing related to academic and ESOL technological resources. 4930.87

### ESOL 541A

#### Bridge to Credit ESOL - Level I

0 units, 50-96.25 hours lecture (P/NP or SP)

Non-degree applicable

Course study under this section may be repeated twelve times.

Introduction to basic English through the context of daily life activities: Listening, speaking, reading, and writing; basics of language structures, form, computer literacy, classroom culture and study skills within the context of personal information and circumstances. 4930.87

### ESOL 541B

#### Bridge to Credit ESOL - Level II

0 units, 50-96.25 hours lecture (P/NP or SP)

Recommended preparation: ESOL 541A

Non-degree applicable

Course study under this section may be repeated twelve times.

Continuation of ESOL 541A: Listening, speaking, reading, and writing; basics of language structures and form, computer literacy, classroom culture and study skills within the context of jobs. 4930.87

### ESOL 541C

#### Bridge to Credit ESOL - Level III

0 units, 50-96.25 hours lecture (P/NP or SP)

Recommended preparation: ESOL 541B

Non-degree applicable

Course study under this section may be repeated twelve times.

Continuation of ESOL 541B: Listening, speaking, reading, and writing; basics of language structures, form, computer literacy, classroom culture and study skills within the context of academic life. 4930.87

### ESOL 541D

#### Bridge to Credit ESOL - Level IV

0 units, 50-96.25 hours lecture (P/NP or SP)

Recommended preparation: ESOL 541C

Non-degree applicable

Course study under this section may be repeated twelve times.

Continuation of ESOL 541C: Listening, speaking, reading, and writing; basics of language structures, form, computer literacy, classroom culture and study skills within the context of life experience. 4930.87





**NONCREDIT COURSES AT LANEY COLLEGE****GRAPHIC ARTS (GRART)****GRART 501****Graphic Arts Open Lab**

0 units, 17.5-262.5 hours laboratory (P/NP)

Recommended preparation: BUS 2019 or CIS 205 or GRART 230

Non-degree applicable

Course study under this section may be repeated three times.

Access to the Graphic Arts computer and design labs:  
Supervised tutoring in graphic software, desktop publishing,  
graphic design, and electronic imaging. 1030.00



## NONCREDIT COURSES AT LANEY COLLEGE

### LEARNING RESOURCES (LRNRE)

### QUANTATIVE PREPARATION FOR WORKFORCE CERTIFICATE OF COMPETENCY (CCY)

The Quantitative Preparation for Workforce Certificate of Competency (CCy LRNRE) is designed to enhance quantitative reasoning competencies and skills for work-based contexts, and develop soft-skills and self-efficacy in both preparing for, and seeking employment.

#### CAREER OPPORTUNITIES:

Certificate completion, and the concomitant skills acquired, are relevant to a variety of workplaces, including, but not limited to: local small businesses in food and delivery industries, opportunities in service sector employment, as well as pre-apprenticeship opportunities that link to advanced manufacturing and skilled trades.

#### COURSE SEQUENCE

Students must complete a minimum of 60 hrs.

Core Courses:		48-72 hrs
MATH 504	Workforce Math	30-54
LRNRE 522	Apprenticeship and Civil Service Opportunities	18-24

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<b>TOTAL HOURS:</b>	<b>48-72</b>
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#### Competency Requirement:

Teacher or department will determine if student has met the competencies of the program and document it.

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Students will demonstrate competency in required mathematical skills, spatial reasoning and mechanical reasoning, at a level that will enable them to identify appropriate employment opportunities and navigate job interview process.
-

## NONCREDIT COURSES AT LANEY COLLEGE

### LEARNING RESOURCES (LRNRE)

### QUANTATIVE PREPARATION FOR SKILLED TRADES CERTIFICATE OF COMPETENCY (CCY)

The Quantitative Preparation for Skilled Trades Certificate of Competency (CCy LRNRE) is designed to enhance quantitative reasoning competencies and skills for work-based contexts, and developing soft-skills and self-efficacy required to pass work related entrance exams.

#### CAREER OPPORTUNITIES:

Certificate completion, and the concomitant skills acquired, are relevant to a variety of workplaces, including, but not limited to local small businesses in food and delivery industries, opportunities in service sector employment, as well as pre-apprenticeship opportunities that link to advanced manufacturing and skilled trades.

#### COURSE SEQUENCE

Students must complete a minimum of 60 hrs.

Core Courses:		48-72 hrs
MATH 504	Workforce Math	30-54
LRNRE 521	Test Preparation for the Skilled Trades	18-24

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<b>TOTAL HOURS:</b>	<b>48-72</b>
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#### Competency Requirement:

Teacher or department will determine if student has met the competencies of the program and document it.

#### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Students will demonstrate interview techniques in mock sessions and apply resume writing skills in resume creation.



## NONCREDIT COURSES AT LANEY COLLEGE

### LEARNING RESOURCES (LRNRE)

### SKILLED APPRENTICESHIP AND CIVIL SERVICE PREPARATION CERTIFICATE OF COMPETENCY (CCY)

The Skilled Trades Apprenticeship and Civil Service Preparation Certificate of Competency (CCy LRNRE) was designed as preparation for apprenticeship testing and municipal civil service employment in the skilled trades. The program includes math, spatial reasoning, mechanical reasoning, some trade knowledge, test-taking, interview preparation and research on application and opportunities.

#### CAREER OPPORTUNITIES:

The shortage of skilled trade workers in both private and public sectors has been well documented. The aging workforce has created a shortage that is just now being addressed by increased civil service training opportunities and efforts to expand apprenticeships. All of these opportunities currently require some level of testing to qualify for these programs. This program is designed to address the shortage of qualified candidates by preparing them for success in this testing process.

#### COURSE SEQUENCE

Students must complete a minimum of 36 hrs.

Core Courses:		36-48 hrs
LRNRE 521	Test Preparation for the Skilled Trades	18-24
LRNRE 522	Apprenticeship and Civil Service Opportunities	18-24

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**TOTAL HOURS:** 36-48

#### Competency Requirement:

Teacher or department will determine if student has met the competencies of the program and document it.

#### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Students will demonstrate competency in required mathematical skills, spatial reasoning and mechanical reasoning, at a level that will enable them to pass required exams.
  - Students will create a resume, navigate the job search process, and demonstrate successful job interview skills.
-

**NONCREDIT COURSES AT LANEY COLLEGE****LEARNING RESOURCES (LRNRE)****LRNRE 501****Supervised Tutoring**

0 units, 17.5-262.5 hours laboratory (P/NP)

Non-degree applicable

Course study under this section may be repeated three times. 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

**LRNRE 521****Test Preparation for the Skilled Trades**

0 units, 18-24 hours lecture (P/NP or SP)

Non-degree applicable

Course study under this section may be repeated twenty times.

Preparation for skilled trade and civil service exams: Emphasize mathematics, spatial and mechanical reasoning and test taking skills leading to apprenticeships and entry-level skilled trade positions at cities, counties, and public agencies and utilities. 4930.12

**LRNRE 522****Apprenticeship and Civil Service Opportunities**

0 units, 18-24 hours lecture (P/NP or SP)

Non-degree applicable

Course study under this section may be repeated twenty times.

Exploration of trades apprenticeships and Civil Service opportunities: Apprenticeship and civil service process at various agencies and unions including local opportunities, application process and types of testing. 4930.12



## NONCREDIT COURSES AT LANEY COLLEGE

### LIBRARY AND INFORMATION STUDIES (LIS)

### RESEARCH SKILLS CERTIFICATE OF COMPETENCY (CCY)

The Certificate of Competency in Research Skills is designed to provide students with a foundation in information literacy, critical thinking, ethical use of information, and research. This certificate is intended to improve the research and information literacy skills of student desiring to increase their capacity for pursuing college-level coursework, gaining employment in today's digital workforce, and community engagement. Students enrolled in the Research Skills program may use the certification as a means of providing college instructors and employers of their ability to find, evaluate, and use credible and relevant information in an ethical manner.

#### COURSE SEQUENCE

Students must complete a minimum of 6 hrs.

Core Courses: (6 hrs)

LIS 511	Research Skills I	2
LIS 512	Research Skills II	2
LIS 513	Research Skills III	2

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<b>TOTAL HOURS:</b>	<b>6</b>
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#### Competency Requirement:

Teacher or department will determine if student has met the competencies of the program and document it.

#### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- 
- Apply information literacy skills to academic, professional, and personal life.
  - Analyze, synthesize, and apply information practically and ethically.
-

**NONCREDIT COURSES AT LANEY COLLEGE****LIBRARY AND INFORMATION STUDIES  
(LIS)****LIS 511****Research Skills I**

0 units, 2 hours lecture (P/NP or SP)

Non-degree applicable

Course study under this section may be repeated three times.

Introduction to research: Information literacy skills, research process, topic selection and development, and overview of appropriate information sources. 4930.14

**LIS 512****Research Skills II**

0 units, 2 hours lecture (P/NP or SP)

Prerequisite(s): LIS 511

Non-degree applicable

Course study under this section may be repeated three times.

Continuation of LIS 501: Identifying search terms, locating information sources, and evaluating information sources. 4930.14

**LIS 513****Research Skills III**

0 units, 2 hours lecture (P/NP or SP)

Prerequisite(s): LIS 512

Non-degree applicable

Course study under this section may be repeated three times.

Continuation of LIS 512: Presenting research and data, citations, and academic integrity. 4930.14





**NONCREDIT COURSES AT LANEY COLLEGE****MATHEMATICS (MATH)****MATH 503****Supervised Tutoring in Mathematics**

0 units, 17.5-1260 hours laboratory (P/NP or SP)

Open entry/Open exit

Non-degree applicable

Course study under this section may be repeated a thousand times.

Introduction to research: Information literacy skills, research process, topic selection and development, and overview of appropriate information sources. 4930.09

**MATH 504****Workforce Math**

0 units, 30-54 hours lecture (P/NP or SP)

Non-degree applicable

Course study under this section may be repeated five times.

Survey of workforce based quantitative reasoning competencies: Development of skills related to numeracy, computation, temporal and spatial reasoning, and problem solving. 4930.12





**NONCREDIT COURSES AT LANEY COLLEGE****SPANISH (SPAN)****SPAN 533A****Beginning Conversational Nuaatl**

0 units, 54 hours lecture (P/NP or SP)

Non-degree applicable

Course study under this section may be repeated five times.

Development of Nuaatl language conversational and oral skills: Study and comprehension of the Nuaatl language applied to cultural practices; speaking, translating, and interpreting an indigenous language at the beginning level. 2140.00

**SPAN 533B****Intermediate Conversational Nuaatl**

0 units, 54 hours lecture (P/NP or SP)

Prerequisite(s): SPAN 533A

Non-degree applicable

Course study under this section may be repeated five times.

Continuation of SPAN 533A: Study and comprehension of the Nuaatl language applied to cultural practices; speaking, translating, and interpreting an indigenous language at the intermediate level. 2140.00

**SPAN 533C****Advanced Conversational Nuaatl**

0 units, 54 hours lecture (P/NP or SP)

Prerequisite(s): SPAN 533B

Non-degree applicable

Course study under this section may be repeated five times.

Continuation of SPAN 533B: Study and comprehension of the Nuaatl language applied to cultural practices; speaking, translating, and interpreting an indigenous language at the advanced level. 2140.00



## ASSOCIATE IN ARTS DEGREE IN PHILOSOPHY FOR TRANSFER (AA-T)

The Associate in Arts Degree in Philosophy for Transfer is designed to prepare students for a seamless transfer with junior status and priority admission to their local CSU campus to a program or major in Philosophy or similar major for completion of a baccalaureate degree. Students are required to complete: \* a minimum of 19 semester units in the major with a grade of C or better while maintaining a minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. \* 60 semester CSU-transferable units using the California State University-General Education-Breadth pattern (CSU-GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern. \* No more than 60 semester units are required. The Associate in Arts Degree in Philosophy for Transfer will also assist Philosophy major students to transfer to a U.C. or other baccalaureate institutions. Students are advised to consult with a counselor to verify transfer requirements.

### CAREER OPPORTUNITIES:

This general concentration forms an excellent basis for a broad liberal arts education and has been the chosen mode of preparation for successful careers in such diverse areas as university teaching, government, education, medicine, consulting, publishing, business, and finance.

### COURSE SEQUENCE

#### Core Courses (9 units):

HUMAN 30A	Human Values/Ethics	3
	or	
PHIL 1	Introduction to Philosophy	3
PHIL 10	Logic	3
PHIL 20A	History of Ancient Greek Philosophy	3
	or	
PHIL 20B	History of Modern European Philosophy	3

#### Select three of the following (9 units):

(can use any of the above courses not already used)

PHIL 2	Social and Political Philosophy	3
PHIL 4	Philosophy of Religion	3
PHIL 37	Introduction to Asian Philosophy	3

<b>TOTAL MAJOR UNITS:</b>	<b>18</b>
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<b>IGTEC or CSU GE-Breadth Education Pattern</b>	<b>37-39</b>
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**CSU Transferrable General Elective Courses to meet 60 units**

<b>TOTAL UNITS</b>	<b>60</b>
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### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Demonstrate an ability to articulate and critically engage with core philosophical positions.
- Demonstrate an ability to conduct philosophical research using primary and secondary sources.
- Demonstrate an ability to conduct a cogent argument with clear thesis that anticipates and responds to key objections.
- Demonstrate knowledge of core areas of the discipline as represented by required courses in the major.

## 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

(C-ID: PHIL 100)

### 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 4

#### Philosophy of Religion

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Philosophy of religion from both an existential and historical perspective: Existentially, through an examination of "religion" as personal, social and theological; and historically, through an examination of common doctrines in the Semitic, Vedic and East Asian religions. 1509.00

AA/AS area 3; CSU area C2; IGETC area 3B

### PHIL 6

#### Introduction to the Philosophy of Self and Emotions

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Introduction to the nature of self and emotions: Philosophical and religious perspectives on personal identity and emotions. 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

(C-ID: PHIL 110)

### PHIL 14

#### Introduction to the Philosophy of Death

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Analysis of the concepts of life, death and meaning as expressed in classical East and West, modern and contemporary perspectives. 1509.00

AA/AS area 3; CSU area C2; IGETC area 3B

### 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

(C-ID: PHIL 130)

### 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

(C-ID: 140)

### 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 3B

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## DARKROOM PHOTOGRAPHY CERTIFICATE OF PROFICIENCY (CP)

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The Certificate of Proficiency in Darkroom Photography is designed to instruct students in the principles of traditional darkroom film and provide opportunity for skill achievement and portfolio development. Darkroom students shoot and process black and white film, print in the darkroom and learn historic alternative processes.

### CAREER OPPORTUNITIES:

Career opportunities available include specialized film printer, visual artist, photo book artist, photography workshop instructor, photographic restorer.

### COURSE SEQUENCE

#### Core Courses (9 units):

PHOTO 11 Introduction to Black / White Film Photography	3
PHOTO 12 Intermediate Black / White Darkroom Printing	3
PHOTO 13 Creative Darkroom: Alternative Processes	3

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<b>TOTAL REQUIRED UNITS:</b>	<b>9</b>
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### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

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- Demonstrate proficiency in the black and white medium.
  - Analyze traditional photography for aesthetic presentation.
  - Create a working portfolio of traditional photography.
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## PHOTOGRAPHY CERTIFICATE OF ACHIEVEMENT (CA)

The Photography Department offers the degree in developing the digital skill set required for careers in photography. The program provides a pathway from entry-level through professional curriculum. This begins with an Introduction to Digital Photography course and moves sequentially through the more cultural visual history and design classes, and on to professionally oriented studio classes and a business perspective.

In this new digital world the demand for content-rich, effective, image creation is higher than it has ever been. There is an established need to provide the special technical photographic training to shape artistic vitality with technical and aesthetic acuity for career success. Development of student facility for understanding photographic demands, the execution of image capture, and its expression for print or web usage for commercial application are a vital part of a successful future. This program allows the Photography Department to update its program of study to increase and enrich courses for a more meaningful Certificate of Achievement, an Photographic Associate of Arts Degree (AA), or both.

### CAREER OPPORTUNITIES:

This program prepares for employment in commercial, industrial, technical, and scientific photographic fields.

Intermediate and Advanced classes emphasize the digital process prevalent in the industry. Film applications are also supported throughout the curriculum in support of the arts..

### COURSE SEQUENCE

<b>Core Curriculum:</b>			PHOTO 72	Intermediate Digital Photography	3
PHOTO 11	Introduction to Black/White Film	3	PHOTO 180	HD/SLR Workflow for Digital Photography and Cinematography	3
PHOTO 25	Looking at Images: History and Aesthetics of Photography	3	PHOTO 182	Introduction to Lighting for Video and Video Equipped DSLR	3
PHOTO 30A	Beginning Photographic Art and Design	3	PHOTO 220B	Beginning Professional Photography II	2
PHOTO 71	Introduction to Digital Photography *	3	PHOTO 230B	Intermediate Professional Photography II	2
PHOTO 220A	Beginning Professional Photography I	3	PHOTO 230C	Intermediate Professional Photography III	2
PHOTO 230A	Intermediate Professional Photography I	2	PHOTO 220C	Beginning Professional Photography III	2
PHOTO 240A	Advanced Professional Photography I	2	PHOTO 240B	Advanced Professional Photography II	2
			PHOTO 240C	Advanced Professional Photography III	2
<b>List A: Pick courses to complete the Major units (8):</b>			<b>TOTAL MAJOR UNITS:</b>		
PHOTO 12	Intermediate Black/White	3			24
	Darkroom Printing				
PHOTO 13	Creative Darkroom: Alternative Processes	3			
PHOTO 30B	Intermediate Photographic Art & Design	3			
PHOTO 30C	Advanced Photographic Art and Design	3			

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Demonstrate mastery of skills necessary for practical and aesthetic skills utilizing camera capture, lighting applications, and post production.
- Synthesize a professional level portfolio according to industry standard which reflects artistic and career objectives.
- Develop techniques for communicating directions with team members and artistic results through interactions with clients.



## PHOTOGRAPHY ASSOCIATE OF ARTS (AA)

The A.A. Degree in Photography prepares students for careers as commercial photographers. The program provides the visual literacy, language, and skills required within the photography industry and serves as a foundation for continued education at 4-year institutions. The program moves sequentially through a cultural/historical perspective to design courses, finishing with professionally oriented studio classes.

### CAREER OPPORTUNITIES:

This program prepares for employment in commercial, industrial, technical, and scientific photographic fields. Intermediate and advanced classes emphasize the digital process prevalent in the industry. Film applications are also supported throughout the curriculum in support of the arts.

### COURSE SEQUENCE

#### Core Requirements (21 units):

PHOTO 11	Introduction to Black/White Film Photography	3	PHOTO 13	Creative Darkroom: Alternative Processes	3
PHOTO 20	Photojournalism I	3	PHOTO 30B	Intermediate Photographic Art & Design	3
PHOTO 25	Looking at Images: History and Aesthetics of Photography	3	PHOTO 30C	Advanced Photographic Art and Design	3
PHOTO 030A	Beginning Photographic Art and Design	3	PHOTO 72	Intermediate Digital Photography	3
PHOTO 71	Introduction to Digital Photography *	3	PHOTO 180	HD/SLR Workflow for Digital Photography and Cinematography	3
PHOTO 220A	Beginning Professional Photography I	3	PHOTO 182	Introduction to Lighting for Video and Video Equipped DSLR	3
PHOTO 230A	Intermediate Professional Photography I	2	PHOTO 220B	Beginning Professional Photography II	2
PHOTO 240A	Advanced Professional Photography I	2	PHOTO 230B	Intermediate Professional Photography II	2
			PHOTO 230C	Intermediate Professional Photography III	2
			PHOTO 220C	Beginning Professional Photography III	2
			PHOTO 240B	Advanced Professional Photography II	2
			PHOTO 240C	Advanced Professional Photography III	2

#### Select 9 Units from the Following (9 units):

PHOTO 12	Intermediate Black/White Darkroom Printing	3
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**TOTAL MAJOR UNITS: 30.**

\* Must be taken as a first semester course

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Model professional and ethical behavior while communicating with clients, management, and team members.
- Demonstrate technical problem solving skills to determine the best solutions to creative challenges.
- Demonstrate technical proficiency and application of photographic skills.

## 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.

### PHOTO 11

#### Introduction to Black/White Film Photography

3 units, 2.5 hours lecture, 1.5 hours laboratory (GR or P/NP)

Not open for credit to students who completed or are currently enrolled in photo tech.

Acceptable for credit: CSU

Introduction to film photography: Traditional gelatin silver 35mm film development and darkroom printing. Practical application of equipment and accessories. 1012.00

### PHOTO 12

#### Intermediate Black/White Darkroom Photography

3 units, 2.5 hours lecture, 1.5 hours laboratory (GR or P/NP)

Prerequisite(s): PHOTO 11

Acceptable for credit: CSU

Continuation of PHOTO 11: Skills in Black & White film quality control, darkroom printing, portfolio development techniques. 1012.00

### PHOTO 13

#### Creative Darkroom: Alternative Processes

3 units, 2.5 hours lecture, 1.5 hours laboratory (GR or P/NP)

Prerequisite(s): PHOTO 11

Acceptable for credit: CSU

Artistic alternatives: Experimental and creative 19th century photographic processes. 1012.00

### PHOTO 20

#### Photojournalism I

3 units, 2 hours lecture, 5 hours laboratory (GR)

Prerequisite(s): PHOTO 10 or 70

Students must supply their own digital single-lens reflex (DSLR) camera

Acceptable for credit: CSU

Components of photojournalism: Focus on theory and practice in press and online publications, using the camera as reporting and communications tool, emphasizing photographic composition for impact, clarity and creativity. 1012.00  
(C-ID: JOUR 160)

### PHOTO 21

#### Photojournalism II

3 units, 2.5 hours lecture, 1.5 hours laboratory (GR)

Prerequisite(s): PHOTO 20 or Instructor's approval

Students must supply their own digital single-lens reflex (DSLR) camera

Acceptable for credit: CSU

Continuation of PHOTO 20: Focus on practice in press and on-line publications, employ the camera as reporting and communications tool, emphasizing photographic composition for impact, clarity and creativity. Not open for credit for students who are completed or are currently enrolled in PHOTO 31A. 1012.00

### PHOTO 25

#### Looking at Images: History and Aesthetics of Photography

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC

Survey of photography from its earliest experimenters and technologies to contemporary digital practices and trends: Consideration and examination of photography within artistic, cultural and social contexts. 1012.00

AA/AS area 3; CSU area C1; IGETC area 3A

### PHOTO 30A

#### Beginning Photographic Art and Design

3 units, 3 hours lecture (GR or P/NP)

Students must supply their own camera and have working knowledge of the camera operations.

Acceptable for credit: CSU

Beginning photography critique and portfolio building:

Application of intent, composition and color theory. 1012.00

### PHOTO 30B

#### Intermediate Photographic Art and Design

3 units, 3 hours lecture (GR or P/NP)

Recommended Preparation: PHOTO 30A

Students must supply their own camera and have working knowledge of the camera operations.

Acceptable for credit: CSU

Continuation of PHOTO 30A: Intermediate photography critique and portfolio building, Application of intent, composition and color theory. 1012.00

### PHOTO 30C

#### Advanced Photographic Art and Design

3 units, 3 hours lecture (GR or P/NP)

Recommended Preparation: PHOTO 30B

Students must supply their own camera and have working knowledge of the camera operations.

Acceptable for credit: CSU

Continuation of PHOTO 30B: Advanced photography critique and portfolio building: Application of intent, composition and color theory. 1012.00

**PHOTO 71****Introduction to Digital Photography**

3 units, 2 hour lecture, 3 hours laboratory (GR)

Acceptable for credit: CSU

Introduction to digital photography: Theory and practical application, camera operation, image adjustment and file management, use of standard industry editing software. Not open for credit to students who have completed or are currently enrolled in PHOTO 70. 1012.00

**PHOTO 72****Intermediate Digital Photography**

3 units, 2 hour lecture, 3 hours laboratory (GR)

Acceptable for credit: CSU

Continuation of PHOTO 71: Focusing on two current photo-editing programs for postproduction. 1012.00

**PHOTO 180****HDSLR Workflow for Digital Photography and Cinematography**

3 units, 2 hour lecture, 3 hours laboratory (GR)

Not open for credit to students who have completed or are enrolled in MEDIA 180.

Acceptable for credit: CSU

Advanced HDSLR camera exploration of still and motion video: Intermediate to advanced techniques of shooting high resolution stills and full HD video, exploration of the HDSLR aesthetic, emphasis on low cost alternatives to video production popular with indie filmmakers. 1012.00

**PHOTO 182****Introduction to Lighting for Video and Video Equipped DSLR**

3 units, 2 hour lecture, 3 hours laboratory (GR)

Acceptable for credit: CSU

Lighting basics for cinema/still photographers and videographers: Fundamental applications of lighting in both studio and location settings; use of artificial and available light for both video-equipped DSLR and video-camera cinematography: aesthetic style, evaluation, setup and recording of light for professional production. 1012.00

**PHOTO 200****Special Projects Laboratory**

1-2 units, 3-6 hours laboratory (GR)

Special projects laboratory for Photography: Opportunity for students to work on specific projects to develop expertise in field of study. Formerly PHOTO 251. 1012.00

**PHOTO 220A****Beginning Professional Photography I**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Prerequisite(s): PHOTO 11 or 71

Introduction to professional level camera and processing skills: Production of photos for commercial-industrial, portraiture, photojournalism, editorial, and fine art photography. 1012.00

**PHOTO 220B****Beginning Professional Photography**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Prerequisite(s): Instructor's Approval

Recommended preparation: PHOTO 220A

Continuation of PHOTO 220A: Production of photos for commercial-industrial, portraiture, photojournalism, editorial, and fine art photography; emphasis on shooting in a group environment. 1012.00

**PHOTO 220C****Beginning Professional Photography III**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Prerequisite(s): Instructor's Approval

Recommended preparation: PHOTO 220B

Continuation of PHOTO 220B: Production of photos for commercial-industrial, portraiture, photojournalism, editorial, and fine art photography; operate efficiently on solo shooting assignments; develop a critical eye for composition, lighting, posing and professional techniques and standards. 1012.00

**PHOTO 230A****Intermediate Professional Photography I**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Prerequisite(s): Instructor's Approval

Recommended preparation: PHOTO 220C

Intermediate level technical assignments: Use of digital media, natural and continuous studio lighting, and colored filters for fashion-portraiture, photojournalism, and editorial photography; techniques for intermediate level manipulation photographic image in the camera and output process. 1012.00

**PHOTO 230B****Intermediate Professional Photography II**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Prerequisite(s): Instructor's Approval

Recommended preparation: PHOTO 230A

Continuation of PHOTO 230A: Use of digital media at an intermediate level, on and off camera flash units for fashion-portraiture, commercial, and editorial photography; techniques for intermediate level manipulation of the photographic image in camera and output process; emphasis on developing skills in all phases of group shooting. 1012.00

**PHOTO 230C****Intermediate Professional Photography III**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Prerequisite(s): Instructor's Approval

Recommended preparation: PHOTO 230B

Continuation of PHOTO 230B: Extensive use of digital media with studio strobe lights for fashion-portraiture, and editorial photography; techniques for intermediate level manipulation of the photographic image in the camera and output process. 1012.00

**PHOTO 240A****Advanced Professional Photography I**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Prerequisite(s): Instructor's Approval

Recommended preparation: PHOTO 230C

Applying practical photographic skills: Advanced problem solving, Lighting and shooting in complex situations, Development of lighting techniques, Development of methods for outreaching to clients and managing clients. 1012.00

**PHOTO 240B****Advanced Professional Photography II**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Prerequisite(s): Instructor's Approval

Recommended preparation: PHOTO 240A

Continuation of PHOTO 240B: Advanced problem solving, lighting and shooting in complex situations, develop lighting techniques, develop methods for client outreach and management. 1012.00

**PHOTO 240C****Advanced Professional Photography III**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Prerequisite(s): Instructor's Approval

Recommended preparation: PHOTO 240B

Continuation of PHOTO 240B: Advanced problem solving, lighting and shooting in complex situations, develop lighting techniques, develop methods for client outreach and management. 1012.00

**PHOTO 299****Survey Course for Digital Media/CIS****[Photography]**

0.5 units, 0.25 hours lecture, 0.75 hours laboratory (GR or P/NP)

Introduction to the Digital Media Industry [Photography]: Camera use; input and process; output to print; design; darkroom; photojournalism. Part of a four-part series including GRART 299, MEDIA 299 and CIS 299. 1012.00

**PHOTO 468A****Occupational Work Experience in Photography**

1-4 units, 3-12 hours laboratory (GR)

Course study under this section may be repeated three times.

Acceptable for credit: CSU

Supervised employment providing opportunities in photography or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. 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). 1012.00

## ASSOCIATE IN SCIENCE IN PHYSICS FOR TRANSFER (AS-T)

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The Associate in Science in Physics for Transfer Degree is designed to prepare students for a seamless transfer with junior status and priority admission to a local CSU campus to a program or major in Physics or similar major for completion of a baccalaureate degree.

Students are required to complete:

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - (A) The Intersegmental General Education Transfer Curriculum (IGETC).
  - (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0. Students must earn a C or better in all courses required for the major or area of emphasis.
- No more than 60 semester units are required.

The Associate in Science in Physics for Transfer Degree will also assist Physics major students to transfer to a U.C. or other baccalaureate institutions. Students are advised to consult with a counselor to verify transfer requirements.

### CAREER OPPORTUNITIES

Students can continue their studies in any of the following subjects at a 4 year university: all types of engineering; weather; architecture; industrial design.

### COURSE SEQUENCE

#### Core Courses (30 units):

PHYS 4A	General Physics with Calculus	5
PHYS 4B	General Physics with Calculus	5
PHYS 4C	General Physics with Calculus	5
MATH 3A	Calculus I	5
MATH 3A	Calculus II	5
MATH 3C	Calculus III	5

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<b>TOTAL MAJOR UNITS:</b>	<b>18-19</b>
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<b>IGETC</b>	<b>37</b>
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<b>TOTAL UNITS:</b>	<b>60</b>
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### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

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- Analyze and critically evaluate scientific information.
  - Synthesize multiple concepts, integrating and connecting scientific information.
  - Properly use scientific equipment, following appropriate safety guidelines.
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## PHYSICS (PHYS)

The Physics Program at Laney College provides university-transferable physics courses. Whether you are preparing to transfer to a four-year institution with a major in one of the sciences, fulfilling a science requirement, or are just curious about the physical world around you, the right class is here for you.

### PHYS 3A

#### General Physics

5 units, 4 hours lecture, 3 hours laboratory (GR)

Corequisite(s): 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, 5C  
(C-ID: PHYS 105) (C-ID: PHYS 100S when taken with PHYS 3B)

### PHYS 3B

#### General Physics

5 units, 4 hours lecture, 3 hours laboratory (GR)

Prerequisite(s): 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, 5C  
(C-ID: PHYS 110) (C-ID: PHYS 100S when taken with PHYS 3A)

### PHYS 4A

#### General Physics with Calculus

5 units, 4 hours lecture, 3 hours laboratory (GR)

Prerequisite(s): MATH 3A

Prerequisite(s) or corequisite(s): MATH 3B

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  
(C-ID: PHYS 205) (C-ID: PHYS 200S when taken with PHYS 4B+4C)

### PHYS 4B

#### General Physics with Calculus

5 units, 4 hours lecture, 3 hours laboratory (GR)

Prerequisite(s): PHYS 4A and MATH 3B

Prerequisite(s) or corequisite(s): MATH 3C

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  
(C-ID: PHYS 210) (C-ID: PHYS 200S when taken with PHYS 4A+4C)

### PHYS 4C

#### General Physics with Calculus

5 units, 4 hours lecture, 3 hours laboratory (GR)

Prerequisite: PHYS 4B and MATH 3C

Prerequisite(s) or corequisite(s): MATH 3E and 3F

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  
(C-ID: PHYS 215) (C-ID: PHYS 200S when taken with PHYS 4A+4B)

### PHYS 10

#### Introduction to Physics

4 units, 4 hours lecture (GR or P/NP)

Prerequisite(s): MATH 201 or 210D or 202

Not open for credit to students who have completed or are currently enrolled in PHYS 2A-2B, 3A-3B, or 4A-4B-4C

Acceptable for credit: CSU, UC

Elementary study of major topics of physics: Motion, forces, gravity, matter, energy, momentum, rotation, oscillation, sound, heat, thermodynamics, electromagnetism, light, quantum physics, atoms, nuclei, and relativity. 1902.00  
AA/AS area 1; CSU area B1; IGETC area 5A

## ASSOCIATE OF ARTS DEGREE IN POLITICAL SCIENCE FOR TRANSFER (AA-T)

The Associate in Arts in Political Science for Transfer Degree is designed to prepare students for a seamless transfer with junior status and priority admission to their local CSU campus to a program or major in Political Science or similar major for completion of a baccalaureate degree. Students are required to complete: A minimum of 18 semester units in the major with a grade of C or better while maintaining a minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. The Associate Arts in Political Science for Transfer Degree will also assist Political Science major students to transfer to a U.C. or other baccalaureate institutions. Students are advised to consult with a counselor to verify transfer requirements.

### CAREER OPPORTUNITIES

Political Activist Public Administration Campaign Organizer Community Organizer

### COURSE SEQUENCE

#### Required Core Course (3 units):

POSCI 1	Government and Politics in the United States	3	SOC 1	Introduction to Sociology	3
			SOC 2	Social Problems	3

#### Select three of the following (9-10 units):

POSCI 2	Comparative Government	3	<b>TOTAL MAJOR UNITS:</b>	<b>18-19</b>
POSCI 3	International Relations	3		
POSCI 4	Political Theory	3		
MATH 13	Introduction to Statistics	4		
			<b>IGETC or CSU GE-Breadth Education Pattern</b>	<b>37-39</b>

#### Select two of the following (6 units):

POSCI 6	The U.S. Constitution and Criminal Due Process	3	<b>CSU Transferable General Elective Courses to meet 60 units</b>	
			<b>TOTAL UNITS:</b>	<b>60</b>

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Define the core concepts of political science (government, regime, state, institutions, sovereignty, constitution, democracy, authoritarianism, and globalization)
- Identify, compare, and contrast the major theoretical perspectives in the discipline.
- Interpret political science research through a working knowledge of qualitative and quantitative research designs
- Discuss the constitutional, institutional, cultural and institutional structures that produce and maintain political, social and ethnic inequalities.

## 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 or P/NP)

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

(C-ID: POLS 110)

### 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

(C-ID: POLS 130)

### 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

(C-ID: POLS 140)

### POSCI 4

#### **Political Theory**

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC

Examination of various theoretical approaches that explore basic political problems and proposed solutions: Analysis of selected theories and their relevance to contemporary socio-political concerns. 2207.00

AA/AS area 2; CSU area D; IGETC area 4

(C-ID: POLS 120)

### POSCI 6

#### **The U.S. Constitution and Criminal Due Process**

3 units, 3 hours lecture (GR or P/NP)

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 or P/NP)

Acceptable for credit: CSU, UC

Survey of government institutions and politics in California and the San Francisco Bay Area; Development of public policy and current issues such as federalism, elections, taxation, land use, and political parties. 2207.00

AA/AS area 2; CSU area D; IGETC area 4

### POSCI 21

#### **Overview of the California State Court System and State Law**

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. Review of federal judicial branch history, selected state laws, courtroom personnel and protocol, due process protections and legal terminology. 2207.00

AA/AS area 2

### POSCI 49

#### **Independent Study in Political Science**

0.5-5 units, 0.5-5 hours lecture (GR)

Acceptable for credit: CSU, UC ♦

See section on Independent Study on page 60. 2207.00

## ASSOCIATE IN ARTS DEGREE IN PSYCHOLOGY FOR TRANSFER (AA-T)

The Associate in Arts Degree in Psychology for Transfer is designed to prepare students for a seamless transfer with junior status and priority admission to their local CSU campus to a program or major in Psychology or similar major for completion of a baccalaureate degree. Students are required to complete: \* a minimum of 19 semester units in the major with a grade of C or better while maintaining a minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. \* 60 semester CSU-transferable units using the California State University-General Education-Breadth pattern (CSU-GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern. \* No more than 60 semester units are required. The Associate in Arts Degree in Psychology for Transfer will also assist Psychology major students to transfer to a U.C. or other baccalaureate institutions. Students are advised to consult with a counselor to verify transfer requirements.

### COURSE SEQUENCE

#### Core Courses (14 units):

BIOL 10	Introduction to Biology	4	PSYCH 21	Lifespan Human Development	3
MATH 13	Introduction to Statistics	4	PSYCH 24	Abnormal Psychology	3
PSYCH 1A	Introduction to General Psychology	3	SOC 1	Introduction to Sociology	3
PSYCH 28	Introduction to Research Methods in Psychology	3	<b>TOTAL MAJOR UNITS</b>		<b>20</b>

#### Select two courses from the following (6 units):

PSYCH 6	Social Psychology	3	<b>IGTEC or CSU GE-Breadth Education Pattern</b>		<b>37-39</b>
PSYCH 7A	Psychology of Childhood	3	<b>CSU Transferrable General Elective Courses to meet 60 units</b>		
PSYCH 12	Human Sexuality	3	<b>TOTAL UNITS</b>		<b>60</b>
	or				
BIOL 27	Human Sexuality	3			

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Read critically and write effective essays.
- Analyze and utilize empirical findings.
- Analyze major psychological theories and concepts.

## PSYCHOLOGY (PSYCH)

The discipline of Psychology is concerned with defining, explaining, predicting and influencing human behavior. The Psychology Department at Laney College offers a rich variety of courses that support our state-approved Associate of Arts for Transfer (AA-T) degree, which guarantees students who earn the degree AND who meet the minimum eligibility requirements admission to a California State University, but not necessarily to a particular program or major. Course offerings include Introduction to General Psychology, Psychology of Childhood, Lifespan Development, Human Sexuality, Social Psychology, Abnormal Psychology, and Introduction to Research Methods in Psychology. Through these courses, students acquire a solid foundation of knowledge about 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

(C-ID: PSY 110)

### 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

(C-ID: PSY 170)

### 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 12

#### Human Sexuality

3 units, 3 hours lecture (GR)

Also offered as BIOL 27 and HLTED 27. Not open for credit to students who have completed or are currently enrolled in BIOL 27 or HLTED 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

(C-ID: PSY 130)

### PSYCH 21

#### Lifespan Human Development

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Human development from conception to death: Theories of development, research methods; physical, cognitive, social, and emotional changes of the life span with developmental issues; nature vs. nurture, continuity vs. discontinuity, stability vs. instability. 2001.00

AA/AS area 2; CSU area D, E; IGETC area 4

(C-ID: PSY 180)

### PSYCH 24

#### Abnormal Psychology

3 units, 3 hours lecture (GR)

Prerequisite(s): PSYCH 1A

Recommended preparation: ENGL 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

(C-ID: PSY 120)

### PSYCH 26

#### Culture and Psychology

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU

Culture influences on human behavior and mental processes: Examination of the diversity on human thought, feelings, and behavior, and the underlying reasons for such diversity. 2001.00

AA/AS area 2, 5

### PSYCH 28

#### Introduction to Research Methods in Psychology

3 units, 3 hours lecture (GR or P/NP)

Prerequisite(s): PSYCH 1A, MATH 13

Acceptable for credit: CSU, UC

Introduction to research methods for psychology: Research design; experimental procedures; descriptive methods; instrumentation; collection, analysis, and reporting of research data; review of research design and methodology in various sub-disciplines of psychology. 2001.00

AA/AS area 2; CSU area D; IGETC area 4

(C-ID: PSY 200)

### PSYCH 49

#### Independent Study in Psychology

0.5-5 units, 0.5-5 hours lecture (GR)

Acceptable for credit: CSU, UC ♦

See section on Independent Study on page 60. 2001.00



## ASSOCIATE OF SCIENCE (AS)

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 the connection 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 40 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.

### CAREER OPPORTUNITIES

This degree will help students transfer, focus on pre-allied health courses and develop basic skills in science.

### COURSE SEQUENCE

Select a minimum of 18 units from at least two disciplines

#### Biology Courses

BIOL 1A	General Biology	5
BIOL 1B	General Biology	5
BIOL 2	Human Anatomy	5
BIOL 3	Microbiology	5
BIOL 4	Human Physiology	5
BIOL 20A	Human Anatomy and Physiology	5
BIOL 20B	Human Anatomy and Physiology	5

#### Chemistry Courses

CHEM 1A	General Chemistry	5
CHEM 1B	General Chemistry	5
CHEM 30A	Introductory General Chemistry	4
CHEM 30B	Introductory Organic and Biochemistry	4

#### Mathematics Courses

MATH 3A	Calculus I	5
MATH 3B	Calculus II	5
MATH 13	Introduction to Statistics	4

#### Physics Courses

PHYS 3A	General Physics	5
PHYS 3B	General Physics	5
PHYS 4A	General Physics with Calculus	5
PHYS 4B	General Physics with Calculus	5
PHYS 4C	General Physics with Calculus	5

<b>TOTAL MAJOR UNITS:</b>	<b>18-20</b>
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### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Analyze and critically evaluate scientific information
- Synthesize multiple concepts, integrating and connecting scientific information
- Properly use scientific equipment, following appropriate safety guidelines

## ASSOCIATE IN ARTS DEGREE IN GLOBAL STUDIES FOR TRANSFER (AA-T)

The Global Studies program emphasizes an interdisciplinary approach to the study of globalization and contemporary global issues. Students will study the interactions between states, societies, and cultures and will analyze the historical origins of these interactions. Through this program students will develop a deeper understanding of the interconnectedness of global and local events that shape the world we live in. Students will critically evaluate global changes and their consequences and will learn how to apply their knowledge to become agents of change. Courses throughout the program will highlight and feature topics related to social and environmental justice in particular, and more broadly to the advances and challenges posed by globalization.

The Associate in Arts in Global Studies for Transfer Degree is designed to prepare students for a seamless transfer with junior status and priority admission to a local CSU campus to a program or major in Global Studies or similar major for completion of a baccalaureate degree. Students are required to complete: A minimum of 18 semester units in the major with a grade of C or better while maintaining a minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. The Associate Arts in Global Studies for Transfer Degree will also assist Global Studies major students to transfer to a U.C. or other baccalaureate institutions. Students are advised to consult with a counselor to verify transfer requirements.

### CAREER OPPORTUNITIES

Students completing the program will have career opportunities the following fields: education (particularly with regards to international/global politics); working within government agencies and international organizations that focus on global issues; working within the non-profit sector or with a humanitarian organization; international law and business, advocacy and civic engagement work.

### COURSE SEQUENCE

#### Core Courses (6 units):

SOCSC 19	Introduction to Global Studies	3
SOCSC 20	Global Issues	3

#### Economics (choose at least one from the following):

ECON 1	Principles of Economics (Macro-Economics)	3
ECON 2	Principles of Economics (Micro-Economics)	3

#### List A ( min 15 units):

Select five courses (total) from the following areas:

#### Politics (choose at least one from the following):

POSCI 2	Comparative Government	3
POSCI 3	International Relations	3

#### Culture and Society (choose at least one from the following):

ANTHR 3	Intro to Social and Cultural Anthropology	3
HIST 3B	Modern World History: 1500-Present	3

**TOTAL MAJOR UNITS:** 21

**IGETC or CSU GE-Breadth Education Pattern** 37-39

#### Geography (choose at least one from the following):

GEOG 1	Physical Geography	3
GEOG 2	Cultural Geography	3
GEOG 3	World Regional Geography	3

**CSU Transferable General Elective Courses to meet 60**

**TOTAL UNITS:** 60

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Demonstrate knowledge of theories and concepts within global studies and the ability communicate them with accuracy, clarity and cultural sensitivity.
- Develop an interdisciplinary training and ability to synthesize information.
- Investigate and analyze global events.
- Design a plan for social activism and civic engagement regarding a global issue.

## SOCIAL SCIENCES ASSOCIATE OF ARTS (AA)

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.

### CAREER OPPORTUNITIES

Rather than career preparation, this curriculum is intended to prepare students for transfer to four year institutions with the benefit of introductory diverse course work.

### COURSE SEQUENCE

**Select 18 units from at least two discipline areas (18 units):**

AFRAM 1, 2, 5, 8, 11, 12, 14A, 16, 18\*, 23, 30, 31, 35\*\*, 38, 45  
 ANTHR 2, 3, 7, 14  
 POSCI 1, 2, 3, 6, 16, 18  
 PSYCH 1A, 1B, 6, 7A, 7B, 8, 12\*\*, 24, 30, 33, 237+  
 SOC 1, 2, 5, 13, 30, 45  
 ASAME 21, 26, 30, 32, 35\*\*, 45A, 45B  
 BIOL 27\*\*\* BUS 5  
 COMM 19\*\*\*\* COUN 30, 230  
 CULIN 88  
 ECON 1, 2

ENGIN 100  
 ETHST 1, 3, 12,, 13, 14, 30, 50  
 GEOG 1, 2, 3, 18  
 HLTED 1  
 HIST 2A, 2B, 3A, 3B, 7A, 7B, 19  
 JOURN 62\*\*\*\*  
 LABST 10, 13, 21, 22, 30  
 M/LAT 12, 19, 23, 31, 32\*, 33, 34, 35\*\*  
 NATAM 1, 2, 35\*\*  
 POSCI 1, 2, 3, 4, 6, 16, 21  
 PSYCH 1A, 6, 7A, 12\*\*\*, 21, 24, 28  
 SOC 1, 2, 5, 8, 13, 120  
 SOCSC 19, 20

<b>TOTAL REQUIRED UNITS:</b>	<b>18</b>
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\* or \*\* or \*\*\* or \*\*\*\* Students will receive credit for one course only.  
 +1 unit

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Apply and communicate discipline-appropriate approaches to critically analyze and evaluate social processes and structures.
- Apply and communicate social science methodologies in the analysis and evaluation of the consequences of social actions or forces and their impact upon individuals and social structures.
- Apply and communicate analyses and evaluation of the foundations, opportunities, and challenges of diversity within the human experience.

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**SOCIAL SCIENCE (SOCSC)**

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**SOCSC 19****Introduction to Global Studies**

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC

Survey of globalization: Role of geography, institutions, and major actors; history of globalization; debates related to globalization; interdependence and conflict between different systems; global citizenship. 2201.00

AA/AS area 2; CSU area D; IGETC area 4

**SOCSC 20****Global Issues**

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC

Global issues with emphasis on several major areas of concern: Population trends, economic development and inequality, basic human needs (for food, water health care), human rights, international conflict and security concerns, and environmental problems. 2201.00

AA/AS area 2; CSU area D; IGETC area 4



## ASSOCIATE IN ARTS DEGREE IN SOCIOLOGY FOR TRANSFER (AA-T)

The Associate in Arts Degree in Sociology for Transfer is designed to prepare students for a seamless transfer with junior status and priority admission to their local CSU campus to a program or major in Sociology or similar major for completion of a baccalaureate degree. Students are required to complete: \* a minimum of 19 semester units in the major with a grade of C or better while maintaining a minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. \* 60 semester CSU-transferable units using the California State University-General Education-Breadth pattern (CSU-GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern. \* No more than 60 semester units are required. The Associate in Arts Degree in Sociology for Transfer will also assist Sociology major students to transfer to a U.C. or other baccalaureate institutions. Students are advised to consult with a counselor to verify transfer requirements.

### CAREER OPPORTUNITIES:

International Relations, Health Care, Urban Social Work, City Management, Business, Criminal Justice, Community-based Research and Social Activism, Local and State Agencies, Education/ Administration.

### COURSE SEQUENCE

#### Core Course (3 units):

SOC 1 Introduction to Sociology 3

#### Select two courses from the following (6-7 units):

MATH 13 Introduction to Statistics 4

SOC 2 Social Problems 3

SOC 120 Introduction to Research Methods 3

#### Select two courses from the following (6 units):

SOC 5 Minority Groups 3

SOC 13 Sociology of the Family 3

#### Select one course from the following (3 units):

ANTHR 3 Introduction to Social and Cultural Anthropology 3

PSYCH 1A Introduction to General Psychology 3

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**TOTAL MAJOR UNITS: 18-19**

**IGTEC or CSU GE-Breadth Education Pattern 37-39**

**CSU Transferrable General Elective Courses to meet 60 units**

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**TOTAL UNITS 60**

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Outline the research process and describe the different methods used within the discipline of sociology.
- Distinguish among, and describe, different systems of social stratification, and analyze how these systems create social inequality.
- Observe, describe, and sociologically analyze contemporary social problems, their causes, and solutions.



## 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

Basic concepts, theoretical approaches, and methods of sociology: Analysis and explanation of social structure, group dynamics, socialization and the self, social stratification, culture and diversity, social change and global dynamics. 2208.00

AA/AS area 2; CSU area D; IGETC area 4

(C-ID: SOCI 110)

### 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

(C-ID: SOCI 115)

### 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; CSU area D; IGETC area 4

(C-ID: SOCI 150)

### SOC 8

#### Crime and Deviance

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Sociological exploration of the nature, extent, and causes of crime and deviance: Corporate crime, property and violent crime, drug culture, sex work, the criminal justice system, stigmatization, and the socio-political impact of crime and deviance. 2208.00

AA/AS area 2; 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

(C-ID: SOCI 130)

### SOC 49

#### Independent Study in Sociology

0.5-5 units, 0.5-5 hours lecture (GR)

Acceptable for credit: CSU, UC ♦

See section on Independent Study on page 60. 2208.00

### SOC 120

#### Introduction to Research Methods

3 units, 3 hours lecture (GR)

Prerequisite(s): SOC 1

Recommended preparation: MATH 13

Acceptable for credit: CSU, UC

Introduction to empirical research for the social sciences: Nature of theory, hypotheses, variables, ethics of research; application of qualitative analytic tools including survey, observational, experimental, case study, and comparative historical research. 2208.00

AA/AS area 2; CSU area D; IGETC area 4

(C-ID: SOCI 120)

## ASSOCIATE IN ARTS DEGREE IN SPANISH FOR TRANSFER (AA-T)

The Spanish department serves a diverse student population in preparation for upper division coursework in Spanish at a four-year university as well as through offering general education courses for non-language majors. The Associate in Arts in Spanish for Transfer Degree is designed to prepare students for a seamless transfer with junior status and priority admission to their local CSU campus to a program or major in Spanish or similar major for completion of a baccalaureate degree. Students are required to complete: A minimum of 18 semester units in the major with a grade of C or better while maintaining a minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. The Associate Arts in Spanish for Transfer Degree will also assist Spanish major students to transfer to a U.C. or other baccalaureate institutions. Students are advised to consult with a counselor to verify transfer requirements.

### CAREER OPPORTUNITIES:

The Spanish AA-T Degree provides students with the large range of potential educational and CAREER OPPORTUNITIES the modern language field that include careers in education, public service, law, business, and creative arts.

### COURSE SEQUENCE

#### Core Course:

SPAN 1A	Elementary Spanish *	5	List A. Students choose one from the following	
	and		SPAN 30A	Beginning Conversational Spanish 3
SPAN 1B	Elementary Spanish *	5	SPAN 30B	Beginning Conversational Spanish 3
	or		SPAN 33A	Beginning Conversational Nauatl 3
SPAN 22A	Spanish for Bilingual Speakers I **	5	SPAN 40	Hispanic Civilization and Culture 3
	and		M/LAT 30A	Survey of Latin-American Films 3
SPAN 22B	Spanish for Bilingual Speakers II **	5	M/LAT 30B	Survey of Latin-American Films 3
	and		M/LAT 32 or	African Heritage of Latin America *** 3
SPAN 2A	Intermediate Spanish I	5	AFRAM 18	African Heritage of Latin America 3
	and		M/LAT 34	History of Latinos in the United States: 1800 to Present 3
SPAN 2B	Intermediate Spanish II	5	M/LAT 36	Survey of Latina/o Literature 3

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**TOTAL MAJOR UNITS:** 23

**IGTEC or CSU GE-Breadth Education Pattern** 37

**CSU Transferrable General Elective Courses to meet 60 units**

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**TOTAL UNITS** 60

\*If no experience with the Spanish language

\*\*For heritage/bilingual speakers or advanced students of Spanish

\*\*\*M/LAT 32 is preferred

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Summarize, discuss, and compare Latina/o civilization and cultures in a modern, historical, social, and political context across continents.
- Evaluate and discuss Latina/o Literature and Film from a social, cultural, and political context
- Synthesize vocabulary, language, and reasoning to participate in well developed conversations and write essays.

## SPANISH (SPAN)

The Spanish language curriculum offers a selection of courses designed to prepare students for further studies in humanities and liberal arts, and in professional careers which requires knowledge of the Spanish language and culture.

### 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

Development and application of language skills and cultural exploration of the Spanish speaking world: Study and practice in understanding, speaking, reading and writing Spanish; readings in Spanish and Latin-American life and culture; course conducted with Spanish as the primary language of instruction. 1105.00

AA/AS area 3; CSU area C2; IGETC area 6A

(C-ID: SPAN 100)

### SPAN 1B

#### Elementary Spanish

5 units, 5 hours lecture (GR or P/NP)

Prerequisite(s): SPAN 1A

Acceptable for credit: CSU, UC

Continuation of SPAN 1A: Development and application of language skills and cultural exploration of the Spanish speaking world; study and practice in understanding, speaking, reading and writing Spanish; readings in Spanish and Latin-American life and culture; course conducted with Spanish as the primary language of instruction. 1105.00

AA/AS area 3; CSU area C2; IGETC area 3B, 6A

(C-ID: SPAN 110)

### SPAN 2A

#### Intermediate Spanish

5 units, 5 hours lecture (GR or P/NP)

Prerequisite(s): SPAN 1B

Acceptable for credit: CSU, UC

Conversation, analysis and composition based on selected readings from short stories and articles on culture and history of the Spanish-speaking world: Exploration of culturally relevant topics; grammar review of indicative tenses, imperative and subjunctive mood; expansion of vocabulary and idioms; course conducted in Spanish. 1105.00

AA/AS area 3; CSU area C2; IGETC area 3B, 6A

(C-ID: SPAN 200)

### SPAN 2B

#### Intermediate Spanish

5 units, 5 lecture hours

Prerequisite(s): SPAN 2A

Course is conducted entirely in Spanish

Acceptable for credit: CSU, UC

Analysis and composition based on selected readings from Spanish and Latin American literature, articles on culture and history of the Spanish-speaking world: Exploration of culturally relevant topics; continued grammar review with emphasis on past subjunctive and sequence of tenses; advanced conversation; expansion of vocabulary and idioms. 1105.00

AA/AS area 3; CSU area C2; IGETC area 6A

(C-ID: SPAN 210)

### SPAN 22A

#### Spanish for Bilingual Speakers I

5 units, 5 hours lecture (GR or P/NP)

Prerequisite(s): Spanish native speaker proficiency or the equivalent intermediate level

Course is conducted entirely in Spanish.

Acceptable for credit: CSU, UC

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, spelling (orthography), grammar, lexical expansion, and composition. 1105.00

AA/AS area 3; CSU area C2; IGETC area 6A

(C-ID: SPAN 220)

### SPAN 22B

#### Spanish for Bilingual Speakers II

5 units, 5 hours lecture (GR or P/NP)

Prerequisite(s): SPAN 22A

Course is conducted entirely in Spanish.

Acceptable for credit: CSU, UC

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, 6A

(C-ID: SPAN 230)

### 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

AA/AS area 3; CSU area C2

**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

AA/AS area 3; CSU area C2

**SPAN 33A****Beginning Conversational Nautl**

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC

Development of Nautl language conversational and oral skills: Study and understanding of the Nautl language applied to cultural practices. 1101.00

AA/AS area 3; CSU area C2

**SPAN 33B****Intermediate Conversational Nautl**

3 units, 3 hours lecture (GR or P/NP)

Prerequisite(s): SPAN 33A

Acceptable for credit: CSU, UC

Continuation of SPAN 33A: Development of Nautl language conversational and oral skills: Study and understanding of the Nautl language applied to cultural practices. 2140.00

AA/AS area 3; CSU area C2

**SPAN 33C****Advanced Conversational Nautl**

3 units, 3 hours lecture (GR or P/NP)

Prerequisite(s): SPAN 33B

Acceptable for credit: CSU

Continuation of SPAN 33B. Study and comprehension of the Nautl language applied to cultural practices; speaking, translating, and interpreting an indigenous language at the advanced level. 2140.00

AA/AS area 3; CSU area C2

**SPAN 36A****Introduction to Aztec-Mexica Culture and Nautl Language I**

5 units, 5 hours lecture (GR or P/NP)

Acceptable for credit: CSU

Development and application of language skills and cultural exploration of the Nautl (Aztec) speaking world: Study and practice in understanding, speaking, reading and writing Nautl (Aztec); readings in contemporary and old Mexican (Nautl) life and culture. 1199.00

AA/AS area 3; CSU area C2

**SPAN 36B****Introduction to Aztec-Mexica Culture and Nautl Language II**

5 units, 5 hours lecture (GR or P/NP)

Prerequisite(s): SPAN 36A

Acceptable for credit: CSU

Continuation of SPAN 36A: Further development and application of language skills and cultural exploration of the Nautl (Aztec) speaking world; Study and practice in understanding, speaking, reading and writing Nautl (Aztec); readings in contemporary and old Mexican (Nautl) life and culture. 1199.00

AA/AS area 3; CSU area C2

**SPAN 40****Hispanic Civilization and Culture**

5 units, 5 hours lecture (GR or P/NP)

Recommended Preparation: SPAN 2A or 22A

Eligible for credit by examination

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 49****Independent Study in Spanish**

0.5-5 units, 0.5-5 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC♦

See section on Independent Study on page 60. 1105.00

**NONCREDIT SPAN COURSES****SPAN 533A****Beginning Conversational Nautl****SPAN 533B****Intermediate Conversational Nautl****SPAN 533C****Advanced Conversational Nautl**

See page 301 for more information  
on noncredit courses.

## SPORTS FITNESS (SPFT)

The Kinesiology and Athletics Department offers Sports Fitness curriculum in a wide variety of fitness activity courses to accommodate a variety of fitness levels, interests, and abilities. Courses are geared toward activities to improve cardiovascular and muscular fitness and preparation for sports conditioning. Sports fitness courses encompass: aerobic exercise courses, core training, strength training, and some sports conditioning. Class participation should generate a higher level of fitness for each student.

### SPFT 7A

#### Swim X-Fit I – Fundamentals

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity course: Development of fundamental fitness level utilizing a hybrid of swimming, vertical aquatic training, strength and core activities to create a high intensity workout. 0835.10

### SPFT 7B

#### Swim X-Fit II – Beginning

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity course: Development of beginning fitness level utilizing a hybrid of swimming, vertical aquatic training, strength and core activities to create a high intensity workout. 0835.10

### SPFT 7C

#### Swim X-Fit III – Intermediate

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity course: Development of intermediate fitness level utilizing a hybrid of swimming, vertical aquatic training, strength and core activities to create a high intensity workout. 0835.10

### SPFT 7D

#### Swim X-Fit IV – Experienced

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity course: Development of experienced fitness level utilizing a hybrid of swimming, vertical aquatic training, strength and core activities to create a high intensity workout. 0835.10

### SPFT 9

#### Swimming Conditioning

1 unit, 4 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Application of competitive swim training techniques, increase cardio-respiratory endurance, muscular strength, and muscular endurance. 0835.00

### SPFT 33

#### Aerobics

0.5 units, 2 hours laboratory (GR or P/NP)

Not open for credit to students who have completed or are currently enrolled in KIN 33.

Acceptable for credit: CSU, UC

Activity class: Development of personal fitness with a focus on cardiovascular and respiratory fitness through various group exercise activities. 0835.00

### SPFT 34

#### Step Aerobics

0.5 units, 2 hours laboratory (GR or P/NP)

Not open for credit to students who have completed or are currently enrolled in KIN 34.

Acceptable for credit: CSU, UC

Activity class: Development of personal fitness using a step platform and step combinations that focus on developing the cardiovascular system. 0835.00

### SPFT 35

#### Bootcamp

0.5 units, 2 hours laboratory (GR or P/NP)

Not open for credit to students who have completed or are currently enrolled in KIN 35.

Acceptable for credit: CSU, UC

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

### SPFT 36

#### Aerobic Circuits

0.5 units, 2 hours laboratory (GR or P/NP)

Not open for credit to students who have completed or are currently enrolled in KIN 36.

Acceptable for credit: CSU, UC

Activity class: Development of personal fitness with an emphasis on the cardiovascular, muscular and respiratory systems through a variety of exercise activities. 0835.00

### SPFT 37A

#### Core and Restore I - Fundamentals

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Development of fundamental abdominal and core strength and stability in conjunction with using a roller to decrease stress and muscle tension throughout the body, as well as providing muscular rehabilitation. 0835.10



**SPFT 37B****Core and Restore II - Beginning**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Development of beginning abdominal and core strength and stability in conjunction with using a roller to decrease stress and muscle tension throughout the body, as well as providing muscular rehabilitation. 0835.10

**SPFT 37C****Core and Restore III - Intermediate**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Development of intermediate level abdominal and core strength and stability in conjunction with using a roller to decrease stress and muscle tension throughout the body, as well as providing muscular rehabilitation. 0835.00

**SPFT 37D****Core and Restore IV - Experienced**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Development of experienced level abdominal and core strength and stability in conjunction with using a roller to decrease stress and muscle tension throughout the body, as well as providing muscular rehabilitation. 0835.00

**SPFT 54A****Cross Fitness I - Fundamentals**

1 unit, 3 hours laboratory (GR or P/NP)

Not open for credit to students who have completed or are currently enrolled in KIN 54A.

Acceptable for credit: CSU, UC

Activity class: Basic introduction to an individualized program for achieving muscle tone and endurance. 0835.00

**SPFT 54B****Cross Fitness II - Beginning**

1 unit, 3 hours laboratory (GR or P/NP)

Not open for credit to students who have completed or are currently enrolled in KIN 54B.

Acceptable for credit: CSU, UC

Activity class: Moderate introduction to an individualized program for achieving muscle tone and endurance. 0835.00

**SPFT 54C****Cross Fitness III - Intermediate**

1 unit, 3 hours laboratory (GR or P/NP)

Not open for credit to students who have completed or are currently enrolled in KIN 54C.

Acceptable for credit: CSU, UC

Activity class: Intermediate training that employs resistive exercises which will improve lifetime fitness and overall body fitness with an emphasis on weights. 0835.00

**SPFT 54D****Cross Fitness IV - Experienced**

1 unit, 3 hours laboratory (GR or P/NP)

Not open for credit to students who have completed or are currently enrolled in KIN 54D.

Acceptable for credit: CSU, UC

Activity class: Experienced training that employs an advanced principle of resistive exercises which will improve lifetime fitness and overall body fitness with an emphasis on weights. 0835.00

**SPFT 59A****Strength Training for Sports I - Fundamentals**

0.5 units, 2 hours laboratory (GR or P/NP)

Not open for credit to students who have completed or are currently enrolled in KIN 59A.

Acceptable for credit: CSU, UC

Activity class: Fundamental introduction to strength training for a specific sport. 0835.00

**SPFT 59B****Strength Training for Sports II - Beginning**

0.5 units, 2 hours laboratory (GR or P/NP)

Not open for credit to students who have completed or are currently enrolled in KIN 59B.

Acceptable for credit: CSU, UC

Activity class: Beginning level strength training for a specific sport. 0835.00

**SPFT 59C****Strength Training for Sports III - Intermediate**

0.5 units, 2 hours laboratory (GR or P/NP)

Not open for credit to students who have completed or are currently enrolled in KIN 59C.

Acceptable for credit: CSU, UC

Activity class: Intermediate level strength training for a specific sport. 0835.00

**SPFT 59D****Strength Training for Sports IV - Competition**

0.5 units, 2 hours laboratory (GR or P/NP)

Not open for credit to students who have completed or are currently enrolled in KIN 59D.

Acceptable for credit: CSU, UC

Activity class: Competitive level strength training for a specific sport. 0835.00

**SPFT 67A****Sports Training I - Fundamentals**

0.5 units, 2 hours laboratory (GR or P/NP)

Not open for credit to students who have completed or are currently enrolled in KIN 67A.

Acceptable for credit: CSU, UC

Activity class: Fundamental level of sport specific fitness training to increase sport performance. 0835.00

**SPFT 67B****Sports Training II - Beginning**

0.5 units, 2 hours laboratory (GR or P/NP)

Not open for credit to students who have completed or are currently enrolled in KIN 67B.

Acceptable for credit: CSU, UC

Activity class: Beginning level of sport specific fitness training to increase sport performance. 0835.00

**SPFT 67C****Sports Training III - Intermediate**

0.5 units, 2 hours laboratory (GR or P/NP)

Not open for credit to students who have completed or are currently enrolled in KIN 67C.

Acceptable for credit: CSU, UC

Activity class: Intermediate level of sport specific fitness training to increase sport performance. 0835.00

**SPFT 67D****Sports Training IV - Experienced**

0.5 units, 2 hours laboratory (GR or P/NP)

Not open for credit to students who have completed or are currently enrolled in KIN 86A.

Acceptable for credit: CSU, UC

Activity class: Competition level of sport specific fitness training to increase sport performance. 0835.00

**SPFT 86A****Flag Football I - Fundamentals**

1 unit, 3 hours laboratory (GR or P/NP)

Not open for credit to students who have completed or are currently enrolled in KIN 86A.

Acceptable for credit: CSU, UC

Activity class: Basic introduction to flag football skills. 0835.00

**SPFT 86B****Flag Football II - Beginning**

1 unit, 3 hours laboratory (GR or P/NP)

Not open for credit to students who have completed or are currently enrolled in KIN 86B.

Acceptable for credit: CSU, UC

Activity class: Fundamental introduction to flag football skills. 0835.00

**SPFT 86C****Flag Football III - Intermediate**

1 unit, 3 hours laboratory (GR or P/NP)

Not open for credit to students who have completed or are currently enrolled in KIN 86C.

Acceptable for credit: CSU, UC

Activity class: Intermediate level of introduction to flag football skills. 0835.00

**SPFT 86D****Flag Football IV - Competitive**

1 unit, 3 hours laboratory (GR or P/NP)

Not open for credit to students who have completed or are currently enrolled in KIN 86D.

Acceptable for credit: CSU, UC

Activity class: Advanced level of competition in flag football skills. 0835.00

## THEATRE ARTS ASSOCIATE OF ARTS (AA)

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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. One major production is 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.

### CAREER OPPORTUNITIES:

Acting, Directing, Stage Managing, Crew, Lighting design.

### COURSE SEQUENCE

#### Core Courses (21 units):

THART 2	Introduction to the Theatre Arts	3
THART 11	Principles and Theory of Improvisation	3
THART 20	Script Analysis	3
THART 21	Acting I	3
THART 22	Acting II	3
THART 31	Rehearsal and Production I	3
THART 32	Rehearsal and Production II	3

#### Select three courses from the following (9 units):

THART 33	Rehearsal and Production III	3
THART 34	Rehearsal and Production IV	3
THART 40	Stagecraft	3
THART 41	Introduction to Stage Lighting	3

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<b>TOTAL MAJOR UNITS:</b>	<b>30</b>
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### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

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- Demonstrate the fundamental performance and technical production processes for the theatre arts.
  - Demonstrate knowledge of the historical and cultural dimensions of theatre, including the works of leading playwrights, actors, directors, and designers, past and present.
  - Develop a clear understanding of the interaction between script, actor, and audience and the areas of scenery, lighting, sound, and costume.
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## ASSOCIATE IN ARTS DEGREE IN THEATRE ARTS FOR TRANSFER (AA-T)

The Associate in Arts Degree in Theatre Arts for Transfer is designed to prepare students for a seamless transfer with junior status and priority admission to their local CSU campus to a program or major in Theatre Arts or similar major for completion of a baccalaureate degree. Students are required to complete: \* a minimum of 19 semester units in the major with a grade of C or better while maintaining a minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. \* 60 semester CSU-transferable units using the California State University-General Education-Breadth pattern (CSU-GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern. \* No more than 60 semester units are required. The Associate in Arts Degree in Theatre Arts for Transfer will also assist Theatre Arts major students to transfer to a U.C. or other baccalaureate institutions. Students are advised to consult with a counselor to verify transfer requirements.

### CAREER OPPORTUNITIES:

Acting, Directing, Stage Managing, Crew, Lighting design.

### COURSE SEQUENCE

#### Core Courses (9 units):

THART 2	Introduction to the Theatre Arts	3	IGTEC or CSU GE-Breadth Education Pattern	37-39
THART 21	Acting I	3		
THART 31	Rehearsal and Production I	3	CSU Transferrable General Elective Courses to meet 60 units	

#### Select three courses from the following (9 units):

			<b>TOTAL UNITS</b>	<b>60</b>
THART 20	Script Analysis	3		
THART 22	Acting II	3		
THART 40	Stagecraft	3		
THART 41	Introduction to Stage Lighting	3		

**TOTAL MAJOR UNITS:** 18

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Demonstrate the fundamental performance and technical production processes for the theatre arts.
- Demonstrate knowledge of the historical and cultural dimensions of theatre, including the works of leading playwrights, actors, directors, and designers, past and present.
- Develop a clear understanding of the interaction between script, actor, and audience and the areas of scenery, lighting, sound, and costume.

## 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.

### THART 2

#### Introduction to the Theatre Arts

3 units, 2 hours lecture (GR)  
Acceptable for credit: CSU, UC

Introduction to the relationship of theatre to various cultures throughout history, and on the contributions of significant individual artists: Elements of the production process including playwriting, acting, directing, design, and criticism. Survey of different periods, styles and genres of theatre through play reading, discussion, films and viewing and critiquing live theatre, including required attendance of theatre productions. 1007.00  
AA/AS area 3; CSU area C1, IGTEC area 3A  
(C-ID: THTR 111)

### THART 11

#### Principles and Theory of Improvisation

3 units, 2 hours lecture, 3 hours laboratory (GR)  
Acceptable for credit: CSU, UC

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 20

#### Script Analysis

3 units, 3 hours lecture (GR)  
Acceptable for credit: CSU

Principles, theories and techniques of play script analysis for theatrical production. 1007.00  
(C-ID: THTR 114)

### THART 21

#### Acting I

3 units, 2 hours lecture, 3 hours laboratory (GR)  
Acceptable for credit: CSU, UC

Application basic acting theory to performance and develops the skills of interpretation of drama through acting: Skills for performance including line-learning, stage movement, vocal production, and interpretation of text. 1007.00  
(C-ID: THTR 151)

### THART 22

#### Acting II

3 units, 2 hours lecture, 3 hours laboratory (GR)  
Prerequisite(s): THART 21  
Acceptable for credit: CSU, UC

Continuation of Acting I: Exploration of theories and techniques used in preparation for the interpretation of drama through acting. Emphasis placed on deepening the understanding of the acting process through character analysis, monologues, and scenes. 1007.00  
(C-ID: THTR 152)

### THART 31

#### Rehearsal and Production I

3 units, 9 hours laboratory (GR)  
Acceptable for credit: CSU, UC

Practical and creative experience in the work and art of producing a performance for an audience. 1007.00  
AA/AS area 3  
(C-ID: THTR 191)

### THART 32

#### Rehearsal and Production II

3 units, 9 hours laboratory (GR)  
Prerequisite(s): Audition; THART 31  
Acceptable for credit: CSU, UC

Continuation of THART 31. More extensive practical and creative experience in the work and art of producing a performance for an audience at an intermediate level. 1007.00

### THART 33

#### Rehearsal and Production III

3 units, 9 hours laboratory (GR)  
Prerequisite(s): Audition; THART 32  
Acceptable for credit: CSU, UC

Continuation of THART 32. More extensive practical and creative experience in the work and art of producing a performance for an audience at an advanced level. 1007.00

### THART 34

#### Rehearsal and Production IV

3 units, 9 hours laboratory (GR)  
Prerequisite: Audition; THART 33  
Acceptable for credit: CSU, UC

Continuation of THART 33: Practical and creative experiences in the work and art of producing a performance for an audience at a professional level. 1007.00



**THART 40****Stagecraft**

3 units, 2 hours lecture, 3 hours laboratory (GR)  
Acceptable for credit: CSU, UC

Practical experience in various phases of technical theatre: Scene design, lighting, sounds, costumes, set construction, painting; organizing a production. 1007.00  
(C-ID: THTR 171)

**THART 41****Introduction to Stage Lighting**

3 units, 2 hours lecture, 3 hours laboratory (GR)  
Acceptable for credit: CSU, UC

Study and execution stage lighting: Emphasis on equipment, control, color and their relationship to design. 1007.00  
(C-ID: THTR 173)

**THART 49****Independent Study in Theatre Arts**

0.5-5 units, 0.5-5 hours lectur (GR)

Acceptable for credit: CSU, UC♦

See section on Independent Study on page 60. 1007.00



## WELDING TECHNOLOGY CERTIFICATE OF ACHIEVEMENT (CA)

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Welding Technology offers an opportunity to learn cognitive and manipulative welding skills which prepare the student for employment in occupations that use welding applications.

### CAREER OPPORTUNITIES:

Welding is a lead skill in many construction and manufacturing industries, including industrial maintenance, petroleum, cross-country gas transmission, fabrication of goods and equipment, aerospace, food manufacturing, and biotec. Job titles include both manual welders and welding support personnel, including ironworkers, pile drivers, mill wrights, fabricators, welding supplies and equipment sales, weld inspection and weld engineers.

### COURSE SEQUENCE

#### Core Courses (15 units):

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

#### Select three courses from the following (9 units):

WELD 203B	Intermediate Gas Tungsten Arc Welding	3
WELD 203C	Advanced Gas Tungsten Arc Welding	3
WELD 204B	Wire Feed Welding	3
WELD 211B	Arc Welding II	3
WELD 221A	Beginning Oxygen-Acetylene Welding	3

<b>TOTAL MAJOR UNITS:</b>	<b>24</b>
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**Recommended:**  
MATH 202

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

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- Students will recognize the value of wearing safety glasses in the lab by: 1) describing the dangers to the eyes in the welding lab, (such as UV rays, projectiles, chemicals and sparks/molten material); 2) complying consistently with the Department policy of always wearing safety glasses in the lab.
  - Students will determine several advantages and disadvantages of a given welding process, and differentiate between different welding processes.
  - Students will correctly list steps for setup and shut down of regulator and torch set for Oxy Acetylene welding. In the lab, they will perform these steps and correctly adjust for a neutral flame.
  - Students will set up an arc welding power supply and its related components for SMAW, GMAW and GTAW processes, strike an arc, and complete a weld in the flat position compliant with AWS D1.1 code standards.
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## WELDING TECHNOLOGY ASSOCIATE OF SCIENCE (AS)

Welding Technology offers an opportunity to learn cognitive and manipulative welding skills which prepare the student for employment in occupations that use welding applications.

### CAREER OPPORTUNITIES

Welding is a lead skill in many construction and manufacturing industries, including industrial maintenance, petroleum, cross-country gas transmission, fabrication of goods and equipment, aerospace, food manufacturing, and biotec. Job titles include both manual welders and welding support personnel, including ironworkers, pile drivers, mill wrights, fabricators, welding supplies and equipment sales, weld inspection and weld engineers.

### COURSE SEQUENCE

#### Core Courses (15 units):

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

#### Select three courses from the following (9 units):

WELD 203B	Intermediate Gas Tungsten Arc Welding	3
WELD 203C	Advanced Gas Tungsten Arc Welding	3
WELD 204B	Wire Feed Welding	3
WELD 211B	Arc Welding II	3
WELD 221A	Beginning Oxygen-Acetylene Welding	3

<b>TOTAL MAJOR UNITS:</b>	<b>24</b>
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#### Recommended:

MATH 202

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- Students will recognize the value of wearing safety glasses in the lab by: 1) describing the dangers to the eyes in the welding lab, (such as UV rays, projectiles, chemicals and sparks/molten material); 2) complying consistently with the Department policy of always wearing safety glasses in the lab.
- Students will determine several advantages and disadvantages of a given welding process, and differentiate between different welding processes.
- Students will correctly list steps for setup and shut down of regulator and torch set for Oxy Acetylene welding. In the lab, they will perform these steps and correctly adjust for a neutral flame.
- Students will set up an arc welding power supply and its related components for SMAW, GMAW and GTAW processes, strike an arc, and complete a weld in the flat position compliant with AWS D1.1 code standards.



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## WELDING TECHNOLOGY (WELD)

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The Welding Technology Program introduces students to both the theoretical and manipulative skills necessary to perform in a broad range of welding careers. Students practice several different types of manual welding and learn the technical and scientific aspects of the welding process.

### 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 203A

#### Beginning Gas Tungsten Arc Welding (TIG)

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Students must provide their own personal protective equipment (PPE).

Introduction to Gas Tungsten Arc Welding GTAW (TIG): Safe welding practices, use of Personal Protective Equipment (PPE), Material Safety Data Sheets (MSDS) theory and equipment. 0956.50

### WELD 203B

#### Intermediate Gas Tungsten Arc Welding (TIG)

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Prerequisite(s): WELD 203A

Students must provide their own personal protective equipment (PPE).

Continuation of WELD 203A: Safe welding practices, personal protective equipment (PPE), material safety data sheets (MSDS) theory and equipment. 0956.50

### WELD 203C

#### Advanced Gas Tungsten Arc Welding (TIG)

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Prerequisite(s): WELD 203B or Instructor's Approval

Students must provide their own personal protective equipment (PPE).

Continuation of WELD 203B: Advanced applications of GTAW (TIG) welding including safe welding practices, personal protective equipment (PPE), material safety data sheets (MSDS) theory, equipment and advanced processes. 0956.50

### WELD 203D

#### Certification Gas Tungsten Arc Welding (TIG)

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Prerequisite(s): WELD 203A

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 I (GMAW/MIG)

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Students must provide their own personal protective equipment (PPE).

Wire Feed Welding I: Wire feed welding at an introductory level, welding safety, plasma cutting, pre/post heating, welding symbols, and closed-root welding on steel plates with Gas-Shielded Flux-Cored wire. Students will have the opportunity to take American Welding Society (AWS) Certification tests. 0956.50

### WELD 204B

#### Wire Feed Welding II (FCAW w/gas)

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Prerequisite(s): WELD 204A or Instructor's Approval

Students must provide their own personal protective equipment (PPE).

Wire Feed Welding II: Increased proficiency in high quality welds at an intermediate level, welding safety, plasma cutting, pre/post heating, welding symbols, and closed-root welding on steel plates with Gas-Shielded Flux-Cored wire. Students will have the opportunity to take American Welding Society (AWS) Certification tests. 0956.50

### WELD 204C

#### Wire Feed Welding III (FCAW/no Gas)

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Prerequisite(s): WELD 204B or Instructor's Approval

Students must provide their own personal protective equipment (PPE).

Wire Feed Welding III: Increased proficiency in high quality welds at an advanced level, Welding Safety, Carbon Arc cutting, Weld Quality, physical characteristics of metals, and Closed-Root welding on Steel Plates with Self-Shielded Flux-Cored wire. Students will have the opportunity to take American Welding Society (AWS) Certification tests. 0956.50

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**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 a safety data sheets (SDS). 0956.50

**WELD 211A****Shielded Metal Arc Welding I (SMAW/E7018)**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Recommended Preparation: For Safety reasons, Students must speak and understand the Spoken and Written English Language

Students must provide their own personal protective equipment (PPE).

Shielded Metal Arc Welding (Stick) I: Introductory level SMAW including welding safety, Oxy-Fuel cutting, equipment setup, bead welds, fillet welds, and welding on steel plates with E7018 electrodes. Students will have the opportunity to take American Welding Society (AWS) Certification tests.v0956.50

**WELD 211B****Shielded Metal Arc Welding II (Stick/E6010)**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Prerequisite(s): WELD 211A or Instructor's Approval

Students must provide their own personal protective equipment (PPE).

Shielded Metal Arc Welding II (Stick): Intermediate level application of SMAW, including Welding Safety, Plasma Cutting, Metal Preparation, Electrodes, and Closed-Root welding on Steel Plates with E6010 electrodes. Students will have the opportunity to take American Welding Society (AWS) Certification tests. 0956.50

**WELD 211C****Shielded Metal Arc Welding III, (Open Root)**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Prerequisite(s): WELD 211B or Instructor's Approval

Students must provide their own personal protective equipment (PPE).

Shielded Metal Arc Welding III (Stick): Advanced SMAW including welding safety, Carbon Arc cutting, proficiency in weld quality, joint fit-up, and Open-Root welding on steel plates with E6010 and 7018 electrodes. Students will have the opportunity to take American Welding Society (AWS) Certification tests. 0956.50

**WELD 211D****Arc Welding IV**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Prerequisite(s): WELD 211C

Students must provide their own personal protective equipment (PPE).

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 215****Welding for ECT Technicians**

1.5 units, 1 hour lecture, 1.5 hours laboratory (GR)

Corequisite(s): 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)

Students must provide their own personal protective equipment (PPE).

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. 0956.50

**WELD 221B****Intermediate Oxygen-Acetylene Welding (OAW)**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Prerequisite(s): WELD 221A

Students must provide their own personal protective equipment (PPE).

Continuation of WELD 221A: Expansion of out-of-position welding. 0956.50

**WELD 230****Introduction to Welding Metallurgy**

2 units, 2 hours lecture (GR or P/NP)

Students must provide their own personal protective equipment (PPE).

Welding metallurgy theory: Bonding, crystalline structures, phase diagram (Thermodynamics), kinetics, solidification, defects, strength, strengthening mechanisms. 0956.50



**WELD 231A****Pipe Welding with SMAW**

3 units, 2 hours lecture, 4 hours laboratory (GR)

Prerequisite(s): WELD 211A

Students must provide their own personal protective equipment (PPE).

Procedures for setting up SMAW equipment for open-root V-groove welds: Preparation for and performing open-root V-groove welds on Carbon steel pipe. Procedures for making open-groove welds with SMAW equipment on pipe in the 1G-Rotated, 2G, 5G, and 6G positions. 0956.50

**WELD 240****Introduction to Weld Inspection**

2 units, 2 hours lecture (GR or P/NP)

Students must provide their own personal protective equipment (PPE).

Basic code interpretation and nondestructive test methods theory: Ultrasonic Testing (UT) Magnetic Particle (MAG) Die Penetrant Visual Inspection. 0956.50

**WELD 255****Survey Course for the Skilled Trades**

0.5 units, 1.5 hours laboratory (P/NP)

Corequisite(s): MACH 255, CARP 255, WDTEC 255

Introduction to the skilled trades Carpentry: Topics include safety, career opportunities, and hands on experience. Part of a four part series survey class including CARP 255, MACH 255, WDTEC 255. 0956.50

**WELD 466M****Occupational Work Experience in Welding Technology**

1-4 units, 3.43-17.15 hours laboratory (GR)

Course study under this section may be repeated three times

Acceptable for credit: CSU

Supervised employment providing opportunities in welding or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. Students may reenroll 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). 0956.50



## WOOD TECHNOLOGY CERTIFICATE OF ACHIEVEMENT (CA)

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.

## CAREER OPPORTUNITIES

Completion of the AS degree in Wood Technology provides access to a full range of CAREER OPPORTUNITIES cabinet making, fine furniture making, custom mill work, and advanced technological applications in computer-assisted design and manufacturing. The job market in these careers is very strong.

## COURSE SEQUENCE

**First Semester (9 units):**

WDTEC 10	Wood Technology I	3
WDTEC 10L	Wood Technology Lab I	4
WDTEC 11	Furniture Cabinet Layout I	2

**Second Semester (min 7 units):**

WDTEC 20	Wood Technology II	3
WDTEC 20L	Wood Technology Lab II	4

**Third Semester (4 units):**

WDTEC 30	CAD/CAM Techniques in the Cabinet-Making Industry	4
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**Fourth Semester (4 units):**

WDTEC 40	Computer-Assisted Machining Techniques in the Cabinet-Making Industry	4
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## TOTAL MINIMUM UNITS

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24

## PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

- **Skills:** Students will develop a foundation of core skills necessary to effectively use hand tools, operate power tools, do design and layout for projects, and work with software and CNC equipment that is current for the cabinet and furniture making trade.
- **Materials and Practices:** Students will identify, analyze, evaluate and apply materials of the trade to the appropriate production parameters creating efficient work flows for shop projects with optimal material use. Students will analyze production processes and apply required techniques in order to meet production standards.
- **Communication and Calculate:** Students will interpret, analyze, do required mathematical calculations and create architectural drawings and other shop documents used in the contemporary woodworking trade and communicate essential information from these documents to coworkers and clients. Students will use woodworking nomenclature to communicate effectively in the woodworking field.
- **Safety:** Students will evaluate, set up and operate woodworking machinery and use hand tools according to safe operational practices and understand the implications of materials as they relate to worker and customer safety and environmental impacts.

## WOOD TECHNOLOGY ASSOCIATE OF SCIENCE (AS)

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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.

### CAREER OPPORTUNITIES

Completion of the AS degree in Wood Technology provides access to a full range of career opportunities cabinet making, fine furniture making, custom mill work, and advanced technological applications in computer-assisted design and manufacturing. The job market in these careers is very strong.

### COURSE SEQUENCE

<b>First Semester (9 units):</b>			<b>Third Semester (4 units):</b>	
WDTEC 10	Wood Technology I	3	WDTEC 30	CAD/CAM Techniques in the Cabinet-Making Industry 4
WDTEC 10L	Wood Technology Lab I	4	<b>Fourth Semester (4 units):</b>	
WDTEC 11	Furniture Cabinet Layout I	2	WDTEC 40	Computer-Assisted Machining Techniques in the Cabinet-Making Industry 4
<b>Second Semester (min 7 units):</b>			<b>TOTAL MINIMUM UNITS</b>	
WDTEC 20	Wood Technology II	3		<b>24</b>
WDTEC 20L	Wood Technology Lab II	4		

### PROGRAM LEARNING OUTCOMES

*Upon completion of this program a student will be able to:*

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- **Skills:** Students will develop a foundation of core skills necessary to effectively use hand tools, operate power tools, do design and layout for projects, and work with software and CNC equipment that is current for the cabinet and furniture making trade.
  - **Materials and Practices:** Students will identify, analyze, evaluate and apply materials of the trade to the appropriate production parameters creating efficient work flows for shop projects with optimal material use. Students will analyze production processes and apply required techniques in order to meet production standards.
  - **Communication and Calculate:** Students will interpret, analyze, do required mathematical calculations and create architectural drawings and other shop documents used in the contemporary woodworking trade and communicate essential information from these documents to coworkers and clients. Students will use woodworking nomenclature to communicate effectively in the woodworking field.
  - **Safety:** Students will evaluate, set up and operate woodworking machinery and use hand tools according to safe operational practices and understand the implications of materials as they relate to worker and customer safety and environmental impacts.
-

## 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.

### WDTEC 10

#### Wood Technology I

3 units, 3 hours lecture (GR)

Corequisite(s): 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(s): WDTEC 10 and 11

Acceptable for credit: CSU

Lab component of WDTEC 10: Laboratory practices to supplementing theory presented in WDTEC 10; practice of safe operation of stationary and portable power tools; milling, sawing, shaping, sanding, assembly, and finishing techniques; sharpening, machine maintenance, process planning. 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(s): WDTEC 10

Corequisite(s): WDTEC 20L

Acceptable for credit: CSU

Continuation of WDTEC 10: 32mm cabinetmaking systems, wood bending, advanced construction problems and techniques, finishing, hardware, adhesives and abrasives, hand-tool conditioning and use, related class projects. 0952.50

### WDTEC 20L

#### Wood Technology Laboratory II

4 units, 12 hours laboratory (GR)

Prerequisite(s): WDTEC 10, 10L, and 11

Corequisite(s): WDTEC 20 and 21

Acceptable for credit: CSU

Laboratory component of WDTEC 20: 32mm cabinet-making systems fabrication sequence, CNC operation, wood bending, advanced construction problems and techniques, finishing, hardware, adhesives and abrasives, hand tool conditioning and use, and related class projects. 0952.50

### WDTEC 21

#### Furniture Cabinet Layout II

2 units, 1 hour lecture, 3 hours laboratory (GR)

Prerequisite(s): 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(s): 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/Cabinet-Making Industry

4 units, 2 hours lecture, 6 hours laboratory (GR)

Prerequisite(s): WDTEC 30

Acceptable for credit: CSU

Advanced techniques of computer-assisted design and construction techniques found in the modern cabinet shop: Software and CNC machinery commonly used in the woodworking industry. 0952.50



**WDTEC 200****Special Projects Laboratory**

1-2 units, 3-6 hours laboratory (GR or P/NP)

Prerequisite(s): 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 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(s): 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(s): 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(s): 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 211A****Basic Computerized Drafting Techniques**

1 unit, 0.5 hours lecture, 1.5 hours laboratory (GR)

Recommended preparation: Recommendation required from faculty in CARP, WDTEC, WELD or other CTE related programs. Not open for credit to students who have completed or are currently enrolled in ARCH 211A.

Basics of computerized drafting: Principles of applied geometry underlying orthographic and pictorial drawings, developing plans, elevations, sections and isometrics. 0953.00

**WDTEC 223****CAL-OSHA 30-Hour Construction Industry Training for Wood Technology**

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

**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(s): WDTEC 250A

Non-degree applicable

Continuation of WDTEC 250A: Advanced individualized instruction in more complex projects with appropriate laboratory experience. 0952.50

**WDTEC 255****Survey Course for the Skilled Trades**

0.5 units, 1.5 hours laboratory (P/NP)

Corequisite(s): MACH 255, CARP 255, WELD 255

Introduction to the skilled trades Carpentry: Topics include safety, career opportunities, and hands on experience. Part of a four part series survey class including CARP 255, MACH 255, WELD 255. 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(s): 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

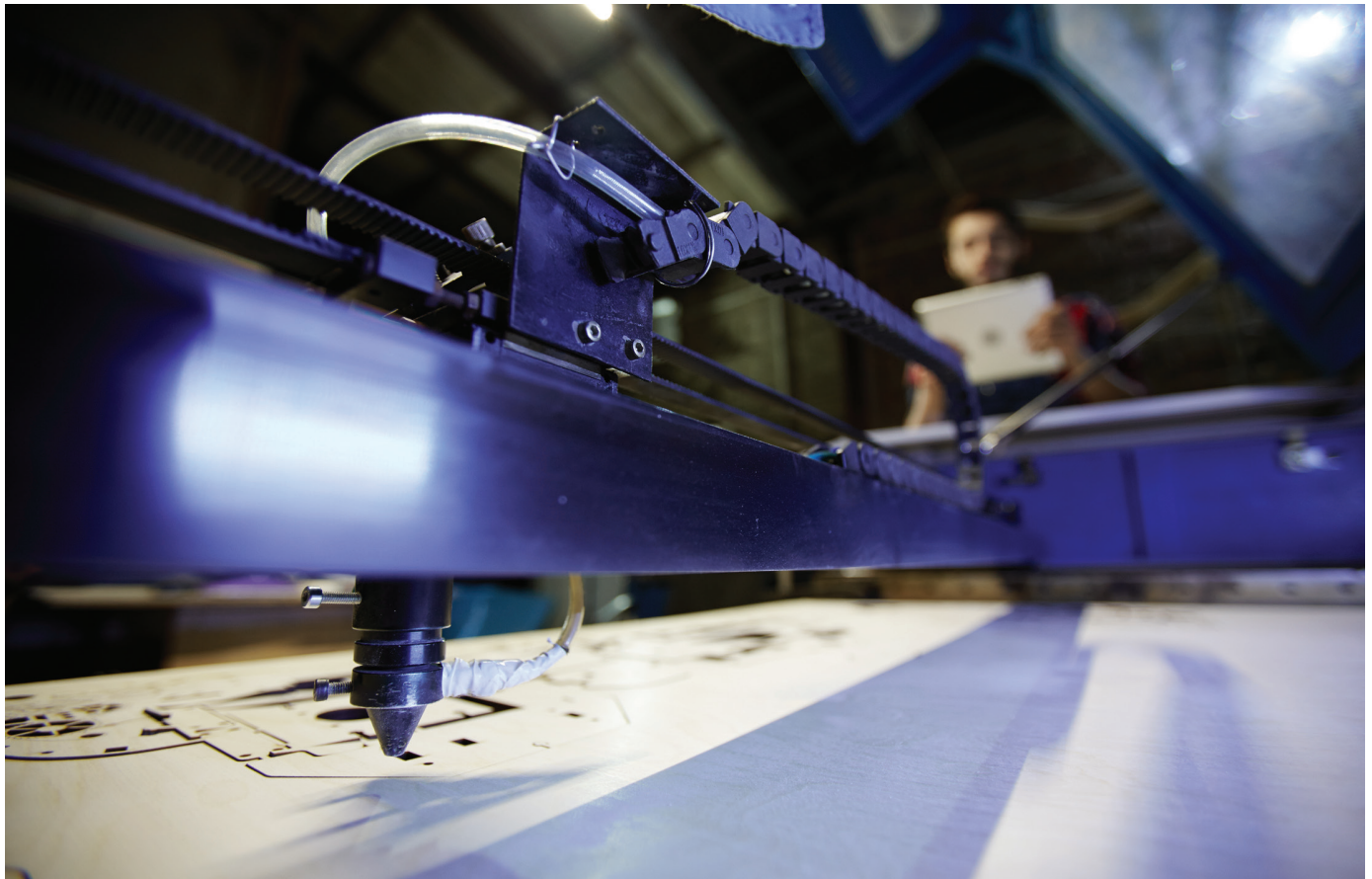
**WDTEC 466N****Occupational Work Experience in Wood Technology**

1-4 units, 3-12 hours laboratory (GR)

Course study under this section may be repeated three times.

Acceptable for credit: CSU

Supervised employment providing opportunities in wood technology or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. 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). 0952.50



## OTHER DISTRICT POLICIES

### I. AP 4225 COURSE REPETITION AND REPEATABLE COURSES

This procedure addresses all options per Title 5 regarding course repetition and repeatable courses  
Including

- student repetition when a satisfactory grade was received,
  - student repetition when a satisfactory grade was not received,
  - courses per Title 5 which are determined to be repeatable, and
  - active participatory credit courses in physical education and visual or performing arts that are related in content.
- B. Alleviate substandard academic work [55040(b)(2), 55042]
1. A student may petition for approval to repeat a course when a student was awarded a substandard grade (less than "C", and including "FW") or received a "W". Per Title 5 regulations, the student can only repeat the course twice (thus can only take the course three times).
  2. When a student repeats a course to alleviate substandard academic work, the previous grade and credit will be disregarded in the computation of the grade point average.
  3. (3) Courses that are repeated shall be recorded on the student's permanent academic record using the appropriate symbol.
  4. (4) Annotating the permanent academic record shall be done in a manner that all work remains legible, insuring a true and complete academic history.
  5. (5) Nothing can conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors, or with Title 5 or district procedures relating to retention and destruction of records.
- C. Withdrawal (55024)
1. As noted above in section A, when a student withdrew from a course and received a "W" the student may petition to enroll again in the credit course. The maximum a student can repeat a course when a "W" or when a substandard grade was received is twice (thus a student can only take the course three times)
  2. The "W" shall not be used in calculating GPA, but must be used in determining probation and dismissal
  3. Military withdrawal, withdrawals due to extraordinary conditions (58509), and withdrawals where the district determines discriminatory treatment has occurred do not count toward these enrollment limits.
- D. Significant lapse of time [55040(b)(3), 55043]
1. A student may petition to repeat a course when the student received a satisfactory grade the last time the student took the course but where there has been a "significant lapse of time" of no less than 36 months.
  2. However, repetition of a course for "significant lapse of time" can occur only if there is a properly established recency prerequisite for the course or program pursuant to Title 5 section 55003, or
3. 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 a specific course. Repetition is allowed even where less than 36 months has elapsed, if the student provides documentation that repetition is necessary for the student to transfer to the institution of higher education.
  4. The previous grade and credit will be disregarded in computing the student's GPA.
- E. Recency requirement at an institution of higher education [55040(b)(3), 55043]
1. As noted above in section C, a student may petition to repeat a course 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."
  2. The student must provide documentation that repetition is necessary for the student to transfer to the institution of higher education.
  3. The previous grade and credit will be disregarded in computing the student's GPA.
- F. Legally mandated [55040(b)(8)]
1. A student may petition to repeat a course not marked as repeatable "in instances when such repetition is necessary for the student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment."
  2. Such courses may be repeated for credit any number of times as legally required.
  3. Students must certify or provide documentation that course repetition is legally mandated.
  4. The grade received each time shall be included for purposes of calculating the student's grade point average.
- G. Significant change in industry or licensure standards [55040(b)(9)]
1. A student may petition to repeat a course "as a result of a significant change in industry or licensure standards such that repetition of the course is necessary for the student's employment or licensure."
  2. The student must certify or provide documentation that there has been a significant change in industry or licensure necessitating course repetition.
  3. The grade received each time shall be included for purposes of calculating the student's grade point average.
- H. Extenuating circumstances [55040(b)(5), 55045]
1. A student who has earned a satisfactory or substandard grade may petition to repeat a course due to an extenuating circumstance – verified cases of accidents, illness, or other circumstances beyond the student's control.
  2. The previous grade and credit will be disregarded in the computing of the student's grade point average.
  3. This does not apply to courses designated as repeatable.

- I. Occupational Work Experience [55040(b)(6), 55253]
  - 1. Students may repeat all types of Cooperative Work Experience Education, but shall not exceed 16 semester units, subject to the following limitations:
    - a. General Work Experience Education: a maximum of 6 semester credit hours may be earned during one enrollment period in general work experience education.
    - b. Occupational Work Experience Education: a maximum of 8 semester credit hours during one enrollment period in occupational work experience education.
  - 2. The grade each time shall be included for the purpose of calculating the student's grade point average.
- J. Variable unit open-entry/open-exit courses [55040(b)(4), 55044]
  - 1. A student is permitted to enroll in a variable unit open-entry/open-exit course as many times as necessary to complete the entire curriculum of the course once.
  - 2. A student may petition to repeat a portion of such a course if the student has received a substandard grade. See section A above.
  - 3. Under no circumstances may a portion of a physical education course be repeated.
- K. Special classes for students with disabilities [55040(b)(7)]
  - 1. student with a disability may repeat a special class for students with disabilities any number of times based on an individualized determination that such repetition is required as a disability-related accommodation for that particular student for one of the reasons specified in Title 5 section 56029.
  - 2. The previous grade and credit may be disregarded in computing the student's grade point average each time the course is repeated. All prior work must remain legible on the student's academic record to ensure a true and complete academic history.
- L. Courses required by CSU or UC for completion of a bachelor's degree [55040(b)(1), 55041(a)(1)]
  - 1. A course may be designated as repeatable if repetition of that course is required by CSU and/or UC for completion of a bachelor's degree
  - 2. The district must retain supporting documentation that verifies that the repetition is necessary to meet the major requirements of CSU or UC for completion of the bachelor's degree. The supporting documentation must be retained by the district as a Class 3 record basic to audit as required by Title 5, 59020 et sq.
  - 3. In most cases, the limit will be four (4) semesters.
  - 4. The grade received each time shall be included for calculating the student's grade point average.
- M. Intercollegiate athletics [55040(b)(1), 55041(a)(2)]
  - 1. A student may repeat a course in which student athletes enroll to participate in an organized competitive sport sponsored by the district or a conditioning course which supports the organized competitive sport.
  - 2. There is a limit of 350 contact hours per year per sport (of the 350 hours, up to 175 contact hours in courses dedicated to the sport and 175 contact hours in courses that focus on conditioning or skill development for the sport) OR the participation of a student for up to four (4) Semester enrollments in the course [58161(d), 58162].
- 3. The grade received each time shall be included for calculating the student's grade point average.
- N. Intercollegiate academic or vocational competition [55040(b)(1), 55041(a)(3)]
  - 1. A student may repeat courses that are designed specifically for participation in non-athletic competitive events between students from different colleges.
  - 2. The outcomes of the course must be tied to the student's participation in the competition.
  - 3. The event must be sanctioned by a formal collegiate or industry governing board.
  - 4. A student is permitted four (4) semesters of enrollment in one single course or a combination of courses that are related in content.
  - 5. The enrollment limits apply even if the student receives a substandard grade or a "W" during one of the enrollments or petitions due to extenuating circumstances as provide in Title 5, 55045.
  - 6. The grade each time shall be included for calculating the student's grade point average.
- O. Active participatory courses in physical education, and visual or performing arts that are related in content [55040(c)]
  - 1. A student is not permitted to enroll in active participatory courses (those courses where individual study or group assignments are the basic means by which learning objectives are obtained) in physical education, visual or performing arts that are related in content more than four (4) times [four courses].
  - 2. A course related in content includes any course with similar primary educational activities in which skill levels or variation are separated into distinct courses with different student learning outcomes for each level or variation.
  - 3. The limitation on enrollment applies even if a student receives a substandard grade or "W" during one or more of the enrollments in such a course or petitions for repetition due to extenuating circumstance.

All grades and credits received count in calculating the student's grade point average.



## PROHIBITION OF HARASSMENT, DISCRIMINATION AND SEXUAL ASSAULT PROCEDURES

### I. STATEMENT REGARDING DISCRIMINATION

- A. In keeping with Board Policy 3410: Nondiscrimination, 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 District 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.
- B. 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.
- C. 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).
- D. The Title IX, Section 504 and ADA coordinator for the Peralta District is the District Equal Opportunity Officer (who is the vice chancellor of human resources and employee relations whose office is located at 333 E. 8th Street, Oakland, California 94606; telephone (510) 466-7252).
- E. Each college has an ADA coordinator who can be reached by calling the main number of the college.
- F. 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.

- G. The Peralta Colleges encourage "mainstreaming" students with disabilities into regular classes. The colleges offer support services to make education accessible. Each main campus has a 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, note takers, readers, special counseling on disability management, peer counseling groups, and special adaptive equipment.
- H. The lack of English language skills will not be a barrier to admission and participation in the colleges' vocational education programs.

### II. DISCRIMINATION COMPLAINT PROCEDURES

- A. To ensure that students and employees of the district are aware of the provisions of this procedure, a general statement will be published in each class schedule and a bulletin will be circulated to each district employee.
- B. 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 college.
  2. Employee complaints may be filed with the Office of Instruction at each college.
  3. All complaints should be forwarded to the District Equal Opportunity Officer on the approved district form.
    - d. Upon receipt of a complaint, a copy will be forwarded to the State Chancellor's Office on the appropriate form.
    - e. 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 District 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.

### III. PROCEDURES PROHIBITING SEXUAL, RACIAL, AND DISABILITY HARASSMENT AND DISCRIMINATION TOWARD STUDENTS

#### A. Dissemination

1. The 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.
2. The 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.
3. The procedures will also be disseminated to each faculty member, all members of the administrative staff, and all members of the support staff both at the time of hire and at the beginning of each school year.
4. The procedures shall also be displayed in a prominent location in each college along with the other notices regarding the college's procedures and standards of conduct. A copy of the procedures shall be made available to any person expressing a verbal complaint about such matters.

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

1. 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.
2. 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:
  - (a) Submission to the conduct is explicitly or implicitly made a term or a condition of a student's academic status, or progress.
  - (b) Submission to, or rejection of, the conduct by a student is used as the basis of academic decisions affecting the student.
  - (c) 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.

- (d) 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.
  - (e) 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.
3. 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.
  4. 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.
  5. 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 procedure may nonetheless constitute impermissible sexual, racial or disability harassment.

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

1. 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 is 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 procedure 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.
2. 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.

3. 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.
4. The Peralta Community College District is committed to ensuring that the academic freedom rights of our faculty are secure, and to ensuring 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

1. In order to accomplish the task of prohibiting discrimination and harassment, the district's Equal Opportunity Officer is assigned the responsibility 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 record of complaints, investigations, and resolutions.
2. 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.
3. 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:

- (a) 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.
- (b) 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.
- (c) 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, CA, 2nd Floor (510) 981-2820

**College of Alameda**

Building A, Room 111, (510) 748-2204

**Laney College**

Tower Building, Room 813

(510) 464-3344

**Merritt College**

Building P, Room 311, (510) 436-2478

- (d) All complaints not filed directly with the District's Equal Opportunity Officer, should be immediately forwarded to that Officer on the approved District form.
- (e) Whenever any person brings charges of unlawful discrimination to the District Equal Opportunity Officer's attention, that Officer shall:
  - i. 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;
  - ii. Notify the complainant of the procedures for filing a complaint;
  - iii. Discuss with the complainant what actions he or she is seeking in response to the alleged discrimination; and
  - iv. Advise the complainant that he or she may file a complaint with the Office for Civil Rights of the United States Department of Education.
  - v. 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.
  - vi. 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.
  - vii. 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.
- (f) 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.

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.

- (g) 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.

The results of the investigation shall be set forth in a written report which shall include at least all of the following:

- i. Description of the circumstances giving rise to the complaint;
- ii. A summary of the testimony provided by each witness, including the complainant and any witnesses identified by the complainant;
- iii. An analysis of any relevant data or other evidence collected during the course of the investigation and;
- iv. A specific finding as to whether discrimination did or did not occur with respect to each allegation in the complaint.

- (h) Within ninety (90) days of receiving a complaint, the district shall complete its investigation and provide the complainant with the following information:

A written notice setting forth:

- i. A copy or summary of the district's investigative report
- ii. 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
- iii. 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.

- i. 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 consistent with any federally guaranteed rights involved in a complaint proceeding, including a student's First Amendment rights to free speech and the accused individual's right to due process.

- (j) 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.

- (k) 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.

#### IV. SEXUAL ASSAULT PROCEDURE (SEE ALSO AP 3540: SEXUAL AND OTHER ASSAULTS ON CAMPUS)

##### A. Statement regarding Sexual Assault

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.
2. Each college, through the Office of the Vice President of Student Services, shall make available sexual assault awareness information to students and employees.
- B. Definition of Sexual Assault (Education Code 67365)  
 "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.
- C. Procedure
1. 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:
    - (a) Making available to students and staff the district policy on sexual assault.
    - (b) Meeting legal reporting requirements.
    - (c) Identifying available services for the victim.
    - (d) Developing and updating a description of campus resources available to victims as well as appropriate off-campus services.
    - (e) Implementing procedures for keeping the victim informed of the status of any student disciplinary proceedings in connection with the sexual assault.
    - (f) Providing confidentiality.
  2. It shall be the responsibility of the vice president of student services to see 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. 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.
  4. 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.
  5. 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.
  6. 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.
  7. 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 procedure.
  8. The listing of resources and services shall be available through the Campus/District Police Services, each college's Counseling Department, and Health Services Unit.
  9. A victim of sexual assault shall be provided with information about pursuing the following remedies or actions against the perpetrator:
    - (a) Employees: Criminal Prosecution/ Civil Prosecution:  
 District disciplinary process: Violation of this procedure will cause disciplinary action which may include termination of employment or may require an employee to participate in a rehabilitation program.
    - (b) 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.
    - (c) Non-Student/ Employer: Criminal Prosecution/ Civil Prosecution:
      - i. 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.
      - ii. 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.
      - iii. 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 and Procedures.



**D. Dissemination**

5. 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.
6. 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.

Note: Volunteers and student workers are included in relevant board policies and their related administrative procedures, including but not limited to BP 3410 (Nondiscrimination), BP 3420 (Equal Employment Opportunity), BP 3430 (Prohibition of Harassment), and BP 7280 (Volunteers).

**References:**

Education Code Sections 212.5; 44100; 66281.5;  
 Title IX, Education Amendments of 1972; Title 5, Sections 59320 et seq.;  
 Title VII of the Civil Rights Act of 1964, 42 U.S.C.A. Section 2000e  
 Education Code Sections 66250 et seq., 200 et seq., and 72010 et seq.;  
 Penal Code Sections 422.55 et seq.;  
 Title 5 Sections 59300 et seq.;  
 Accreditation Standard II.B.2.c

## **POLÍTICA QUE PROHÍBE LA DISCRIMINACIÓN HACIA LOS ESTUDIANTES (INCLUYENDO LA DISCRIMINACIÓN Y EL ACOSO SEXUAL Y RACIAL)**

El Distrito de los Colegios Comunitarios de Peralta, de conformidad con las leyes federales y estatales pertinentes y con la Política de la Junta, prohíbe que los estudiantes sean sometidos a discriminación y acoso discriminatorio ilícitos basados en la raza, las creencias, el color, la ascendencia, la religión, el sexo, el origen nacional, la edad (40 años de edad o más), el estado civil, los problemas médicos (relacionados con el cáncer), las incapacidades, las afiliaciones y opiniones políticas, la orientación/preferencia sexual o la transmutación de sexo en cualquier etapa, en cualquiera de los programas y actividades del distrito, incluyendo la disponibilidad de los ofrecimientos educacionales; y en otros programas y actividades como la ayuda financiera y los servicios especiales. Por ello, el distrito investigará las quejas de discriminación inmediatamente, siguiendo los pasos pertinentes, a fin de eliminar la discriminación actual y evitar discriminación futura. El distrito prohíbe las represalias contra cualquier individuo que presente una queja o participe en una investigación con relación a discriminación o acoso discriminatorio.

El distrito de Peralta está sujeto al Título IX de las Enmiendas Educativas de 1972, los Títulos VI y VII del Acta de Derechos Civiles de 1964 y 1972, el Acta de Discriminación por la Edad en Empleo de 1967, el Acta de Discriminación por la Edad de 1975 y la Sección 504 del Acta de Rehabilitación de 1973 y al Acta de 1991 referente a los Americanos incapacitados.

El Coordinador del Título IX y Sección 504 para el distrito de Peralta es el funcionario de oportunidad igual del distrito, cuya oficina se encuentra situada en el 333 E. 8th Street,

Oakland, CA 94606; teléfono (510) 466-7252.

Los estudiantes, miembros de la facultad, empleados y solicitantes de empleo que crean que hayan sido discriminados pueden presentar una queja de discriminación ante alguno de los siguientes funcionarios: el presidente del colegio correspondiente, el vice presidente de servicios estudiantiles (en el caso de los alumnos), el vice presidente de enseñanza (en el caso de facultad o empleados) o el funcionario de oportunidad igual del distrito. Los formularios de queja y los procedimientos correspondientes se encuentran a su disposición en las oficinas del presidente, de los vice presidentes y de oportunidad igual.

Todos los colegios del Distrito de Peralta fomentan la incorporación de alumnos con incapacidades físicas y mentales a las clases regulares. Los colegios ofrecen servicios de apoyo a fin de brindar una educación accesible. Cada colegio tiene un coordinador cuya función es administrar el programa para estudiantes incapacitados. Los estudiantes que encuentren que una clase no es accesible deben comunicarse con el Centro de Recursos para Estudiantes Incapacitados a fin de recibir asistencia. Los servicios del centro incluyen asistencia por medio de intérpretes en el aula, personas que puedan tomar los apuntes, lectores, un servicio de asesoramiento especial para el manejo de las incapacidades y un grupo de asesoramiento constituido por personas con problemas similares. También hay libros de texto en sistema Braille, libros de texto grabados y otros equipos especiales.

La falta de fluidez en el idioma inglés no es un obstáculo para el ingreso y la participación en los programas de educación vocacional de los colegios.

## **AP 4231 GRADE CHANGES AND STUDENT GRIEVANCE PROCEDURE**

**I. REGULATIONS**

- A. The instructor of the course shall determine the grade to be awarded to each student. The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetency (per Education Code Section 76224). "Mistake" may include, but is not limited to, errors made by an instructor in calculating a student's grade and clerical errors. "Fraud" may include, but is not limited to, intentional inaccurate recording or the change of a grade by any person who gains access to grade records without authorization.
- B. 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 incompetency.
- C. Grades are not subject to change by reason of a revision of judgment on the instructor's part.
- D. 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.
- E. No grade will be changed later than two years after the calendar date ending the semester (including intersession and summer session) in which the grade was assigned.



- F. Only the instructor is permitted to sign grade changes from "I" to a grade.

## II. PROCEDURAL STEPS

- A. Instructor completes the "Request for Record Correction Form" and submits it to the divisional dean of instruction with a copy of the class rollbook. The "Request for Record Correction Form" is available online at: <http://eperalta.org/wp/admissions/?p=565>
- B. Divisional dean of instruction, after discussion with the instructor, makes a recommendation to the associate vice chancellor of student services.
- C. The request is then reviewed and approved or denied by the associate vice chancellor of student services and processed by the Admissions and Records Office.

## III. STUDENT GRIEVANCE

If a student alleges mistake, fraud, bad faith, or incompetence in the academic evaluation of the student's performance, the grievance procedure is as follows:

Both the informal and formal grievance procedure for "Academic (Grade) Grievance" is contained in the "Student Grievance Procedure" (also in AP 5530, Student Rights and Grievances) which was last revised and approved by the Board of Trustees on March 15, 2011.

The purpose of this procedure 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. That procedure (in full) is as follows:

### A. Grounds for Filing Student Grievances

The Student Grievance Procedure shall apply only to grievances involving:

2. Academic (Grade) Grievance: a complaint alleging mistake, fraud, bad faith or incompetence in the academic (grade) evaluation of student performance.
3. 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
- B. The Student Grievance Procedure does not apply to:
  3. Police citations (i.e. "tickets"). Complaints about citations must be directed to the Campus Police in the same way as any traffic violation.
  4. 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 Coordinator 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.

### C. Definitions

1. 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.
2. 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).
3. Respondent: Any person claimed by a grievant to be responsible for the alleged grievance.
4. Observer: An individual who is present at a hearing to observe the proceeding, but shall not be allowed to speak and address the committee.
5. 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.

### D. Grievance Process

1. 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. 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 90 (ninety) day period, constitutes waiver of the student's right to appeal.

- c. *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.
- d. *Submission.* The complaint should be submitted to the vice president of student services.
- e. *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.

- f. *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.
  - i. For academic (grade) grievance, the chair shall request records and documents from the faculty member against whom the complaint has been filed.
  - ii. 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.

- c. *Grievance Hearing Committee*  
Within 90 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 790 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.

#### d. 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 10 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 matter 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.

- u. 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:
  - i. The committee's recommendation;
  - ii. The final decision by vice president of student services; and
  - iii. 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.

4. Appeals
  - e. 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) 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.

- f. Chancellor's Decision  
The college president's decision may be appealed to the chancellor in writing within 10 days of receipt 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.

- g. 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 the receipt 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 45 (forty-five) 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 790 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.)

8. Time Limits

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

### Security of Grade Records

The district has implemented security measures for student records that assure no one without proper authorization may obtain access to student grade records. These measures are installed as part of the computerized grade data storage system in the enterprise management system, PeopleSoft.

The measures implemented by the district include, but are not necessarily limited to, password protection for all student grade data bases, locking mechanisms for computer stations from which grade data bases can be viewed, and strict limits on the number of persons who are authorized to change student grades.

Persons authorized to change grades shall be designated by the vice chancellor of educational services. No more than 6 (six) (one at each college in the Admissions and Records Office and two at the District Admissions and Records Office) district employees may be authorized to change student grades. Only full-time employees of the district may be authorized to change grades. Student workers shall not have access to or change grades at any time.

Any person who discovers that grades have been changed by someone other than the persons authorized to do so shall notify the vice chancellor of educational services immediately. The vice chancellor of educational services immediately shall take steps to lock the grade storage system entirely while an investigation is conducted.

If any student's grade record is found to have been changed without proper authorization, the district will notify (1) the student; (2) the instructor who originally awarded the grade; (3) any known educational institution to which the student has transferred; (4) the accrediting agency; and (5) local law enforcement authorities.

Whenever a grade is changed for any reason, corrected transcripts will be sent to any known educational institution to which the student has transferred.

Any student or employee who is found to have gained access to grade recording systems without proper authorization or who is found to have changed any grade

without proper authority to do so, shall be subject to discipline in accordance with the district's policies and procedures.

Any person who is found to have gained access to grade recording systems without proper authorization or who is found to have changed any grade without proper authority to do so, shall be reported to the appropriate law enforcement agency.

The correction of an awarded grade shall only be allowed for a student-initiated request brought under the provisions of this procedure.

### AP 5500 STUDENT STANDARDS OF CONDUCT, DISCIPLINE PROCEDURES AND DUE PROCESS

- I. The purpose of this procedure is to provide a prompt and equitable means to address violations of the Student Standards of 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.
- II. 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, Education Code Section 76120, and will not be used to punish expression that is protected.
- III. 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.
- IV. Standards of Conduct. Students are responsible for complying with all laws and college regulations and for maintaining appropriate course requirements as established by the instructors.
  - A. 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. Student misconduct may also result in disciplinary action that is applicable to other college campuses and central administrative offices at the Peralta Community College District. The college may require restitution as part of the discipline to ensure the return of items or compensation for any loss to the college or district. 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. Sexual assault or sexual exploitation regardless of the victim's affiliation with the district.
  6. Unauthorized entry to or use of college facilities.
  7. Committing or attempting to commit robbery or extortion.
  8. 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.
  9. 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.
  10. 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.
  11. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the governing board.
  12. 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.
  13. 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.
14. Obstruction or disruption of teaching, research, administrative procedures or other college activities.
  15. 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.
  16. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
- B. 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 (three) school days of the results, to the alleged victim, who shall keep such information confidential.

**V. FORMS OF DISCIPLINE. STUDENTS FACING DISCIPLINARY ACTION ARE SUBJECT TO ANY OF THE FOLLOWING ACTIONS:**

- A. 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.
- B. 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.
- C. 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.
- D. 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.
- E. 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).
- F. 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.
- G. 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).

- H. 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.
- I. 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.
- J. 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 10 (ten) consecutive days of instruction.
- K. 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.
- L. Expulsion: Exclusion of the student by the Board of Trustees from attending all colleges in the District.

#### VI. DISCIPLINARY ACTION MAY BE IMPOSED ON A STUDENT BY:

- A. 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.
- B. 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.
- C. The president who may recommend "expulsion" to the chancellor.
- D. The Board of Trustees who may terminate a student's privilege to attend any college of the district.

#### VII. DUE PROCESS FOR DISCIPLINE, SUSPENSIONS AND EXPULSIONS

- A. Definitions:
  - 2. Student: Any person currently enrolled as a student at any college or in any program offered by Peralta Community College District.
  - 3. 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.
  - 4. Day: A day during which the district is in session and regular classes are held, excluding Saturdays, Sundays, and district holidays.
  - 5. 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.

- B. Procedure. Before any disciplinary action to suspend or expel is taken against a student, the following procedures will apply:
  - 1. 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:
    - b. The specific section of the Code of Student Conduct that the student is accused of violating.
    - c. A short statement of the facts (such as the date, time, and location) supporting the accusation.
    - d. 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.
    - e. The nature of the discipline that is being considered.
  - 2. 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.
  - 3. 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 after receipt 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.
4. Meeting Results. 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.
  5. 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.
  6. 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.
  7. 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.

#### VIII. HEARING PROCEDURES:

- A. Request for Hearing: Within 5 days after receipt 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.

- B. Schedule of Hearing: The formal hearing shall be held within 10 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.

- C. 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.*

- D. 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.
- E. Conduct of the Hearing.
  1. 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.
  2. The facts supporting the accusation shall be presented by a college representative who shall be the vice president of student services.
  3. The college representative and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.
  4. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.
5. 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 the preponderance of evidence that the facts alleged are true.
6. 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.
7. 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.
8. 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.

9. 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.
10. 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.
11. 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 matter 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.

#### IX. PRESIDENT'S (OR DESIGNEE'S) DECISION

- A. 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.
- B. 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.

#### X. 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.

#### XI. BOARD OF TRUSTEES' DECISION:

- A. 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 regularly 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.
- B. Expulsion:
  1. 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.
  2. 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)
  3. 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.
  4. The student may, within 48 hours after receipt of the notice, request that the hearing be held as a public meeting.
  5. 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.
  6. 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.
  7. 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.

#### XII. TIME LIMITS

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

## XIII. STUDENT GRIEVANCE:

- A. 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 5530 Student Rights and Grievance.
- B. Students in Allied Health Programs: Board Policy 5531 (Allied Health: Student Appeal of Dismissal for Clinical Performance) may apply in lieu of this Board Policy to students who are enrolled in the Allied Health Program for clinical performances.

**AP 5530 STUDENT RIGHTS AND GRIEVANCE PROCEDURE**

The purpose of this procedure 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.

## I. GROUNDS FOR FILING STUDENT GRIEVANCES: THE STUDENT GRIEVANCE PROCEDURE SHALL APPLY ONLY TO GRIEVANCES INVOLVING:

- A. Academic (Grade) Grievance: a complaint alleging mistake, fraud, bad faith or incompetence in the academic (grade) evaluation of student performance.
- A. Violation of Law, Policy, and Procedures:
  - 1. 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.
  - 2. Act or threat of physical aggression
  - 3. Act or threat of intimidation or harassment
- C. 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 Coordinator 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.

## II. DEFINITIONS

- A. 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.
- B. 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).
- C. Respondent: Any person claimed by a grievant to be responsible for the alleged grievance.
- D. Observer: An individual who is present at a hearing to observe the proceeding, but shall not be allowed to speak and address the committee.
- E. 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.
- F. 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.

## III. GRIEVANCE PROCESS

- A. 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:

  - 1. 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.
  - 2. 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).
- B. 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.

## 1. Filing Complaint



The complaint must include the following:

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

Complaint should be filed with vice president of student services.

2. 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.

3. 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.
  - a. For academic (grade) grievance, the chair shall request records and documents from the faculty member against whom the complaint has been filed.
  - b. 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.

4. Grievance Hearing Committee  
Within 90 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:

- a. The vice president of instruction, who shall chair the committee;
- b. One faculty member (and one alternate) jointly appointed by the PFT and the Faculty Senate;
- c. One administrator (and one alternate) appointed by the college president;
- d. One student (and one alternate) appointed by the president of the Associated Students

Additional committee member:

- a. For academic (grade) grievances, one faculty member (and one alternate) jointly appointed by the PFT and the Faculty Senate; or
- b. For other grievances, one classified employee (and one alternate) jointly appointed by Local 790 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.

## 5. Hearing Procedure

- a. 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.
- b. 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.
- c. 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.
- d. The chair of the committee may exclude a witness from the hearing when the witness is not giving testimony.
- e. Anyone who disrupts the proceeding or interferes shall be excluded from the proceeding.
- f. 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.
- g. 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.
- h. The committee may call in "expert witnesses" if the subject of the grievance is beyond their expertise.
- i. 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.
- j. Any member of the committee may ask questions of any witness.
- k. 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.
- l. 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.
- m. 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.
- n. The committee shall make all evidence, written or oral, part of the record.
- o. 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 matter outside of that record.
- p. 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.
- q. 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.
- r. 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.
- s. The chair of the committee shall notify the vice president of student services of the committee's recommendation within 10 days.
- t. 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.
- 6. 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:

- a. The committee's recommendation;
- b. The final decision by vice president of student services; and
- c. 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.

## 7. Appeals

### 1. 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) 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.

### 2. Chancellor's Decision

The college president's decision may be appealed to the chancellor in writing within 10 days of receipt 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.

### 3. 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 the receipt 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) 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 790 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.

## AP 5140 DISABLED STUDENTS PROGRAMS AND SERVICES

Under federal and State laws, the district and colleges are required to ensure that academic requirements and practices, facilities, electronic information technology, printed materials, and college services and activities are accessible to individuals with disabilities. The college will make modifications as necessary in order to provide equal access.

- I. The role of the Disabled Student Programs and Services (DSP&S) Program is to assist the colleges in meeting federal and state obligations to students with disabilities. DSP&S is the primary provider for support programs and services that facilitate equal educational opportunities for students with disabilities who can benefit from instruction as required by federal and State laws.
  - A. No student with disabilities is required to participate in the DSP&S Program. If a student requests

accommodations and does not want to register with DSP&S, he/she will need to submit documentation to the College 504/ADA Coordinator. DSP&S will evaluate the disability documentation and discuss the request for accommodations with the student.

- B. Each College maintains a plan for the provision of programs and services to students with disabilities designed to assure that they have equal access to college classes and programs. The yearly DPS&P Plan, as required by the State Chancellor's Office, describes the processes, procedures, and requirements, as well as a full description of the program. Other information regarding the goals and objectives of DSP&S can be found in the DSP&S Program Review document.

## II. ACADEMIC ACCOMMODATIONS PROCEDURES FOR STUDENTS WITH DISABILITIES

- A. 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 DSP&S at each college to assist students with disabilities in accessing appropriate instruction, programs, academic accommodations and auxiliary aids.
- B. 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. When a student requests disability-related services, the student's disability is verified by the DSP&S professional, according to state-mandated criteria. If the student is deemed ineligible for services, DSP&S shall provide the student with written notice of the denial stating both the reasons for the denial and that the student has a right to appeal the denial through the District Discrimination and Complaint Procedures. Pending the resolution of any dispute regarding an accommodation, the accommodation will be provided.
  2. The DSP&S professional (as defined in Title 5 Section 56006, 56048, 56060, 56064 and 56066), in consultation with the student, determines educational limitations based on documentation of the disability and functional limitations 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 service animals, mobility assistants, or attendants in the classroom;
- c. Testing accommodations such as extended time for test taking and distraction-reduced 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 accessed, based on individual disability;
- 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, and electronic text (e-text).
- 3. 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.
- 4. Instructors cannot unilaterally deny approved accommodations and students may not be asked or required to negotiate with instructors or staff about the provisions of adjustments or aids that have been approved by the DSP&S. If an instructor receives an accommodation form and does not understand it or disagrees with the accommodation, it is the instructor's responsibility to contact DSP&S to discuss the issue.

### III. Resolution of Disagreements related to DSPS Services and Grievance Procedure

- A. Students with disabilities have the right to an informal disagreement resolution when a student does not agree with the academic adjustments that are offered by Disabled Student Programs and Services or when an instructor refuses to allow the academic adjustment or use of auxiliary aids in the classroom. If the issue/disagreement cannot be resolved to the student's satisfaction through the informal process, the student has the right to follow the formal grievance procedure provided below. Authorized academic adjustments should be delivered during the informal and formal process.
- B. Every effort will be made to expedite the process during the informal disagreement resolution and written grievance process.

- C. Informal Disagreement Resolution – First Level
  - 1. Students with a disagreement against DSPS for not authorizing and academic adjustment or not providing and academic adjustment as authorized should first attempt to resolve the matter by means of an informal meeting with the person(s) against whom the student has the disagreement, generally the DSPS Counselor, DSPS Coordinator (or Counselor/Coordinator), the LD Specialist, or other DSPS faculty member responsible for providing the academic adjustments. This discussion should be timely, optimally within ten (10) instructional days of the alleged incident.
  - 2. Students who believe an authorized academic adjustment is being denied or Ignored by an instructional faculty member should first attempt to resolve the matter by means of an informal meeting with the instructor whom the student believes is not complying with the academic adjustment. The student should contact the DSPS professional who authorized the academic adjustment(s). The DSPS professional will schedule a meeting with the instructor to discuss and resolve the issue. The student may request that the DSPS attend the meeting. This discussion should be timely, optimally within ten(10) instructional Days of the alleged denial.
- D. Informal Disagreement Resolution – Second Level
  - 1. Students who are dissatisfied with the outcome of the meeting with either the DSPS professional or instructional faculty member can schedule an appointment with the DSPS Coordinator (or Counselor/Coordinator) or the Dean who oversees DSPS when the disagreement is with the DSPS Coordinator. Students should bring their referral for academic adjustment along with the relevant information about dates of requests, services not received, and responses to their previous inquiries. Students should address these concerns within ten (10) instructional days of the first level meeting.
  - 2. The DSPS Coordinator or the Dean who oversees DSPS may conduct an informal inquiry with various parties involved in the alleged incident and inform students verbally of the resolution. The DSPS Coordinator or the Dean who oversees DSPS should communicate this resolution to the student within ten (10) instructional days of the second level informal disagreement meeting.
- E. Formal Written Grievance Procedure
  - 1. If the informal disagreement resolution process does not resolve the issue to the student's satisfaction, the student has the right to file a formal written grievance. The student must submit in writing the formal written grievance to the Vice President of Student Services within ten (10) instructional days after being informed of the decision determined in the second level informal disagreement resolution.
  - 2. The Vice President of Student Services will be responsible for notifying the student of his/her rights, responsibilities, and the procedures.
  - 3. The Vice President of Student Services will review the written grievance and may confer, as appropriate, with the DSPS Coordinator or Dean

who oversees DSPS and other appropriate college professionals, as necessary, before making a determination. The Vice President of Student Services will make every effort to resolve the grievance in accordance with applicable laws.

4. The Vice President of Student Services shall review the issues presented and shall render a written decision within ten (10) instructional days. The student will be provided the written decision.

#### IV. 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.

- A. The evaluation team will consist of the DSP&S 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.
- B. The team may consult, as appropriate, with DSP&S professionals, associate vice chancellor for admissions and records and student services, and the college vice president of instruction in order to make a decision.
- C. 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.

#### V. MEETING MAJOR OR CERTIFICATE REQUIREMENTS

The process for evaluating requests for major or certificate requirements is the same as stated in the section (IV) 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. A course substitution maintains the standards of academic rigor of degree programs because the student is required to demonstrate comparable skills (when a student completes a comparable course as established by an Evaluation Team). 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.
- B. Course substitutions are applicable for Peralta Community College District and may not be recognized by a transfer college.

#### VI. EVALUATION OF SUBSTITUTION/ WAIVER REQUEST

- A. Documentation

The student will complete the Request for Change of Graduation Requirements Form (available in the DSP&S 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

1. 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.
2. The Evaluation Team will assess student requests based on the following criteria:
  - a. 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.
  - b. Evidence of the student's earnest efforts to meet the graduation requirement, which may include:
    - i. Consistent and persistent efforts in attempting to meet all graduation requirements.
    - ii. 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.
    - iii. Regular attendance (i.e., meeting the attendance requirements of the course); Completion of all course assignments.
    - iv. Use of all appropriate and available services such as tutorial assistance or instructional support



- classes.
- v. Use of all appropriate and available academic accommodations such as test accommodations.
- vi. Agreement among the student, DSP&S 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.
- c. Evidence that the student is otherwise qualified such as:
  - i. 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.
  - d. 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.
  - e. Information about alternatives to the course in question based on the learning/academic goals of that course.

#### VII. DECISION PROCESS

- A. 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 in which the student is asking for course substitution 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 Admissions and Records Office will verify, implement and notify the student.
- B. Meeting Major/Certificate Requirements  
The process for evaluating request for major/certificate requirement 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 requirement.

#### VIII. COMPLAINT PROCEDURE

If the student is dissatisfied with the decision of the Evaluation Team, she/he may follow the District's Harassment and Discrimination Complaint Procedures. The finding may be appealed directly to the District Affirmative Action Officer. Students can obtain the assistance of the District Affirmative Action Office at any point during this process.

#### IX. EQUAL ACCESS TO ELECTRONIC AND INFORMATION TECHNOLOGY

Federal and State laws require that all electronic and information technology purchased or used by federal agencies must be accessible for use by persons with disabilities. This regulation applies to the development, procurement, maintenance and/or use of all electronic and information technologies.

- A. The Information Technology Department will ensure that college employees who purchase or request recommendations about information technology products are informed of the accessibility requirements of Section 508.
- B. Grant recipients will be informed of their obligations under Section 508 requirements.
- C. The Purchasing Department will ensure that vendors and other contract recipients are informed of their obligations under section 508 requirements.
- D. The colleges and district will ensure that web pages and related links are accessible to individuals with disabilities as defined by World Wide Web Consortium (W3C).
- E. The colleges will ensure that video and multimedia products developed by the college and/or housed at the college are equally accessible to individuals with disabilities and comply with Section 508.
- F. The colleges will ensure that faculty who develop web pages, online learning, and other distance learning options for students are informed of their obligations under section 508.
- G. The college will ensure that faculty and staff are informed of their obligations under Section 508 requirements as they pertain to enrolled and prospective students.
- H. The colleges will ensure that all staff members are informed of their obligations under Section 508 requirements as they pertain to visitors and events on campus.
- I. The Office of Instruction will ensure that all library staff members are informed of their obligations under Section 508 as they pertain to library patrons.

#### AP 3440 SERVICE ANIMALS

The District will allow an individual with a disability to use a service animal in district facilities and on district campuses in compliance with state and federal law.

The District will allow an individual with a disability to be accompanied by his/her service animal in all areas of the District's facilities where members of the public, or participants in services, programs or activities, are allowed to go.

These procedures shall also be applicable to any individual who is training a service animal.

##### I. SERVICE ANIMAL DEFINED

- A. A "service animal" for purposes of this procedure means any dog (or miniature horse, as provided herein) that is individually trained to do work or perform tasks for the benefit of an individual with a



disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

- B. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition.
- C. The work or tasks performed by a service animal must be directly related to the handler's disability. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

## II. EXCEPTIONS

- A. The district may ask an individual with a disability to remove a service animal from the premises if:
  - 1. It is not controlled
  - 2. It is not housebroken; and/or
  - 3. It is a threat to the health and safety of others
- B. If a service animal is excluded under one of these exceptions, the District will give the individual with a disability the opportunity to obtain goods, services, and accommodations or to participate in the service, program, or activity without having the service animal on the premises.

## III. ASSESSMENT FACTORS FOR MINIATURE HORSES

The district shall consider the following factors:

- A. The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
- B. Whether the handler has sufficient control of the miniature horse;
- C. Whether the miniature horse is housebroken; and
- D. Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

## IV. CONTROL

The service animal must have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).

## V. CARE OR SUPERVISION

The district is not responsible for the care or supervision of the animal.

## VI. INQUIRIES BY THE DISTRICT

- A. The district may make two inquiries to determine whether an animal qualifies as a service animal:
  - 1. Whether the animal is required because of a disability; and
  - 2. What work or task the animal has been trained to perform.
- B. The district will not make either of these inquiries when it is readily apparent that an animal is trained to do work or perform tasks for an individual with

a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).

- C. An individual may choose to produce a county service dog license or identification tag as proof that the animal is a service animal. Licensure or certification is not required in order to meet the definition of service animal under this procedure. There are no licensing or certification requirements for miniature horses.

## VII. NO SURCHARGE

The district will not ask or require an individual with a disability to pay a surcharge, even if people accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to people without pets. If the District normally charges individuals for damage caused by pets, an individual with a disability may be charged for damaged caused by his or her service animal.

## VIII. EMPLOYEES

Notwithstanding the above, for employees of the district, service animals shall be treated as a reasonable accommodation of a physical or mental disability in accordance with Administrative Procedure AP 3410.

## AP 3551 PRESERVING A DRUG-FREE ENVIRONMENT FOR STUDENTS

Board Policy 3550 requires the Peralta Community College District to maintain campuses where students are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances and from the use of alcohol.

- A. For purposes of this administrative procedure, 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; and district or private vehicles while being used for official district business.
- B. All students are required to comply with this procedure to remain in good standing and as a condition of continued attendance in any of the district's colleges. Any violation of this procedure 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 AP 5520 Student Discipline

Procedures.

- C. 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.
- D. The district shall provide annual notice to its students in the "Standards of Student Conduct" document 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 persons 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 and administrative regulations. The purpose of such sanctions and discipline is to urge the students to begin the personal process of rehabilitation.

## AP 3570 SMOKING

### I. SMOKING: DEFINITION

"Smoke or Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic, in any manner or in any form. "Smoking" also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form.

"Electronic Smoking Device" means any product containing or delivering nicotine or any other substance intended for human consumption that may be used by a person to simulate smoking through inhalation of vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.

Delivery or nicotine delivery systems not approved by the FDA as a proven method for cessation are prohibited where smoking and tobacco use are prohibited.

### II. APPLICABILITY

Smoking is prohibited in all indoor and outdoor Peralta Community College District's ("PCCD") campus locations and District Administrative Centers, except for the following areas:

- A. Berkeley City College: No exceptions designated.
- B. College of Alameda:
  - 1. The area immediately outside the southwest corner of parking lot B;
  - 2. The grass area immediately to the east of the

southernmost parking lot which is near buildings A and L.

- C. Laney College: No exceptions designated.
- D. Merritt College: All parking lots, except parking lots adjacent to the child care center, between buildings A & D, and the faculty and staff parking lot behind the A Building.
- E. District Administrative Center Offices: 50 feet away from all buildings in the parking lot behind the main Administrative Office building.

### III. NOTICES AND PUBLICATIONS

- A. Notification of this Smoking Procedure will be published in appropriate District and College publications and in notices distributed to students, faculty, staff, administrators, and those renting District/College facilities.
- B. Appropriate signage will be placed throughout the college campuses and district office.

### IV. PENALTIES

- A. Violations of the smoking procedures of PCCD are subject to a fine equal to the current fee for parking violations. However, smoking fines shall be limited to a maximum fine of \$100. Persistent offenders, 3 (three) offenses or more, shall be fined \$100.
- B. If payment is not received within 21 calendar days the offenders will be notified of the consequences of failure to pay.
- C. Payment must be sent to: Parking Enforcement Center, PO Box 6010, Inglewood, CA 90312. Check or money order shall be made payable to the "Peralta Community College District."

### V. ENFORCEMENT PROCEDURE

- A. Citation Enforcement
  - 1. Peralta Police Services and other security entities (collectively, "Security Personnel") shall have authority to issue citations for violations of PCCD's smoking policy using the procedures established herein.
  - 2. Citations shall be issued using the Peralta Police Services Notice of Parking Violations.
  - 3. All Security Personnel who issue smoking citations shall complete all sections of the citation and shall include personally identifiable information, based on information required and available.
  - 4. Security Personnel will leave a copy of the citation with the individual being cited.
- B. Voiding Citations
  - 1. A citation shall only be voided if it is determined that the citation was written in error, prior to the citation being issued. Once the citation has been issued, the citation may only be dismissed through the administrative review process.
  - 2. Security personnel voiding smoking citations shall:
    - a. Write void on all copies of the citation; and
    - b. Submit all voided copies to the Peralta Police

Services office.

3. All copies of each voided citation will be filed and maintained for one year.

C. Citation Correction Notice

1. If an error was written on a smoking citation, but the citation is valid on its face, the Security Personnel who issued the citation shall complete a Citation Correction Notice.
2. If the error is discovered by a person other than the issuing security personnel, the citation will be returned to the issuing security personnel.
3. Once the error is confirmed, the issuing Security Personnel will complete a Notice of Correction and forward it to Peralta Police Services Administrative Sergeant for review.
4. Once the Notice of Correction has been reviewed, it will be mailed to the individual cited on the citation.
5. A copy of the Notice of Correction will be attached to the original citation and filed.

## VI. APPEALS (3 LEVELS)

### A. Request for Citation Cancellation (Level 1)

1. An individual may request a Citation Cancellation **within 21 calendar days** of the citation issuance date.
2. Requests for cancellation must be done in writing, on the Citation Cancellation form. Forms are located at the Peralta Police Services Office, 333 E. 8th Street, Oakland, CA 94606.
3. Upon submittal of the Citation Cancellation form, the validity of the appeal shall be evaluated. Any decision made shall be based on the facts as represented on the face of the citation, the review request, and applicable laws and regulations.
  - a. For citations issued by Peralta Police Services, their Administrative Sergeant shall evaluate the validity of the appeal.
  - b. For citations issued by Security personnel other than Peralta Police Services, the vice chancellor of general services shall evaluate the validity of the appeal.
4. The evaluating officer can:
  - a. Dismiss the violation and request PCCD to remit any payment made;
  - b. Find no grounds for dismissal;
  - c. Determine that an individual is not a persistent offender; or
  - d. Reduce any late fees.
5. Decisions will be mailed to the individual who requested the Citation Cancellation. A copy of the decision will be kept on file until one year after the appeals process has been finalized.

### B. Administrative Hearing (Level 2)

1. Individuals dissatisfied with the findings of the Level 1 hearing may request an "Administrative Hearing" (Level 2 hearing).
2. A request for an Administrative Hearing must be made to Peralta Police Services in writing within 21 calendar days from the date that the Level 1 hearing results were mailed.
3. The individual requesting a hearing may provide the information for his/her Administrative Hearing in writing. Forms are located at Peralta Police Services office, 333 E. 8th Street, Oakland, CA 94606. At the time of his/her request, the individual must provide a check or money order

made payable to the "Peralta Community College District" for the full amount of the smoking fine. At that time, a formal hearing will be scheduled.

4. The vice president of student services at the appropriate campus and a Peralta Police Services' hearing officer will conduct an Administrative Hearing with the contesting party. Once a decision has been reached, the decision will be mailed to the individual.

### C. Superior Court (Level 3)

**Within 20 days** after service of the Level 2, Administrative Hearing decision, an individual may request review by filing an appeal to be heard by the superior court of competent jurisdiction.

## VII. ALLOCATION OF PROCEEDS FROM FINES

Funds shall be allocated to the PCCD and its colleges. Allocation shall include, but not be limited to, enforcement, education and promotion of this policy, and tobacco cessation treatment options.

## VIII. INITIAL IMPLEMENTATION

Upon the initial implementation of this policy, PCCD shall observe a six month grace period before any fine is distributed. Warnings shall be issued at the discretion of Security Personnel. During this grace period, PCCD shall inform employees and students of the tobacco use policy and of enforcement measures.

## AP 3530 WEAPONS ON CAMPUS

Firearms, knives, explosives or other dangerous objects, including but not limited to any facsimile firearm, knife or explosive, are prohibited on any district campus or in any facility of the district except as detailed below.

Any person who believes that he/she may properly possess a firearm or other weapon on campus or other facility of the district must promptly notify the Peralta Police Services. Kitchen knives are restricted to food services use under the direct supervision of employees and shall remain in food services facilities or with a food service event.

Bringing or possessing any firearms, ammunition, explosives, air guns, slingshots, firecrackers, fireworks, cherry bombs, metal knuckles, billy clubs, dirks, daggers, ice picks, or knives having blade longer than 5 (five) inches upon the grounds is prohibited, unless the person is authorized to possess such a weapon in the course of his/her employment, has been authorized by a district employee, or is a duly appointed peace officer, who is engaged in the performance of his/her duties.

Weapons are prohibited on any district campus or in any facility of the district, unless the person is authorized to possess such a weapon in the course of his/her employment, has been authorized by district personnel, or is a duly appointed peace officer, who is engaged in the performance of his/her duties.

## I. APPLICABILITY

- A. These procedures apply to all employees and students of the Peralta Community College District; associates of the district; respective contractors; and guests
- B. These procedures apply to any and all district

property, including all campuses, administrative facilities, parking areas, grounds and other publicly-accessible areas, and at all events and activities occurring on district property.

- C. These procedures are not applicable to online students unless such a student possesses or uses a weapon (1) while [s]he is physically present on a District campus or at a district-located event or, (2) in violation of federal, state or local law.

## II. DEFINITIONS

- A. "District" may include all colleges within the district, and all administrative, maintenance and other district-owned and/or controlled facilities, lots or open spaces.
- B. "Weapon" is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed
  - 1. Weapons may include, but are not limited to any offensive weapon; firearms of any kind such as pistols, revolvers, or other guns; BB or pellet guns, knives such as daggers, razors, stiletos, switchblade knives or knives with a blade exceeding five inches in length, tasers, stun guns, or other portable devices directing an electric current that are designed to immobilize a person; explosives or incendiaries such as bombs, grenades, or fireworks, poison gas; or simulations of any such items (devices that appear to be real such as a realistic toy, replica, paint-ball gun, etc.).
  - 2. A weapon may also include an object of any sort whatsoever which is used in such a manner as to indicate that the person using the object intends to inflict death or serious injury upon another person, or which is threatened to be used in such a manner, and which, when so used, is capable of inflicting death upon a human being.
- C. "Possession" means that the person has actual physical control of the weapon because it is on or in the person's body, or in an item of personal property belonging to the person (including, but not limited to, a book bag, backpack, briefcase, or purse), or in a space individually assigned to the person. "Possession" also means that the person knows, or should know, of the presence of a weapon within a vehicle which the person owns or operates and that the person has the ability or right, either alone or with any other person, to maintain control of the weapon.

## III. PERSONNEL

- A. The vice chancellor of general services is responsible for implementing and overseeing these procedures. Peralta Police Services, under contract to the Peralta Community College District, is responsible for the management and enforcement of these procedures.
- B. Authorized Personnel for all approvals noted herein are:
  - 1. Chancellor
  - 2. Vice Chancellor of General Services
  - 3. The Captain of Peralta Police Services
  - 4. The Lieutenant of Peralta Police Services

- C. College President of an impacted campus will participate in decision-making as appropriate.

## IV. OPERATING PROCEDURES

- A. District authorized personnel designated in section III.B above shall work together to develop and implement operating procedures for the safe use, storage and control of firearms and other weapons that may be necessary and appropriate for instructional aids in relevant educational programs and to further the implementation of this policy through more specific procedures.

## V. INCIDENT RESPONSE

- A. Any person who observes a student, faculty, staff, or visitor violating this policy shall immediately inform any or all of the College President's Office, if on a campus, Peralta Police, Chancellor's Office and vice chancellor for general services.
- B. Alleged violations of this policy will be promptly investigated.
- C. Policy violations will result in appropriate disciplinary action and may result in referral to law enforcement.

## VI. VIOLATIONS

- A. Any person who violates this Administrative Procedure may be subject to:
  - 1. An order to leave the immediate premises or property owned or controlled by the district
  - 2. Arrest for criminal trespass if a previous order to leave the immediate premises or property owned or controlled by the district is refused or disobeyed;
  - 3. Disciplinary proceedings, up to and including expulsion or termination, if the person is a student, employee, faculty member, or administrator.
  - 4. Prosecution by local, state, or federal authorities if the person is suspected of and/or in violation of local, state or federal law.
- B. Any vendor or contractor who violates the provisions of this policy shall be subject to the termination of his/her business relationship with the System Office and/or affected technical college, as well as possible criminal prosecution.
- C. If an individual believes he/ she is not responsible for an alleged violation of the Weapons on Campus policy, appeal may be made to the chancellor or designee within 10 (ten) business days of receipt of the violation notification from the district.
- D. Failure to appeal in writing within the scheduled time period will result in ratification of the violation.

## VII. NOTIFICATION

- A. Signage shall be publicly posted at each site that firearms, weapons, and unlawful explosive compounds are prohibited at each college campus, administrative building and other district-owned and controlled property or site.
- B. All employees, students, volunteers, visitors, vendors, and contractors must be informed of the following:



1. Legal implications of prohibiting firearms, weapons, and unlawful explosive compounds on district property or at district sanctioned functions.
2. Possible penalties associated with violations of this policy.
3. Reporting procedures to notify appropriate law enforcement agencies of a potential violation.

### VIII. EXCEPTIONS

- A. All requests for exception to this policy must be made in writing to chancellor or designee prior to the requesting individual entering a district property in possession of a weapon.
- B. Statements must substantiate that requesting individual:
  1. Is a current federal, state or local law enforcement officer or other person who is required by law to carry a weapon, member of the armed forces, campus public safety officer, or person required to carry a weapon by law or official rules of conduct applicable to such person
  2. Agrees to abide by all policies, procedures and instructions of the district with respect to the possession or use of weapons.
- C. Statement shall identify the specific weapon(s) to be carried.
- D. Authorizing official, after verifying that request includes required information and gathering any additional information deemed appropriate, shall determine whether (and if so, to what extent) to grant the request.
- E. Determination shall be communicated in writing and considered final.
- F. Permission granted under this policy shall be confirmed through a written and signed agreement stating that grantee has read and understands this policy; understands that the weapon is not to be visible or used, except to the extent required by applicable laws, regulations or rules of conduct; agrees to (a) follow all applicable laws, (b) take all appropriate precautions to secure the weapon, avoid injury or disruption to members of the district community, affiliated entities or unaffiliated third parties, and (c) unconditionally agrees to indemnify and hold harmless the district, its affiliates, respective trustees, employees, agents and representatives against any losses, liabilities and related expenses (including, but not limited to, reasonable attorney fees) that may be incurred in connection with such person's possession or use of a weapon, whether or not such possession or use is determined to be negligent or in violation of this Policy or any applicable law, regulation or rule of conduct.
- G. A person receiving such authorization, which shall only apply to the specific weapon(s) identified in the granted request, shall promptly notify chancellor or designee in writing of (a) any loss or theft of the weapon or (b) any material change in the facts or circumstances upon which permission was granted.
- H. Upon granting or revoking permission under this

policy, grantee shall immediately furnish written notice to the appropriate district personnel for the campus or site at which the person to whom permission has been granted will be located.

- I. Except as otherwise set forth in writing by this procedure, permission granted under this policy:
  1. Shall be effective only for the specific time period for which it is granted unless renewed in writing
  2. May be revoked at any time, in writing
  3. Shall terminate automatically when the person to whom permission has been granted leaves the district, college or is suspended for any reason.
- J. Granting of permission applicable to a stated term does not guarantee that this Policy shall not be revised or that permission will remain in effect for the remainder of that term or for any subsequent terms.

### IX. VIOLATIONS

- A. Any student or employee found to be in possession of a firearm or other weapon in violation of this policy is subject to immediate dismissal, termination, and/or prosecution in accordance with applicable statutes.
- B. Any other person in violation of this policy is, in addition to being subject to criminal prosecution under applicable statutes, subject to immediate expulsion from institutional facilities and prohibition against reentry.

### AP 5052 OPEN ENROLLMENT

- A. All courses of the Peralta Community College District shall be open to enrollment in accordance with Board Policy 5052 and a district priority registration system consistent with AP 5055, Enrollment Priorities. Enrollment may be limited to students meeting properly validated prerequisites and co-requisites.
- B. No student is required to confer or consult with or required to receive permission to enroll in any class offered by the district, except as provided for in enrollment priorities and college programs which have restrictive enrollment (e.g. Allied Health Programs).
- C. Students are required to meet prerequisites, corequisites, and advisories on recommended preparation. Students have the option of challenging such prerequisites, corequisites, and advisories on recommended preparation. Challenge forms are available upon request.

Prerequisites, corequisites, and advisories on recommend preparation are addressed in Board Policy 4260 and Administrative Procedure 4260.

- D. Students can challenge prerequisites and corequisites for one of the following six (6) reasons:
  1. The student has acquired through work or life experiences the skills and knowledge that are represented by the prerequisite.
  2. The student has not been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance or where enrollment has been limited to a cohort of students. However,



- the student would be delayed by a semester or more in attaining the degree or certificate specified in the Student Educational Plan.
3. The student can demonstrate that he/she does not pose a threat to others of the student's self in a course with a prerequisite established to protect health and safety.
  4. The student does not believe that the prerequisite is necessary for success in the course or that it has been established in accordance with District policies and procedures.
  5. The student believes that 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 the student's educational plan because the prerequisite or corequisite course has not been made reasonably available.
- E. Students are not required to participate in any pre-registration activities not uniformly required, and no registration procedures are used that result in restricting enrollment to a specialized clientele, except for programs that permit restricted enrollment, e.g. allied health programs.
- F. A student may challenge an enrollment limitation on any of the following grounds:
1. The limitation is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
  2. The district is not following its enrollment procedures; or
  3. The basis for the limitation does not in fact exist.

## AP 4100 GRADUATION REQUIREMENTS FOR DEGREES AND CERTIFICATES

### I. STATEMENT OF PHILOSOPHY

The associate degree signifies successful completion of a program of organized study and learning experiences designed to impart knowledge and to develop skills, appreciations, attitudes, and values which will be useful to its recipients and to the society in which they live.

- A. General
1. Each Peralta college shall publish a list of courses meeting graduation requirements. These lists shall be maintained and approved at each college.
  2. Degree requirements fulfilled by a student attending one Peralta college shall be accepted as fulfillment of requirements at another Peralta college.
- B. Associate Degree Requirements (general)
- To award an associate degree in any of the Peralta colleges, the college must certify that the following requirements have been met:
1. Satisfactory completion of at least 60 semester units in a curriculum accepted by the college toward a degree, as shown in its catalogs.
  2. Twelve (12) semester units successfully completed in residence at the college awarding the degree (also applies to the associate

degrees for Transfer, section D but not to Certificates of Achievement, in section III or Certificates of Proficiency in section IV, below).

3. Completion of at least 18 semester units of study in a discipline or from related disciplines as per the requirements listed in the college catalogs.
- C. Associate Degree Requirements (not AA-T or AS-T).
- All courses fulfilling the foregoing requirements are to be indicated by the individual colleges in their catalogs. Some requirements may be met through credit by examination. The final transcript must show credit received in each of the first four categories listed in #3 below, and the credit received in these first four categories must add up to at least 19 semester units.
1. A minimum grade point average of 2.0 is required in each of the following.
    - a. Overall grade point average
    - b. General education requirements
  4. A "C" grade or better is required in each course in the major and in Area 4.a., English Composition, and Area 4.b., Mathematics. .
  5. Satisfaction of the following General Education distribution requirements:

A minimum of 3 semester units is required in all areas except computer literacy (Area 4.c) for which a minimum of 1 semester unit is required.

- f. Natural Sciences one (1) course 3 semester units
- g. Social and Behavioral Sciences one (1) course 3 semester units
- h. Humanities one (1) course 3 semester units
- i. Language and Rationality four (4) courses
  - (1) English Composition\* one (1) course 3-4 semester units
  - (2) Mathematics\* one (1) course 3-4 semester units
  - (3) Computer Literacy one (1) course 1 semester unit
  - (4) Oral or Written Communication, one (1) course 3 semester units or Literature
  - (5) Ethnic Studies one (1) course 3 semester units

may simultaneously satisfy any one of the above four requirements if it is offered within that discipline, Ethnic Studies will be offered in at least one of the required areas

\*English Composition and Mathematics require a grade of "C" or better.

### D. Associate Degree Requirements (AA-T and AS-T)

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

1. A minimum of 60 CSU-transferable courses semester units.
2. A 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 require a higher GPA.
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 of a "P" if the course is taken on a "pass-no-pass" basis (Title 5 Section 55063).
4. Certified completion of the California State University

- General Education-Breadth pattern (CSUGE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern. Per Education Code there are no local general education requirements.
5. Double counting of courses is recommended by California Education Code.

The AA-T or 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 are guaranteed admission to the CSU system, but not to a particular CSU campus or to a university or college that is not part of the CSU system.

## II. GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE DEGREE (PERALTA DEGREES)

- A. Natural Sciences  
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.
- B. 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 science. 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.
- C. 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.
- D. Language and Rationality  
Courses in language and rationality are those which develop for the student the principles and applications of language toward logical thought, clear and precise expression, and critical evaluation of communication in whatever symbol system the student uses.
  1. English Composition: Minimum level of English

- 1A, Freshman Composition, or an equivalent course.
2. Mathematics: Minimum level of intermediate algebra or an equivalent course.
3. Computer Literacy: A broad understanding of computer concepts
4. Oral or Written Communication, or Literature: Requirement shall include written communication, literature, or selected English as a Second Language courses.
- E. Ethnic Studies  
Ethnic Studies is an intensive and scholarly study of African-American, Hispanic, Asian, and/or Native American experiences in the United States involving an examination of these cultures and the history, social, economic, and political influences on them.

## III. CERTIFICATE OF ACHIEVEMENT REQUIREMENTS

To award a Certificate of Achievement (approved by the State Chancellor's Office) in any of the Peralta Colleges, the college shall certify that the following requirements have been met:

- A. Minimum of 18 semester units in the major; and completion of a specified program of courses with a "C" grade or better in each course; OR
- B. Completion of 12-17.5 units in a specified program of courses with a "C" grade or better in each course.

## IV. CERTIFICATE OF PROFICIENCY REQUIREMENTS:

To award a certificate of proficiency (approved locally) in any of the Peralta colleges, the college shall certify that the following requirements have been met:

- A. Up to and including 17.5 semester units
- B. Completion of specified courses with a "C" grade. (Certificates of Proficiency will not appear on student transcripts.)

## V. USE OF COURSEWORK FROM ANOTHER REGIONALLY ACCREDITED INSTITUTION

- A. Students may use both lower and upper division coursework from a regionally accredited institution to fulfill both subject and unit requirements of a comparable PCCD course upon approval by the appropriate department chair(s) and administrator(s).

Students may also use coursework from a nationally accredited institution for local (PCCD) associate degrees and certificates. However, these courses are not accepted by many four-year institutions and shall not be used to certify CSU General Education and/or IGETC (Intersegmental General Education Transfer Curriculum) requirements.

- B. Students may use coursework completed at another regionally or nationally accredited institution to fulfill program, general education, and/or elective unit requirements for the associate degree or certificate programs. Specifically, students may use coursework from another regionally or nationally accredited institution to fulfill any or all of the following:
  1. Course or program requirements for a certificate or for the major in an associate degree;

2. General Education graduation requirements, including approved course(s) in the same or similar general education area(s) at another California Community College; and
3. Elective units to meet the 60 semester unit requirement for an associate degree.

Although PCCD may receive and apply coursework students earned at another regionally or nationally accredited institution towards specified program, general education, and/or elective unit requirements for the PCCD degree, PCCD cannot guarantee the same coursework will transfer and be used for the same requirements at another institution. However, students may not use coursework from a nationally accredited institution to satisfy program, general education, or elective requirements for an AS-T or AA-T degree (see section I.C. above).

Note: Students may NOT use outside coursework to satisfy the 12 unit Residency requirement.

- C. Students who have already earned a Bachelor's degree from a regionally accredited institution will not be required to complete Peralta Community Colleges general education requirements. NOTE: Some Peralta Community College degrees require specific general education coursework that may not be waived even if a student has earned a Bachelor's degree.
- D. Students who have earned a degree(s) from a foreign institution(s) must have a foreign transcript evaluation service evaluate their degree(s). If the service certifies that the student's degree is the equivalent of a regionally accredited U.S. Bachelor's degree, the student will not be required to complete Peralta Community College District's associate degree general education requirements.

## VI. CREDIT FOR MILITARY EXPERIENCE

Completion of a minimum of one year's active duty with the Armed Forces of the United States, including completion of a basic or recruit training program and receipt of an honorable discharge, provides six semester units of elective credit toward the associate degree. The credit is given once 12 semester units have been completed at the Peralta Colleges.

To receive credit for military service, students must provide an original DD-214 or an official unopened JST (Joint Services Transcript) for scanning or photocopying by a Peralta staff or faculty member.

A DD-214 may also be used to satisfy the subject and unit requirements for CSU GE Area E, Lifelong Learning and Self-Development.

## VII. CATALOG RIGHTS:

Students completing the requirements for the Associate degree (local), the associate degree for transfer, 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. The "withdrawal" symbol (W) constitutes enrollment. A student's catalog rights include:

## AP 4250 PROBATION

### I. STANDARDS FOR PROBATION

- A. **Academic Probation:** A Peralta student who has attempted at least 12 semester units and has a cumulative GPA of less than 2.0 as shown by the total academic record for coursework at all Peralta colleges shall be placed on academic probation. The student shall be placed on academic probation during the following term of attendance and shall remain on probation until his/her cumulative grade point average is 2.0 or higher (in accordance with provisions of Title 5).
- B. **Progress Probation:** A Peralta student who has enrolled in a total of at least 12 semester units as indicated on the total academic record for all coursework at the Peralta Colleges shall be placed on Progress Probation when the percentage of all units in which the student has enrolled and for which entries of "W," "I," and "NP" are recorded reaches at least 50 percent of all grades.

### II. REMOVAL FROM PROBATION

- A. Academic Probation: A student on academic probation for a grade point deficiency shall be removed from academic probation when the student's cumulative grade point average is 2.0 or higher.
- B. Progress Probation: A student on progress probation shall be removed from probation when the percentage of units with entries of "W," "I," and "NP" drops below 50 percent of all grades.

### III. UNITS ATTEMPTED

For purposes of standards for academic probation and dismissal (1) "all units attempted" means all units of credit for which a student earns a symbol of "A," "B," "C," "D," "F," or "FW" from any college or combination of; and (2) "enrolled units" means all units attempted as defined above, and all units for which the student earns a symbol of "W," "I," "P" and "NP" from any college or combination thereof.

### IV. NOTIFICATION OF PROBATION AND DISMISSAL

Each student will be notified about Probation or Dismissal through their Peralta email. Further, each Peralta College, through the Office of the vice president of student services, shall make every reasonable effort to notify a student of academic probation or dismissal at or near the beginning of the semester in which the status is in effect. Students on probation must meet with a counselor and complete the "Academic Success Contract." Students on dismissal shall complete the "Student Petition for Reinstatement from Dismissal" and follow the steps as stated on the petition. Probation and dismissal policies shall be published in each Peralta College catalog.

## AP 4255 DISQUALIFICATION AND DISMISSAL

### I. STANDARDS FOR DISMISSAL

For purposes of probation and dismissal, semester shall be considered consecutive on the basis of the Peralta student's enrollment. Summer sessions (regular intersessions) shall be considered a semester.

- A. Academic Dismissal: A Peralta student on academic probation shall be subject to dismissal after three consecutive semesters in which such student has earned a cumulative grade point average of less than 1.75 in all units attempted.
- B. Progress Dismissal: A Peralta student who is on progress probation is subject to dismissal after the third consecutive semester or progress probation unless the current semester percentage of completed units exceeds 50 percent of enrolled units.
- C. Reinstatement from Dismissal: A Peralta student may appeal for reinstatement if unusual circumstances prevailed. Such circumstances will be evaluated by petition and could be, but are not limited to, health or financial strain. Re-admission will be conditioned on a semester review basis with the Peralta student subject to the continued probation dismissal policy.

### II. UNITS ATTEMPTED

For purposes of standards for academic probation and dismissal (1) "all units attempted" means all units of credit for which a student earns a symbol of "A," "B," "C," "D," "E," or "FW" from any college or combination of; (2) "enrolled units" means all units attempted as defined above, and all units for which the student earns a symbol of "W," "I," "P" and "NP" from any college or combination thereof.

### III. NOTIFICATION OF PROBATION AND DISMISSAL

Each student will be notified about probation or dismissal through their Peralta email. Further, each Peralta college, through the Office of the Vice President of Student Services, shall make every reasonable effort to notify a student of academic probation or dismissal at or near the beginning of the semester in which the status is in effect. Students on probation must meet with a counselor and complete the "Academic Success Contract." Students on dismissal shall complete the "Student Petition for Reinstatement from Dismissal" and follow the steps as stated on the petition. Probation and dismissal policies shall be published in each Peralta College catalog.

### Course Disclaimer

Courses and programs are being approved the State Chancellor's Office daily. Please check the following link for the most current information on new courses, degrees and certificates.

### Attendance Policies

Instructors may 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 Instructor's Class Records.

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## FACULTY/ADMINISTRATORS

- AGARD, Anne** ESOL  
B.A., University of Massachusetts  
M.A., San Francisco State University
- ALBURY, Gary** Director, Student Activities and Campus Life  
B.A., M.A., Morgan State University
- ALSCHER, Pinar** Chemistry  
B.S., M.S., San Francisco State University  
Credential, Secondary, San Francisco State University
- BACKES-DIAZ, Sarah** Counseling  
B.S. Hospitality Management, San Francisco State University  
M.S. Counseling, San Francisco State University
- BAILEY, Rebecca** Biological Sciences  
B.S., Michigan State University  
M.S., San Diego State University
- BANERJEE, Rajeev** Biological Sciences  
B.S., University of Udaipur, India  
M.S., Maharaja Sayajirao University of Baroda, India  
Ph.D., Mohan Lal Sukhadia University, India
- BANKHEAD, April** Culinary Arts  
B.A., Mills College
- BARKDULL, Mallory** Engineering  
B.S., Virginia Tech  
M.S., Stanford University  
Ph.D., Stanford University
- BATHIA, Rupinder**  
Director of Information Technology
- BEAM, John** Athletics, Kinesiology and Sports Fitness  
B.S., M.S., California State University, Hayward
- BETTS, Ron** Architectural Engineering Technology  
B.S., M.A., University of Michigan
- BLACKIE, Leslie** Biological Sciences  
B.A., M.S., University of California, San Diego  
Ph. D., University of California, Berkeley
- BLACKWELL, Kimberly** Counseling  
B.A., Spelman College  
M.A., John F. Kennedy University
- BOHORQUEZ, Amy** Biological Sciences  
B.A., Mills College  
M.A., San Francisco State University
- BOLICK-MAUSISA, Paul** History & Ethnic Studies  
B.A Long Beach State University  
M.A. San Francisco State University
- BOLLENTINO, Laura** Articulation Officer & Counselor  
B.A., M.S., California State University, Hayward
- BOURGOIN, Frederic** Mathematics  
B.A., San Jose State University  
M.A., California State University, Hayward
- BRETZ, Kimberly** Athletics, Kinesiology and Sports Fitness  
B.S., California Polytechnic State University, San Luis Obispo  
M.S., California State University, Long Beach
- BRUCE, Douglas** Biology & COPED  
B.S., University of California, Irvine  
M.S., Sonoma State University
- BURMENKO, Neil** Food Service Manager  
B.S., San Francisco State University
- BYRNE, Kevin** Electronics/Elec Tech  
B.S. University of California, Davis
- CALDEIRA, Phillippa** Librarian  
B.A., University of California, Berkeley  
M.L.I.S., San Jose State University
- CAMP, Tracy** Mathematics  
B.S., Howard University  
M.S., California State University, Hayward
- CHAN, Chuen-Rong** Division Dean, Liberal Arts  
B.S., University of Bridgeport, Connecticut  
M.S., University of Bridgeport, Connecticut  
Ph.D., University of California, Los Angeles
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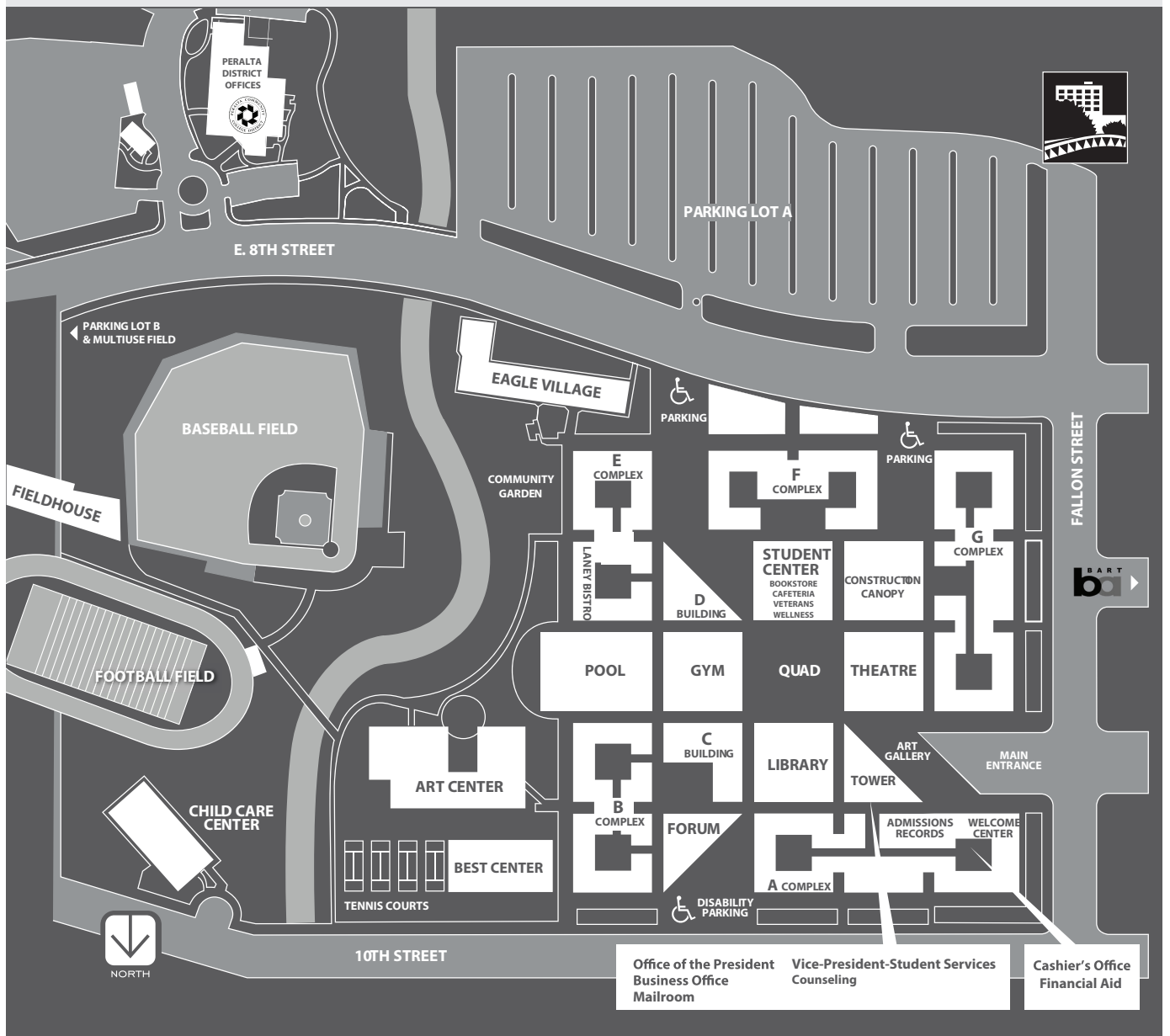
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## CAMPUS MAP



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