



Laney College

DREAM. FLOURISH. SUCCEED.

2023-2024 Catalog

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Thank you

Thank you to the members of the Laney Catalog Workgroup: Kimberly Blackwell, Laura Bollentino, Diane Chang, Marlon Hall, Becky Opsata, John Reager, Heather Sisneros, Iolani Sodhy-Gereben, and Karen Tellegen

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.

Letter from the President

WELCOME TO LANEY COLLEGE!

Our staff, faculty and administrators are all dedicated to your success in 2023-24. As Laney's President, I would like to invite you to register for classes at laney.edu and learn about our many services, learning communities, extracurricular activities (athletics, clubs, student organizations, and incredible learning communities.) We are proud of our SOAR program, which brings personal attention to you, our valued students.

This year we continue to offer a mix of classes both on campus and online. Be sure to make the selection that best fits your educational needs. Also, as you go through the semester, visit our tutoring center in the lower A building for support.

HOW DO WE SUPPORT YOU?

You can also borrow a laptop through Laney's Chromebook Loaner program for the whole semester. You can check one out today at the following link: <https://laney.edu/Online-Student-Services/Laney-College-Chromebook-Lending-Program/>

DO YOU NEED OTHER ASSISTANCE?

Financial Aid remains available. Visit our website at [Laney.Edu/Financial_aid](https://laney.edu/Financial_aid) for more information. To view our Campus and Community Resource Guide, along with information about vaccination clinics, health service and more, click here: https://laney.edu/student_activities/student-success-resources/

WHAT'S YOUR NEXT STEP?

Sign up today at <https://laney.edu/classes/>. To meet with a counselor by phone, call (510) 464-3152, or to schedule an online Zoom appointment, visit <https://laney.edu/counseling/schedule-counseling-appointment/> today.

Laney College is a great place where students succeed, and Laney is truly your community college.

Register today to start or continue your educational journey.

Sincerely,

RJ Besikof

Dr. Rudy Besikof
College President

Laney College Administration

Rudy Besikof, Ed.D.
President

Marlon Hall, Ed.D.
Acting Vice President of Student Services & Title IX
Coordinator

Rebecca Opsata, Ph.D.
Vice President of Instruction

Dettie Del Rosario, Ed.D.
Acting Vice President of Administrative Services

Neil Burmenko
Manager of Food Services

Vacant
Director of Information Technology

Tarek ElJarrari
Dean of Humanities, Social Sciences, and Library

Beth Maher
Dean of Liberal Arts

Vacant
Dean of Math, Sciences, and Engineering

Alejandria Tomas
Dean of Career and Technical Education

Gary Albury
Dean of Educational Success

Diane Wu Chang
Dean of Student Services

Joseph Koroma, Ph.D.
Interim Dean of Enrollment Services

David Lee
Director of AANAPISI (APASS)

Atiya Rashada
Director of Student Activities & Campus Life

William Ramos Ochoa
Director Gateway to College Program

Peralta Community College District Administration

Jannett Jackson, Interim Chancellor
Sasha Amiri-Nair, Assistant to the Chancellor
Stephanie Droker, Interim Deputy Chancellor and Chief Operating Officer
Nathaniel Jones, Acting Vice Chancellor of Finance and Administration
Atheria Smith, Interim Vice Chancellor General Services
Antoine Mehoulley, Chief Technology and Information Systems Officer
Ronald McKinley, Interim Vice Chancellor Human Relations
Mark Johnson, Executive Director of Marketing, Communications and Public Relations

Peralta Community College District Board of Trustees

Dyana Delfin Polk, Board President, Area 6
Louis Quindlen, Vice President, Area 3
Cindi Napoli-Abella Reiss, Area 5
Nicky Gonzalez Yuen, Area 4
Bill Withrow, Area 1
Paulina Gonzalez-Brito, Area 2
Sheweeet Yohannes, Area 7
Sarah Latino, Student Trustee
Leesa Hogan, Student Trustee

About Laney College

Laney College occupies a beautiful 60-acre campus adjacent to the Oakland Museum of California and the 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, business leader, 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.

About the Peralta Community College District

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

Now in its 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.

Laney College Mission, Vision, and Values

Mission

Laney College's mission is to empower our community and to promote student success and social justice. We welcome and embrace Laney's diversity through serving the community's needs by providing certificates, degrees, transfer pathways, career education, and lifelong learning opportunities.

Vision

Dream:

- Students will be encouraged to envision a reality of empowerment that makes a difference in the community.
- Students will have access to career and major exploration experiences to illuminate their path toward achieving their specific goals.

Flourish:

- Students will be provided with an opportunity to make their dreams into reality.
- Students will be celebrated when they persevere and persist.
- Students will have access to intellectual and personal development experiences that increase their understanding of their potential to impact their local and global communities and promote social justice.

Succeed:

- Students will acquire relevant skills. They will earn degrees and certificates that promote personal success and economic mobility that enriches the lives of students, their families, and their local communities.
- Students will share learning and knowledge with their families and communities.

Values

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 careers. We continually evaluate ourselves in an effort to improve our effectiveness and efficiency in meeting the educational needs of our community.

Appreciation: We recognize the value of the efforts of all our students and employees. We foster student and employee growth through professional and personal development.

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.

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.

Diversity: We are a multicultural and diverse organization with an enriching blend of people and ideas. Laney is a place for all people and has an environment devoted to fostering and embracing the diversity of our students and employees.

Equity: We work to provide every student and employee with what they need to succeed, and work to remove structural barriers to education.

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.

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

Respect and civility: 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.

Non-Discrimination Statement

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.

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 keeping up 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 well-being.

Accreditation

Laney College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (ACCJC) 428 J Street, Suite 400, Sacramento, CA, 95814. The ACCJC is an institutional 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)).

ACADEMIC CALENDAR

2023 Summer Term

June 5	M	Drop for Nonpayment of Tuition and Enrollment Fees
June 19	M	Juneteenth - Holiday Observance
June 20	T	Day and Evening Instruction Begins
June 25	Su	Last Day to Add Regular Summer Session without a Permission Number
June 25	Su	Last Day to Drop Regular Session Classes and Receive A Refund
Note: Short-term and open-entry classes must be dropped within 10% of the first class meeting to receive a refund.		
June 25	Su	Last Day to Drop Regular Session Classes without a “W” appearing on Transcripts
June 25	Su	Last Day to Add Summer Session Classes
June 25	Su	Census Roster Due
June 25	Su	Last Day to Add Regular Summer Session with a Permission Number
June 29	Th	Last Day to File Petitions for AA or AS Degree/Certificate
July 4	T	Independence Day – Holiday Observance
July 12	W	Second Census (60%) Due for Noncredit Online Classes
July 19	W	Last Day to Withdraw from Regular Session Classes and Receive a “W”. All outstanding fees are due even if Classes are dropped on this day.
July 19	W	Attendance Verification Day – Instructors Verify Enrollment
July 26	W	Last Day to File for PASS/NO PASS Grading Option
July 27	Th	Summer Session Ends
August 3	Th	Grade Rosters/Rollbooks are 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 for the latest information](http://www.Peralta.edu)

2023 Fall Term

August 7	M	Drop for Nonpayment of Tuition and Enrollment Fees
August 21	M	Day and Evening Instruction Begins
August 26	S	Saturday Instruction Begins
August 27	Su	Last Day to Add without Permission Number or Add Card

September 1	F	Last Day to Add Regular Session Classes in person with a Permission Number on Add Card
September 4	M	Last Day to Drop Regular Session Classes and Receive A Refund Note: Short-term and open-entry classes must be dropped within 10% of the first class meeting to receive a refund.
September 4	M	Last Day to Drop Regular Session Classes without a “W” appearing on Transcripts
September 4	M	Last Day to Add Regular Session Classes online with an Instructor issued Permission Number
September 4	M	Labor Day – Holiday Observance
September 4	M	Census Roster Due
October 18	W	Professional Day – No Classes
October 20	F	Last Day to File Petitions for AA or AS Degree/Certificate
November 2	Th	Second Census (60%) Due for Noncredit Online Classes
November 10	F	Veteran’s Day – Holiday Observance
November 17	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 17	F	Attendance Verification Day – Instructors Verify Enrollment
November 23 - 26	Th-Su	Thanksgiving – Holiday Observance
December 9	Sa	Last Day to File for PASS/NO PASS Grading Option for Regular Session Classes
December 10-16	Su-S	Final Examinations
December 16	S	Saturday Instruction Ends
December 16	S	Fall Semester Ends
January 4	Th	Fall 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 for the latest information](http://www.Peralta.edu)

2024 Spring Term

January 15	M	Martin Luther King Jr’s Birthday – Holiday Observance
January 22	M	Day and Evening Instruction Begins
January 27	S	Saturday Instruction Begins
January 27	S	Last Day to Add without Permission Number or Add Card
February 2	F	Last Day to Add Regular Session Classes in person with a Permission Number on Add Card

February 4	Su	Last Day to Drop Regular Session Classes and Receive A Refund Note: Short-term and open-entry classes must be dropped within 10% of the first class meeting to receive a refund.
February 4	Su	Last Day to Drop Regular Session Classes without a “W” Appearing on Transcripts
February 4	Su	Last Day to Add Regular Session Classes online with an Instructor issued Permission Number
February 4	Su	Census Due – Instructors Verify Enrollment in Classes
February 16-19	F-M	President’s Birthday – Holiday Observance
March 15	F	Last Day to File Petitions for AA or AS Degree/Certificate
March 12	T	Professional Day- No Instruction
March 25-31	M-Su	Spring Recess
April 1	M	Cesar Chavez – Holiday Observance
April 5	F	Second Census (60%) Due for Noncredit Online Classes
April 26	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 26	F	Attendance Verification Day – Instructors Verify Enrollment
May 17	F	Malcolm X’s Birthday – Holiday Observance
May 25	S	Saturday Instruction Ends
May 18	S	Last Day to File for PASS/NO PASS Grading Option for Regular Session Classes
May 19-25	Su-S	Final Examinations
May 25	S	Spring Semester Ends
May 27	M	Memorial Day – Holiday Observance
June 2	Su	Grade Rosters/Rollbooks are Due

NOTE: Saturday classes begin January 27 and meet every Saturday except February 17, and March 30. Saturday classes end on May 25.

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 for the latest information](http://www.Peralta.edu)



iEnroll@Laney

Steps for Student Success

1



Apply Online for Admission and Financial Aid

For Admissions

- Go to <https://laney.edu/enroll/> and select **Apply Now**
- Create an OpenCCC account (If you don't already have one)
- Complete and submit a Laney College application
- You will be emailed your 8-digit Peralta student ID number and password in 24-48 hours

For Financial Aid

- Go to [Laney.edu/financial_aid](https://laney.edu/financial_aid) for information on applying for Financial Aid.
- Or, fill-out your FAFSA directly at fafsa.ed.gov. For the California Dream Act application, visit 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](https://laney.edu/AB540)

For assistance with applications contact the Welcome Center or Financial Aid Office.

Welcome Center | Building (A-101)
(510) 464-3540
Laneywelcomecenter@peralta.edu
[Laney.edu/welcome_center](https://laney.edu/welcome_center)

Financial Aid Office | Building A-201
(510) 464-3414
Laneyfinancialaid@peralta.edu
[Laney.edu/financial_aid](https://laney.edu/financial_aid)

2



Complete the Online Orientation

- Go to studentpathway.com/peralta/laney
- English for Speakers of Other Languages (ESOL) students can complete the ESOL orientation and Guided Self-Placement at laney.edu/esl/

3



Explore Your Academic & Career Interests

Use these FUN & FREE resources to explore majors and careers that match your interests!

- Take the **California Career Zone** Interest Profiler:
<https://www.cacareerzone.org/ip/> (Signup for a free account to save your results and career matches)
- Visit **Roadtrip Nation** and take the 3-question Roadmap Quiz:
<https://roadtripnation.com/roadmap> (Signup for a free account to save your results and career matches)

4



See a Counselor

See a counselor to complete your Educational Plan and get English, Math and Chemistry classes cleared.

If available, have a copy of your high school or college transcripts.

Schedule an Appointment: Online: [Laney.edu/counseling](https://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

5



Enroll in Classes

Once you have completed Orientation, Academic & Career Interest, and have created an Educational Plan, you are ready to enroll into your classes.

- Go to sa.peralta.edu
 - Login to add your classes
- Or visit the Welcome Center for assistance

6



Pay Your Fees

- Visit the Cashier's Office in Building (A-201)
- Or go to sa.peralta.edu
- Login to pay your tuition and fees

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

7



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.



If you require assistance with any of these steps, contact the Laney Welcome Center:
Laneywelcomecenter@peralta.edu
(510) 464-3540

Go to <https://bit.ly/3dPsNS4> to view helpful
How-to Enrollment Videos

updated 03/14/2023

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.

Essential Laney College Offices and Service Centers

**Unsure who to contact with your question?
Call the SOAR Team for help with any question:
(510) 464-3284 or stop by SC 300**

Admissions & Records

A-109
(510) 464- 3101 or 3121

Adult Education Office

E-256
(510) 464-4071

Athletics

Field House
(510) 464-3478

Bookstore

Student Center Lower Level
(510) 464-3349

Bursar/Cashier

A-201
(510) 464-3129

Business Office

T-213
(510) 464-3228

Cafeteria

Student Center 2nd Floor
(510) 464-3520

CalWORKs

A-106
(510) 986-6946

Career & Technical Education Division Dean

T-713
(510) 464-3218

Childcare Center

(510) 464-3575

Counseling

T-301
(510) 464-3326

Counseling and KASH Division Dean

T-811
(510) 464-3292

Eagles' Nest

Student Center 327
(510) 464-3572

Employment services

E-257
(510) 464-3530

Enrollment Services Division Dean

A-109
(510) 986-6939

EOPS/CARE

A-106
(510) 464-3423

Financial Aid

A-201
(510) 464-3414

Fitness Center

C-102
(510) 986-6997

Information Technology: Help Desk

(510) 986-6972
laneyhelpdesk@peralta.edu

Humanities, Social Sciences & Library Division Dean

T-710

(510) 464-3168

Liberal Arts Division Dean

T-714

(510) 464-3221

Library

LIB

(510) 464-3495

Lost & Found

A-102

(510) 464-3540

Math Lab

G-201

(510) 464-3448

<https://laney.edu/tutoring/math-lab/>

Math, Science, and Engineering Division Dean

T-707

(510) 464-3224

Mental Health Services

T-250

(510) 464-3335

Public Information Officer

T-807

(510) 986-6922

Recruitment and School Relations Department

A-101

(510) 464-3537

SOAR Student Assistance

Student Center 300

(510) 464-3284 or (510) 968-6929

Student Activities & Campus Life

Student Center 412

(510) 464-3188

Student Accessibility Services (SAS)

E-251

(510) 464-3428

Transfer Center

T-352

(510) 464-3135

Tutoring Services

A-105

(510) 464-3291

Undocumented Community Resource Center

T-201

(510) 464-3140

Veteran Affairs

E-300

(510) 986-6994

Vice President of Instruction Office

T-701

(510) 464-3213 or (510) 986-6908

Vice President of Student Services

T-813

(510) 464-3214 or (510) 464-3244 or (510) 464-3240

Welcome Center

A-101

(510) 464-3540 or (510) 464-3341

Wellness Center and Health Services

Student Center 410

(510) 464-3134

Services for Students

Unsure who to contact with your question?

**Call the SOAR Team for help with any question:
(510) 464-3284 or stop by SC 300**

Adult Education Program

Room E-256

(510) 464-4071

laney.edu/adult-education/

The Adult Education program serves adult students who:

- are returning to school or starting college for the first time
- want to complete their High School Diploma or recognized equivalent
- are transitioning to community college from an Adult School or a Community Based Organization
- want to improve language skills through our English for Speakers of Other Languages (ESOL)
- are interested in our non credit and CTE (Career and Technical Education) courses and certificates
- are interested in transferring and college readiness
- want to transition careers and improve wages

We connect new and returning students to campus resources and support services, as well as student groups and learning communities for continued support, guidance, and connection.

Art Gallery

Tower Lobby

(510) 464-3586

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.

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, cross country 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.edu/bookstore
laney@bkstr.com

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.

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

Room A-106
(510) 464-3129
laney.edu/calworks/

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.

Cafeteria

Student Center Building, Quad level
(510) 464-3520

Laney Cafeteria, in collaboration with the Culinary Arts Department, provides delicious and nutritious meals and bakery goods to Laney College students, faculty and staff. We also provide catering services, on and off campus, for selected events. All proceeds from food sales go to support Laney Culinary and Baking programs.

Together with our community partners, the Cafeteria continues to operate Laney Food Pantry to support Basic Needs and tackle food insecurity in our student community.

Cooperative Agencies Resources for Education (CARE)

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. Single parents receive cash aid.

Child Care

East 10th St. & 2nd Ave.

(510) 464-3575

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

Room T-301

(510) 464-3326

laney.edu/counseling

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

These services include:

- Educational planning for degrees, occupational certificates, and transfer to four-year institutions
- Evaluation of transcripts for graduation and transfer
- Career counseling
- Help in developing good study skills
- Advising on academic problems
- Personal counseling and referral to off-campus services
- Classes, and special workshops; e.g., career and life planning

Students must develop and update their educational plan with a counselor each semester to avoid unnecessary classes and graduate efficiently.

Counselors are available by appointment via the Counseling website: laney.edu/counseling or by phone (510) 464-3326. For brief questions or emergency problems, counseling services are available on a drop-in basis, in person and online.

Employment Services Center

Room E-257

(510) 464-3530

laney.edu/employment/

The Employment Services Center assists students virtually or in-person, with a number of services, including resume building, interview workshops, and job search techniques utilizing Laney's on-line jobs database, Eagle Hire through Handshake. The center also holds job and internship 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 fulltime students.

International Education

333 E.8th St., Oakland, CA

(510) 587-7834

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>.

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 – 1st floor

(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.

Laney Eagles Nest (Basic Needs Center)

Student Center, Room SC-327

(510) 464-3572

Monday - Friday: 8:00 am - 4:30 pm

laneyeaglesnest@peralta.edu

<http://laney.edu/eaglesnest/>

The Laney Eagles Nest is a basic needs center that connects students to the college campus and community resources. Students may schedule one-on-one appointments or utilize the space to research and apply for help needed.

Resources & Services:

- Food Pantry & Lunch Distribution
- CalFresh application information & assistance
- Housing Resources
- Clothing Closet
- Referrals to Campus & Community Resources

Library/Learning Resources Center

L Building

(510) 464-3495

laney.edu/library

Laney College Library houses a wide variety of services and resources for students, faculty, and staff. The library collection includes books, e-books, textbooks, magazines, streaming video, and a variety of electronic databases. Internet access is available at no charge via computers or the library wi-fi. Students may also borrow Chromebooks for home use. The Library offers free scanning and printing for a nominal fee.

Librarians provide individual assistance, class orientations, and non-credit courses (Library Information Studies, Research Skills Certificate) for students who need help with research. Study space is available on all four levels of the building. The 3rd Floor is designed for group study. The 4th Floor is dedicated to quiet study. The library organizes activities and exhibits throughout the year. For more information and access to current library services visit: <https://laney.edu/library>.

Phi Theta Kappa

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: https://laney.edu/phi_theta_kappa/

Recruitment and School Relations Department

Room A-101

(510) 464-3537

laney.edu/assessment_center

laneyassessment@peralta.edu

This department provides a number of services to students and members of the community:

- Orientation to the college.
- Outreach, Recruitment and Campus Tours
- Virtual and In Person Services
- Support ESOL (English for Speakers of Other Languages) to access self-guided assessment

Scholarships and Awards Peralta Colleges Foundation

(510) 587-7890

web.peralta.edu/foundation

The college maintains a 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 cocurricular 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.

SOAR Student Assistance

Student Center, Room SC-300

(510) 464-3284 or (510) 968-6929

laney.edu/soar/

The SOAR initiative is an essential element in ensuring students achieve success during their educational journey. Our dedicated student success team offers support in outreach, onboarding, and retention of both new and returning students. If you require assistance with the CCCApply application, registering for courses, initiating your financial aid process, or identifying available campus resources, we are here to help you!

Student Accessibility Services (SAS)

Room E-251

(510) 464-3428

laney.edu/SAS

The Student Accessibility Services (SAS) 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.

SAS 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 SAS 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 SAS counselor in the Disability Resource Center.

Student Activities & Campus Life

Student Center, Room SC-412

(510) 464-3188

Monday - Friday 8:00 am - 4:30 pm during fall and spring terms

lanestudentactivities@peralta.edu

laney.edu/student_activities/

Student activities are an integral part of the college curriculum and help to maintain an inclusive and engaging campus culture. Student government provides opportunities for students to develop leadership skills for community engagement, careers, and transfer. Student voices are amplified through student

government advocacy and participatory governance. Students interested in forming new clubs, running for the student body, or other student activities should contact the Office of Student Activities.

Resources Available:

- Book voucher program
- Campus Events
- Graduation Ceremony
- Honors Banquet
- Campus Event Funding & Sponsorship
- Associated Students of Laney College, ASLC
- ASLC-funded Spring Scholarships
- Student Advocacy
- Student Clubs

Student Ambassadors

Welcome Center, Room A-101
(510) 464-3122

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. Any student can apply to be an Ambassador. Stop by A-101 for information.

Student Government: Associated Students of Laney College (ASLC)

Student Center, Room SC-412
(510) 464-3188
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, Room SC-412
(510) 464-3536
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. All activities and events sponsored by student groups must be supervised by members of the faculty or staff.

Student Publication: The Citizen

Room G-233
peraltacitizen.com

The Citizen is the Peralta Community College District's only student-run publication. A product of students from Laney's journalism department, The Citizen is an award-winning website with writing from students enrolled in Journalism 18, News Production. To learn more about the department, classes and opportunities, contact instructor Eleni Gastis at eegastis@peralta.edu.

Tech Center

Room F-170
(510)-986-6972

The Tech Center provides students with technological resources and support for their academic needs. Resources offered include computer lab access, tech troubleshooting, Peralta Portal support, and assistance with other academic tools.

Transfer Center

Room T-352
(510) 464-3135
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, 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 and California State University, East Bay. To learn more about the program make an appointment at the counseling department, Laney Tower, 3rd floor.

For information on Historically Black Colleges and Universities (HBCUs) Transfer Program, see the transfer section of the Catalog.

Tutoring Services

Room A-105
(510) 464-3291

Tutoring at Laney College provides instructional support across the curriculum and is offered on campus and online. The Tutoring Services Multidiscipline Space is the central hub for all things tutoring at Laney College. Students are welcome to utilize the study space having a large room equipped with computers, whiteboards, tables and other resources for a productive study environment. The tutoring manager can connect students with appropriate tutoring spaces and tutors found across campus, and tutoring/support for various disciplines occurs in A-105 as well. Students interested in becoming a tutor can connect with the tutoring manager in A-105.

UCRC, Undocumented Community Resource Center

Room T-201
(510) 464-3140
laneyucrc@peralta.edu
<https://laney.edu/ucrc/>

The Undocumented Community Resource Center provides assistance, support, and guidance to undocumented students by helping students identify and access campus resources.

Resources & Services:

- Undocu Student Support & Advocacy
- Student Services referrals & follow-up
- Guidance on resource qualifications
- Resource application assistance
- Empowers Student self-advocacy

Veteran Affairs

Room E-260

(510) 545-4164

laney.edu/veteran_affairs

The California State Approving Agency approves Laney College, The Council for Private Postsecondary and Vocational Education, and the Veterans Administration as a degree-granting institution for veterans and eligible dependents of veterans seeking educational or vocational training under Title 38, United States Code. To receive VA (Veterans Affairs) benefits at Laney College, veterans and dependents must do the following:

- Apply for admission at www.peralta.edu
- For procedures for applying and certifying veterans' benefits, contact the Certifying Official at the VRC at the E Building Room 260.
- Complete an intake form and submit your letter of eligibility and a copy of your DD214.
- Submit applicable documents to the Certifying Official (E Building Room 260) to process your educational benefits.

Welcome Center

Room A-101

(510) 464-3341

laney.edu/welcome_center/

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

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.

Mental Health Services

Room T-250

(510) 464-3335

laney.edu/health_center

Services Provided:

- Individual Therapy
- Mental Health Consultation
- Mental Health Groups and Clubs
- Student Wellness Ambassadors
- Mental Health Navigators

Health Services

Student Center, Room SC-410

(510) 464-3134

Services Available:

- COVID-19 vaccine shots
 - COVID-19 testing
 - First Aid & Supplies (bandages, Tylenol, face masks)
 - HIV & Sexually Transmitted Infection (STI) Testing
 - Tuberculosis (TB) Testing
 - Sexual Health, Family Planning & Birth Control
 - Reproductive Health, Pregnancy Testing, & Pap Smears
 - Flu Shots (seasonal)
 - Low-cost Dental Care Resources
 - Medi-Cal and CalFresh sign up
 - Primary care physician change
 - Housing resources
 - ID vouchers
 - Diaper Program Referral
 - AT&T Access Internet Services
 - Mental Health Referrals
 - Education and Employment Support (Rubicon)
-

Admission, Registration, & Enrollment Information

Admission Requirements

Eligibility for Admission

Students who are 18 years of age or older and can benefit from college level instruction are eligible for admission as California residents or nonresidents. Students under 18 years of age may also enroll if high school graduation has occurred or a General Education Diploma (GED) or California High School Proficiency Examination (CHSPE) Certificate has been earned.

Residence Requirements

To qualify as an in-state resident for tuition purposes, the applicant must live continuously in California for at least one year immediately preceding the residence determination date, which is the day before the first day of the term of application for admission. The applicant must also provide evidence of intention to make California a permanent home. The applicant is responsible for demonstrating both physical presence in California and intent to establish California residence; an unmarried minor's residence is the same as parents or legal guardian(s). In addition, the applicant must be a U. S. citizen or hold U.S. immigration status that does not prevent establishment of residency.

Admission of Nonresident Students

Students who are not legal residents of California for one year and one day prior to the first day of the term may enroll as nonresident students. Nonresident students are subject to the following fees: Nonresident Tuition, California Community College Enrollment Fee, Campus Center Use Fee, and Health Services Fee. Nonresidents who are both citizens and residents of a foreign country also pay a Capital Outlay Fee. Information regarding tuition and refunds is found in the Fees section of this catalog. Note: Nonresident students pay all fees unless exempted from paying a particular fee.

Admission of International Students

All international admissions is coordinated by the Office of International Education (OIE) To apply as an international student (F-1, B-2, J-1, etc) please visit our International Admissions Homepage at: <https://www.peralta.edu/international/apply> . This link outlines the steps to apply, required documents, application deadlines, and more! The international student application process is also 100% digital as students can upload the required documents in our International Student Portal (ISP) If you have any questions about international admissions, you may email us at international@peralta.edu or call our office at (510) 466-7380. You may also visit our office during our regular business hours The OIE is located at the Peralta Community College District: East 8th Street, Oakland, CA 94606

Admission of High School Students (concurrent enrollment and dual enrollment) and of Adult High School Students

Peralta's High School Special Enrollment provides enrichment opportunities for high school students who can benefit from college level instruction.

Each College may admit a number of high school students entering 9th grade or above who have exceptional ability, or who desire specialized or advanced training. Admission to the college requires approval from your high school counselor. *Other high-school students may be admitted on the basis of a contractual arrangement between the District and the high school of attendance (PCCDBP 5010). High School Special Enrollment is specifically designed to accelerate the academic or vocational career of high school students. Access to the Special Enrollment Program is NOT allowed for: 1. Remedial work (any classes in any discipline that are not college level and cannot be applied to an associate degree or higher). Remedial course numbers are 250 or higher. 2. Work to make up for failed high school or middle school classes. 3. Recreation or hobbies. 4. Any class that can be taken at the local high school.

High school students enrolling in a college level course must meet enrollment requirements. The student must follow all the regulations and policies of the college, including adhering to any prerequisite requirements. It is recommended that the student brings a high school transcript to assist the college in determining the correct level of courses. Students enrolled in 15 units or fewer will not be charged enrollment fees or any other college/ district fees. High school students enrolled in more than 15.0 units are required to pay enrollment and all other mandatory fees. (See the current Peralta Colleges class schedule for current health, campus use and transportation fees.) Concurrent and Adult High School students may not enroll in more than one class per semester, except in summer when students may enroll in two.

Note: Students admitted under the K-12 and Adult High School Special Enrollment earn actual college credits that count towards financial aid eligibility in future semesters. 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 and Adult High School Special Enrollment:

1. Download the admission application and the K-12 and Adult High School Special Enrollment form at www.peralta.edu/admissions/forms.
2. Complete the admission application and the K-12 and Adult High School 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 K-12 and Adult High School Special Enrollment Program form must be completed for each semester of desired attendance.

Admission of Veterans

The College Veterans' Services Offices were established to help process Veteran's Affairs 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 paper- work. Continuing students should check in at the Veterans Affairs' Office at least one month prior to the next term of attendance to complete any paperwork that might be required for continuous VA payment. In addition, all recipients must confirm their classes with the Veterans' Affairs Office after completion of registration, and once again the week before final exams begin. All material submitted to the Veteran's Administration requires approximately two months for processing through the Regional Office in Muskogee, Oklahoma.

This institution will conduct an evaluation of previous education and training, grant appropriate credit, shorten the veteran's or eligible person's duration of course study proportionately, and notify the VA and student, accordingly. After completing 12 units at a Peralta college, a veteran may apply for evaluation of military service experience for college credit. A copy of the veteran's DD-214 separation paper should be submitted to the Admissions and Records Office. Credit granted for military service is based on A Guide to the Evaluation of Educational Experiences in the Armed Services, published by the American Council on Education. For information, visit Veterans Services located in Building E, Room 260 at Laney College.

Military Residence Exemption

Nonresident U.S. military personnel on active duty in California (except those assigned for educational purposes to state-supported institutions of higher education), receive a waiver of nonresident tuition until discharged from military service. Nonresident U.S. military personnel on active military duty and stationed in California for more than one year immediately prior to separation from the military, are entitled to resident classification for up to one year after completion of active duty within California. This one-year waiver after military discharge allows the time necessary to establish permanent California residency. Non-California residents serving in the military and discharged in California, must show evidence of surrender of out-of-

state residency. Waivers and procedures apply to dependents of active military duty parents or guardians in California.

Other Residence Exemptions

For additional residency exemptions visit <https://www.peralta.edu/boardoftrustees/bp-ap> and review Administrative Procedure 5015.

California Nonresident Tuition Exemption Request for Eligible California High School Graduates (AB 540)

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

Who is eligible?

1. Students who have attended a (public or private) California high school and or a combination of high school and elementary or secondary school for three years or more.
2. Students who have graduated from a California high school or attained the equivalent (e.g., GED or proficiency exam).
3. If the student is without lawful immigration status, the student must file an affidavit with the college that indicates that you have applied for legalization or will apply as soon as eligible.

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.

Any student, other than one with United States Citizenship and Immigration Services (USCIS) nonimmigrant visa status (see exception below for students who have been granted T or U status), who satisfies the four requirements, shall be exempt from paying nonresident tuition at the California Community Colleges.

This worksheet from Immigrants Rising provides step-by-step instructions on how to become eligible for in-state tuition https://immigrantsrising.org/wp-content/uploads/Immigrants-Rising_SB68-AB540-Attendance-Worksheet.pdf

How to apply for the exemption

To become exempt from non-resident tuition, the student must complete a non-resident tuition affidavit and return it to Laney’s Admissions & Records Office, Building A, Room A-109. To complete the affidavit, go to: <https://laney.edu/ab540/affidavit/>.

AB540 and Financial Aid

AB540 makes students eligible to apply for certain types of financial aid under the California Dream Act. For more details, please visit the Financial Aid section of this catalog.

For more information on AB 540 and the California Dream Act, please visit [http:// web.peralta.edu/admissions/residency- requirements/](http://web.peralta.edu/admissions/residency-requirements/)

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

For general questions and support about AB 540, please contact the Undocumented Community Resource Center: <https://laney.edu/ucrc/>, laneyucrc@peralta.edu, 510-464-3126, and in the Tower Building Room T-201 during our hours of operation.

California Dream Act

What is the California Dream Act?

The California Dream Act is comprised of two state laws, AB 130 and AB 131, that allow AB 540 students to apply for and receive several types of financial aid, including:

- California College Promise Grant (formerly BOG Waiver)
- State financial aids such as Cal Grants, Chafee Grant, and Student Success Completion Grant (SSCG)
- Assistance from EOPS, CARE, or CalWORKS
- Privately funded scholarships Eligible AB 540 students can complete the Dream Act Application by going to the website: <https://dream.csac.ca.gov/>.

Who can apply for the California Dream Act?

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.

How to apply for the Dream Act

Complete the application <https://dream.csac.ca.gov> between October 1 and March 2. This checklist details what steps to follow: <https://immigrantsrising.org/resource/ca-dream-act-application-checklist/>

More information can be found at: <https://laney.edu/ab540/california-dream-act/>

For general questions and support about AB 540 and the CA Dream Act, please contact the Undocumented Community Resource Center: <https://laney.edu/ucrc/>, laneyucrc@peralta.edu, 510-464-3126, and in the **Tower Building room T-201** during hours of operation.

Admissions Procedures

Apply for admission online through the Peralta Colleges website, www.peralta.edu, and select the college of choice. Follow the Open CCCA instructions to complete and submit the online admission application. Once submitted, an email message is sent to the applicant, providing instructions for logging onto for enroll in classes. Students are highly encouraged to complete orientation and meet with a counselor. See the I-Enroll tab for a graphic description of the process. On-campus assistance for online registration is available in the Laney College Welcome Center in A 101.

Official transcripts of past academic records should be sent to the District Admissions and Records Office. The student is responsible for requesting that the transcripts from other schools previously attended be mailed directly to the District Admissions and Records Office by the school issuing them. The address is 333 E 8th Street, Oakland, CA 94606. Peralta Community College District also accepts electronic transcripts directly from transcript vendors (Parchment, National Student Clearinghouse, etc.). Please send all electronic transcripts to admissions@peralta.edu in the [Transcript Submission](#) section.

Oreintation and Counseling

All first-time and other interested students are recommended to participate in an orientation and advising session. College programs, services, and facilities will be explained and interested students will be directed to student activities and to leadership opportunities. For information on the schedule, contact the Counselint Department at <https://laney.edu/counseling/> or call (510) 464-3326. An online orientation is available at <https://www.studentpathway.com/peralta/laney/>

New Student Counseling

All first-time students are strongly encouraged to participate in a new student counseling session During this session, Counseling faculty will help students create a new student education plan, provide guidance with course selection, and clear prerequisites. For an appointment, contact the Counselint Department at <https://laney.edu/counseling/> or call (510) 464-3326.

Follow-up, Ongoing Counseling

All students are encouraged to meet with a counselor at least once during your first semester. This session helps you with goal setting, selection of a major, career exploration, and the completion of an educational plan. You are encouraged to make an appointment early in the semester. The counseling process is a combination of academic advisement, evaluating prior school transcripts, testing, and identification of career and educational goals — all designed to facilitate your success.

Submission of Transcripts

Students must request in advance and provide official transcripts covering ALL previous high school and college coursework. Transcripts should be mailed directly to the District Admissions and Records Office by the issuing school, or students may bring official transcripts (sealed) in person to the College Admissions and Records Office or to their counselor. The address of the District Admissions and Records Office is 333 E. 8th Street, Oakland, CA 94606. For more information: <https://www.peralta.edu/admissions/transcripts/other-institutions>. Peralta Community College District also accepts electronic transcripts directly from transcript vendors (Parchment, National Student Clearinghouse, etc.). Please send all electronic transcripts to admissions@peralta.edu in the [Transcript Submission](#) section.

Noncredit Course Admission Information

Noncredit Courses

Laney College offers noncredit classes and certificate programs for students seeking self-improvement, increased literacy and job skills, and access to higher education and employment. Noncredit classes are free, do not require proof of residency, and do not have prerequisites. The Board of Governor's for California Community Colleges established noncredit classes and programs to provide an "educational gateway" or a "portal to the future". It serves as a key contributor to "open access" for students who seek ways to improve their earning power, literacy skills and access to higher education.

Noncredit courses are intended for students who want to gain general knowledge, learn a new skill, upgrade existing skills, enrich their understanding about a wide range of topics, or develop personal interests. Noncredit courses are NOT applicable toward a degree and no units are earned. Upon completion of a series of required classes, students may earn a noncredit vocational certificate. Although students may not initially need or desire unit credit, noncredit often serves as the first point of entry for many under-served students as well as a transition point to credit instruction.

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. Upon completion of a course, students will receive a grade of Pass, No Pass or Satisfactory Progress.

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 <https://www.peralta.edu/workforcedevelopment>
2. Click on the "Apply and Enroll" 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.

Noncredit Resources and Frequently Asked Questions

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 A 101.

What Students Need to get the ID card:

- A current class schedule showing enrollment
- Students need to bring a valid photo ID

How do students get parking permits?

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 for these materials.

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 in the spring.

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:

1. You must be enrolled in an "academic" educational program, a language-training program, or a vocational program
2. Your school must be approved by the Student and Exchange Visitors Program, Immigration & Customs Enforcement
3. You must be enrolled as a full-time student at the institution
4. You must be proficient in English or be enrolled in courses leading to English proficiency
5. You must have sufficient funds available for self-support during the entire proposed course of study
6. You must maintain a residence abroad which he/she has no intention of giving up.

More information on F-1 visa can be found at:

<http://www.uscis.gov/working-united-states/studentsand-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/studentsand-exchange-visitors/students-and-employment/special-instructions-b-1b-2-visitors-who-want-enroll-school>

How can I Get Help?

For more information on enrolling in noncredit courses please contact the Adult Education Office at (510) 464-3398

Enrollment Policies & Procedures

Adding or Changing Classes

The last day to add regular session (full-term) classes is available online at <https://www.peralta.edu/admissions/add-drop> under Admissions and Records. It is also on the academic calendar, which can be found in the "academic calendar" tab of the catalog. After the specified date, only short-term or open-enrollment classes may be added. Refer to the current Schedule of Classes for procedures to follow to add and drop classes.

Attendance Policies

1. Attendance is expected at every meeting of all courses in which students are enrolled.
2. 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.
3. 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.
4. 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) Instructors are to drop students on the online Census Roster; and, (2) Instructors are to drop students using the online Attendance Verification Roster. Instructors will no longer indicate drop dates on rosters or submit Drop Cards for students.

5. The instructor's decision to drop a student for not meeting the attendance requirements of the class is FINAL.
6. A leave 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.
7. Responsibility for making up work missed because of absence rests with the student.
8. District policy limits attendance in classes to those who are officially enrolled in the class.

Auditing Classes

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

Enrollment in Conflicting Classes

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

Maximum Units

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

First Course Day No Shows

Students who are not present at the first class meeting may be dropped by the instructor, and their seats may be given to a student on the wait list. However it is the responsibility of the student to drop a class.

Open classes/Open Enrollment

It is the policy of the Peralta Community College District that, unless specifically exempted by statute, every course, course section or class, wherever offered and maintained by the District and for which the average

daily attendance is to be reported for state aid, shall be fully open to enrollment and participation by any person who has been admitted to the college(s) and who meets such prerequisites as may be established pursuant to Chapter II, Division 2, Part VI, Title 5 of the California Administrative Code, commencing with Section 51820.

Student Study Load

In order to complete an Associate in Arts or Associate in Science Degree at one of the Peralta Colleges in two years, an average study load of 15 units per semester is advised. A full-time study load is 12 units. A student may not carry more than 18 units a semester without special permission. Such permission ordinarily is not given to any student who has not maintained a grade-point average of 3.0 the previous semester. (See section on Grades and Grade Points for explanation of grade-point average).

An absolute maximum unit load is set for 25 units at an individual college or combination of Peralta colleges. Advance approval from a counselor for carrying in excess of 18 units, including variable units, must be filed in the Admissions and Records Office. For summer session, a maximum unit load is set for 10 units. It is recommended that students who are employed consider carefully their unit loads and study time in relationship to the number of hours they spend on their jobs.

Waitlists

During the enrollment period prior to the start of classes, students wishing to add classes which have reached the enrollment limit, can add them- selves to the waitlist. A process will run each night that will automatically enroll students in the class from the waitlist 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.

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

Waitlist Important Details:

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

Permission Numbers: How to Use Them

You may add regular session (full term) classes, where space is available, using Campus Solutions the first day of class and through Sunday of that week ([Academic Calendar](#)). After the first week of classes, you may only add a regular session class by obtaining a permission number from the instructor.

To obtain an instructor permission number, you must go to a class meeting and /or e-mail the instructor. If space is available the instructor may provide the required permission number. You will need only the permission number for online enrollment through Campus Solutions. You will need the permission number and signature on an ADD CARD FORM to enroll in-person. You are responsible for registering yourself in the class via Campus Solutions with the permission number in person at the College Admissions and Records office by the last day to add for the term ([Academic Calendar](#)).

DROPPING CLASSES/WITHDRAWAL

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 will receive an "F" grade on their transcript. Students are responsible for dropping classes using Campus Solutions or in person at the Office of Admissions and Records Office in A 109. Students should refer to the academic calendar tab in the catalog 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 the Census date shall not be noted on the student's academic record.

A "W" grade symbol will be recorded on the student's transcript upon withdrawal during the period after the Census date and the end of the four-teenth week of instruction (or between 21% to 75% 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 withdraw 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).

Enrollment Fee Refund Information can be obtained at <https://www.peralta.edu/admissions/student-finance/drop-refund>

PREREQUISITES, COREQUISITES AND RECOMMENDED PREPARATION

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

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 (Advisory) means a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program. Recommended preparation represents a set of skills or a body of knowledge which enable a student to achieve a greater depth or breadth of knowledge of course material but without which the student is still likely to succeed in a course or program.

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

prerequisite or corequisite at which time he/she will be officially enrolled.

There are three options:

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

PETITION FOR PREREQUISITE/COREQUISITE EQUIVALENCY

A student who has taken an equivalent courses at another college or university may bring a transcript showing successful completion of the course to the Counseling Office, Admissions and Records Office, or Dean's Office and complete a Prerequisite/Corequisite Equivalency form. Upon verification, the student will have the Laney pre-requisite requirement met and will be officially enrolled in the course.

PETITION FOR PREREQUISITE/COREQUISITE SUBSTITUTION

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

PETITION FOR PREREQUISITE/COREQUISITE CHALLENGE

If a student desires to challenge the prerequisite or corequisite, he/she must file a petition for Prerequisite/Corequisite Challenge with written documentation 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 he/she has 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 in the Student Educational Plan.
3. The student demonstrates that he or she does not pose a threat to himself or herself or others in a course which has a prerequisite established to protect health and safety.
4. The prerequisite is not necessary and appropriate for success in the course and has not been established in accordance with the District's process for establishing prerequisites and corequisites.
5. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
6. The student will be subject to undue delay in attaining the goal in his or her educational plan because the prerequisite or corequisite course has not been made reasonably available.

PROGRAM PREPARATION

Students should consult college counselors in preparing their programs. Required courses are listed under

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

Academic Policies

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 or Video)

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 nonathletic 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 Policies and Grade Symbol Definitions

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 are 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 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.

EW Excused Withdrawal

1. "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 Admissions and Records Office.

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 (below)

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

UNITS ATTEMPTED	UNITS COMPLETED	GRADE POINTS
5 units	5 units	A x 5 = 20
4 units	4 units	B x 4 = 12
3 units	3 units	C x 3 = 6
2 units	2 units	D x 2 = 2
0 units	2 units	P x 2 = 0
TOTAL		
14 units	16 units	40 earned

40 grade points earned, divided by 14 units attempted equals a 2.85 GPA

*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.

Academic Recognition - Honor Roll

Students who have completed 12 or more units with a semester grade point average (GPA) of 3.25 or better are placed on the Honor Roll. The honor status GPA is computed on the basis of units attempted and completed districtwide. The student's honor status is assigned to the college where the majority of units were completed for a particular semester (Units awarded in "P" graded classes are not counted in the GPA calculation).

Academic Recognition - Associate Degree Honors

Students who receive the Associate Degree are graduated "With Honors" (Cum Laude) if they have an overall cumulative grade point average (GPA) of 3.25 to 3.49. Those with an overall cumulative GPA of 3.50 to 3.74 are graduated "With High Honors" (Magna Cum Laude) and those with 3.75 to 4.0 are graduated "With Highest Honors" (Summa Cum Laude).

The honor status GPA is computed on the basis of units attempted and completed districtwide, excluding non-degree-applicable courses numbered 250-299, 400-899, and 950- 999. The student's honor status is assigned to the college awarding the Associate Degree. (All lower-division units from regionally accredited degree-granting institutions outside of Peralta District Colleges are included in the GPA calculation).

Academic Recognition - Valedictorian and Salutatorian

Each year a class valedictorian and salutatorian are chosen from the candidates for the Associate Degree. Certificate candidates are not eligible. Students graduating with a 4.0 grade point average will be invited to participate in an interview with the Vice President of Student Services and the Dean of Student Services.

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.

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.

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. Reconition

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.

Student Rights and Policies

Catalog 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.

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.

Instructional Programs and Certificates

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.

Student Responsibility for Meeting Requirements

Each student must assume responsibility for compliance with the regulations set forth in this catalog, for satisfying prerequisites for any course the student plans to take, and for selecting the courses which will allow the student to attain 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 (Public Law 101-542), it is the policy of the Peralta Community College District to make available its completion and transfer rates to all current and prospective students. This information can be found on the website at laney.edu/info.

Clery Act

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/>.

Title IX (Gender Equity) and Prohibition of Unlawful Harassment

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 the Vice President of Student Services/Title IX Coordinator located in T-815, at (510) 464-3340. For specifics, see AP 3430 Prohibition of Harassment Policy at <http://web.peralta.edu/trustees/bps-aps/>.

Discrimination and Harassment Complaints and Investigations

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 the Administrative Procedures at <https://web.peralta.edu/trustees/bps-aps/>.

Sexual and Other Assaults on Campus

Peralta Security Services shall make available sexual assault awareness information to students & 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 at <http://web.peralta.edu/trustees/bps-aps/>.

Drug and Alcohol Free Environment

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 at <http://web.peralta.edu/trustees/bps-aps/>.

Information Technology Use

Laney College has a strict technology policy for copyright violations, 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, refer to District policies at <http://web.peralta.edu/trustees/bps-aps/>.

Student Standards of Conduct, Discipline Procedures, and Due Process

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 at <http://web.peralta.edu/trustees/bps-aps/>.

Student Rights and Grievance Procedures

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 AP 5530 at <http://web.peralta.edu/trustees/bps-aps/>.

Smoking

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 at <http://web.peralta.edu/trustees/bps-aps/>.

Weapons on Campus

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 at <http://web.peralta.edu/trustees/bps-aps/>.

Fees

FEES			
	Summer 23	Fall 23	Spring 24
California Community College Enrollment & Tuition Fee	\$46 per unit	\$46 per unit	\$46 per unit
Campus Center Use Fee	\$2	\$2	\$2
Student Representation Fee	\$2	\$2	\$2
Non-resident Capital Outlay Fee	\$7 per unit	\$1 per unit	\$1 per unit
Non-resident Tuition Fee	\$290 per unit	\$358 per unit	\$358 per unit
Refund Processing Fee	\$10	\$10	\$10
Student Health Fee	\$20	\$23	\$23
Returned Check Fee	\$25	\$25	\$25
Parking Fee per day - students & visitors	\$2	\$2	\$2
Semester Parking Permits**:			
• students enrolled in less than 6 units	\$20	\$40	\$40
• students enrolled in 6 units or more	\$20	\$27.21	\$27.21
• students with California Promise Grant	\$20	\$20	\$20
Motorcycle per semester	\$5	\$10	\$10
AC Transit Fee All students enrolled in 6 units or more will be charged \$46.46 which entitles eligible students to receive an AC Transit EasyPass for the term.		\$46.46	\$46.46

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. Full-time High school students enrolling in 15 units or more pay full tuition fees and all other fees.

Enrollment Fee Assistance

The California College Promise Grant (formerly known as the Board of Governors Fee Waiver (BOGW)) is available to assist if a student is unable to pay the Enrollment Fee. Eligibility requirements for these programs have been established by the California Community Colleges Board of Governors. Information on this program is available at the Financial Aid Office. Under the California Dream Act, AB 540 students may also apply for the California College Promise Grant.

Nonresident Tuition

Students who are not residents of California for one year and one day prior to the first day of the term, or do not qualify for nonresident status known as “AB540,” will be charged nonresident tuition. Nonresident tuition is charged at the rate of \$307 per semester unit plus the \$46 per unit California Community College Enrollment fee totaling, \$304 per semester unit, a \$2 per semester, per Campus Center User fee will be charged.

Procedures For Requesting AB 540 Exemption From Nonresident Tuition

Complete the form entitled California Nonresident Tuition Exemption Request Submit it to the college Admissions Office. The form can be obtained at the college’s Admissions and Records Office or online at www.peralta.edu/admissions/forms . Students may be required to submit additional documentation.

The student must file an exemption request including a signed affidavit with the college that indicates the student has met all applicable conditions described above Student information obtained in this process is strictly confidential unless disclosure is required under law. Students eligible for this exemption who are transferring to another California public college or university must submit a new request (and documentation if required) to each college under consideration.

Nonresident students meeting the criteria will be exempted from the payment of nonresident tuition, but they will not be classified as California residents. They continue to be “nonresidents”.

Nonresident Capital Outlay Fee

Nonresident students who are both citizens and residents of a foreign country will be charged a Nonresident Capital Outlay Fee in addition to the Nonresident Tuition, California Community College Enrollment Fee, Campus Center Use Fee, Health Services Fee, and AC Transit Fee. The Nonresident Capital Outlay fee is \$7 per semester.

Campus Center Use Fee

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

Campus Parking Fees

Students must park their vehicles in authorized lots on the south side of the campus, and pay a Parking Fee of \$2.00 per day. Disabled students, whose vehicles display a valid OMV placard and a valid parking permit, may park in designated disabled parking zones. Visitors park in a fee lot and pay \$2.00 a day.

Semester Parking Permit Fees**:

Student enrolled 6 units or more:	\$27.21	Motorcycle (per semester):	\$10.00
Student enrolled less than 6 units:	\$40.00	Motorcycle (summer session):	\$5.00
Summer Session:	\$20.00		

A student decal must be displayed on the automobile window with the daily paid parking receipt.

Both the decal and the parking permits are issued by the college Cashier’s Office.

**Parking fees are subject to change pending Board approval

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.

Student Health Fee

Students are required to pay the Student Health fee of \$23.00 per semester for fall and spring semesters, and \$20 for summer session. This fee is collected at the time of enrollment. The Student Health Fee is subject to change as allowed by the State Legislature.

Note: Students who qualify in the following categories are exempted from payment of the Health Fee:

Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization (documentation required);

Students who are attending college under an approved apprenticeship training program.

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.

Student Representation Fee

Under Education Code 76060.5, each college Student Body within Peralta College District elected to establish a Student Representation Fee of \$2.00 per college, per semester, for each student. This fee provides support for students or representatives who present college positions and viewpoints before city, county, district governments, and offices and agencies of the state and federal governments. Students will be charged this fee unless a Student Representation Fee waiver form is submitted to the college Cashier's Office before the last day of the applicable semester.

International Health Insurance Fee

All F-1 international students will be automatically enrolled in the mandatory health insurance program through GeoBlue. Fees will be automatically applied in the student's Campus Solution Student Center. For questions or waiver information please visit our office or international website at web.peralta.edu/international.

Returned-Check Fee

There will be a \$25.00 charge on checks returned to the college.

Other Fees

Students should have adequate funds at the beginning of the semester to pay for books and enrollment fees. Students 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 continued value outside the classroom setting and provided the materials are not solely or exclusively available from the district. Field courses and field trips may require personal transportation.

Transcript Request Fee

Students can order official transcripts even if they owe college or district fees and tuition, however, transcript order fees must be paid at the time transcripts are requested. The Peralta Community College District has retained Parchment to accept transcript orders online through a secured site. Fees to order official transcripts are located at <https://www.peralta.edu/admissions/transcripts>.

Note: Official transcripts will include all coursework completed at Berkeley City College, College of Alameda, Laney College, and Merritt College.

Fee Payment Policy/Dropping A Student for Nonpayment of Enrollment Fees

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 may 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 their classes may be dropped. A hold may be placed on student accounts when fees are owed as of the last day of enrollment. The hold will block enrollment for future semesters and the debt may be assigned to collections. For important dates, see the A&R website:

<https://www.peralta.edu/admissions/student-finance/payment-policies>.

Student's Responsibility To Drop Courses

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" grade that will appear on the student's permanent record.

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

<https://www.peralta.edu/admissions/student-finance/fees-and-payment>, and follow appropriate links to Payment Policy.

Installment Payment Plans

Students in the Peralta Community College District may opt to pay their non-resident tuition or enrollment fee through an installment payment plan. 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 the first \$25 of their owed fees and develop an installment payment plan prior to enrollment in classes. Students can only participate in one payment plan. New foreign students are required to pay at least the non-resident tuition for 12 units plus all other required fees for both the spring and fall semesters prior to enrollment in their first year classes. The payment plan will be interest free. The payment plan will include the specific amount and due date for each installment. All of the payments will be completed within the term for which the enrollment is made. Failure to make timely payments will subject the student to the penalty is described in Board Policy 5035 (students or former students who have been provided with written notice that they have failed to pay a proper financial obligation shall have diplomas, – or registration privileges withheld until such time as the obligation is satisfied). Payment plans will not be approved for any outstanding financial aid obligations, NSF fees or any amount due to health insurance for international students. For more information on payment plans please refer to our website: web.peralta.edu/business/student-financials/payment-plans/ or email paymentplan@peralta.edu.

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 <https://www.peralta.edu/financial-aid/disbursementfaq> or the Financial Aid office in A 201.

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 class attendance:

Regular Session (Full-Term) Classes: If registration is cancelled prior to the first day of instruction, or if official withdrawal from classes occurs during the first two weeks of instruction, a full refund, less a \$10 processing fee (charged whether or not the class was attended) will be disbursed.

If an official change of program occurs during the first two weeks of instruction, and as a result reduces the number of units, a refund will be disbursed. If the change results in placement in a different enrollment fee category, a processing fee is not applicable in this case.

If an Enrollment Fee of less than \$10 is paid, and registration is cancelled or withdrawal from all classes occurs before the deadline, the processing fee shall equal the Enrollment Fee.

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

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: Students who enroll in short-term or open-entry/open-exit classes will receive a 100 percent refund if official withdrawal occurs within 10 percent of the first class meeting. No refunds will be issued after this date. Please refer to the deadline dates.

Variable-Unit Classes: No refund shall be made for variable units not earned by the student.

Nonresident Tuition and Capital Outlay Fee Refund Policy: A full refund of Nonresident Tuition and Capital Outlay Fee will be made for any class that is canceled by Laney College. Also, a 100 percent refund (minus a \$20 processing fee) will be disbursed for any class from which a 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 after the "no grade record date" for regular session classes. Students may appeal to the Vice President of Instruction to waive restrictions of this refund policy for cases of extreme hardship.

Nonpayment of Fees and Other Obligations

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

For Assistance

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

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 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. 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 in A 201. There are various financial aid deadlines throughout the year. Check the financial aid website for a complete listing of deadlines.

Eligibility Requirements

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. 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:

- avoid total withdrawal from all classes;
- successfully complete all units during the semester; and,
- 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 College Promise Grant (CCPG)

CCPG maximizes student access to need based financial aid by lever-aging the CCPG, 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 CCPG.

Students may be eligible for a CCPG if:

- 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;
- are qualified for and receiving other financial aid;
- the family’s income meets the established guidelines; or
- qualify under Special Classifications

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

Loss of California College Promise Grant (CCPG)

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 CCPG. Students who are eligible for the CCPG 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 CCPG. If the cumulative

number of units completed is not more than 50 percent in two consecutive primary terms, the student is disqualified for the CCPG. 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 CCPG 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 College Promise Grant Eligibility

An otherwise eligible California Promise Grant student may regain a CCPG 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 CCPG.
- 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 CCPG Petition Form with supporting documentation. Petitions that are approved will result in the restoration of the CCPG

AB 19 California College Promise Program (CCPP)

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 Program, 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. The Chafee Grant application can be found at <https://chafee.csac.ca.gov/>

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:

1) the FAFSA, www.fafsa.gov and 2) the student's verified GPA, <https://www.csac.ca.gov/post/cal-grant-gpa-verification-form>

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 <https://web.peralta.edu/financial-aid/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 midpoint 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 with BankMobile Disbursements, a technology solution, powered by BMTX, Inc. Visit this link for more information: <https://bankmobiledisbursements.com/refundchoices/>.

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 College Promise Grants
- State financial aid like Cal Grants
- and Chafee Grants
- Assistance from EOPS and CARE
- Privately-funded scholarship

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

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/>

GPA Verification can be found at <https://www.csac.ca.gov/post/cal-grant-gpa-verification-form>

Learning Communities

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

Asian Pacific American Student Success (APASS)

Room 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, R-5

(510) 761-5229 or (510) 464-3199

laney.edu/latinx

The Latinx Cultural Center program assists Chicana/Latinx students to be successful at Laney College. We are located in Eagle Village 3 (EV3). Some of our services include group study, tutoring, Indigenous Languages workshops (Mam, Nahuatl, & Zapotec) 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

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

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.

Puente Program

Eagle Village, R-5

(510) 986-6950

laney.edu/Puente

The Laney Puente Program support students who are interested in transferring to a four-year college. We combine accelerated instruction, intensive academic counseling, and community leadership opportunities with a focus on LatinX literature and topics. The program welcomes students from all ethnic, cultural, and

linguistic backgrounds. Students enroll with the same Puente instructor for classes over one academic year. Our counselors provide academic, personal and career counseling to prepare students for transfer. Mentors expose Puente students to the work world so that when they graduate, they are fully equipped for success.

Restoring Our Communities (ROC)

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.

Transfer Track

(510) 464-3213

laney.edu/transfer-track/

Transfer Track is a learning community of students who are planning on transferring from Laney College to a four-year institution. Students in the Transfer Track take classes together on campus and are enrolled full-time. Classes in the program are selected to fulfill General Education requirements to help speed up the time to transferring. Classes are face-to-face on campus.

Umoja-UBAKA

Eagle Village, R-3

(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.

How to Choose Your Math, English, and English as a Second Language Classes

Due to state law AB 705, students are no longer required to take an assessment test to decide what math, English, or English as a Second Language class they are required to take. All students have the right to choose what class they want. These are our recommendations to help you decide. The college provides a variety of instructional support, including tutoring, to help students succeed in transfer level math and English.

How to choose your English class:

We recommend you take your first English class immediately upon starting at Laney. You can choose whichever of these courses you think is best for you. You do not need to take an assessment test to figure out your placement.

If your high school GPA was 2.6 or higher, we recommend English 1A with 4 transferrable units.

If your high school GPA was below 2.6, we recommend English 1AS with 5 transferrable units. The extra unit is additional support.

How to choose your math class:

We recommend you take your first math class immediately upon starting at Laney. You can choose whichever of these courses you think is best for you. You do not need to take an assessment test to figure out your placement. Which math class you choose should be based on what you plan for your career pathway.

PATHWAY OPTION 1	PATHWAY OPTION 2
<i>SLAM (STATISTICS & LIBERAL ARTS MATH)</i>	<i>B-STEM (BUSINESS, SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS)</i>
If you are planning to major in subjects such as Psychology, History, Art, Ethnic Studies, Anthropology, Criminal Justice, Political Science, Health Education, Journalism, Child Development, or other non-technical fields, this is the path for you.	If you are planning to major in subjects such as Business Administration, Finance, Physics, Chemistry, Engineering, Architecture, Computer Science, or other technical fields, this is the path for you.
My high school GPA was 3.0 or higher	My high school GPA was 3.4 or higher OR My high school GPA was 2.6 or higher AND I took Calculus in high school
Recommendation: Math 13 (Statistics) or Math 15 (Math for Liberal Arts).	Recommendation: Math 1 (Pre-Calculus) and/or Math 50 (Trigonometry) or higher.
My high school GPA was between 2.3 and 3.0	My high school GPA was 2.6 or higher, OR I took Precalculus in high school

<p>Recommendation: Math 13 (Statistics). It is recommended that you also take Math 213 (Support for Statistics) to receive extra support to help you succeed.</p>	<p>Recommendation: Math 1 (Pre-Calculus) and/or Math 50 (Trigonometry) or higher. It is <u>recommended</u> that you also take Math 215 (Support for Pre-Calculus) and/or Math 216 (Support for Trigonometry) to receive <u>extra</u> support to help you <u>succeed</u>.</p>
<p>My high school GPA was below 2.3</p> <p>Recommendation: Math 13 (Statistics) and it is required that you also take Math 213 (Statistics Support) to help you succeed.</p>	<p>My high school GPA was below 2.6 and I didn't take Precalculus</p> <p>Recommendation: Math 1 (Pre-Calculus) and/or Math 50 (Trigonometry) and it is required that you also take the appropriate support course to help you succeed. Math 215 is Support for Pre-Calculus and Math 216 is Support for Trigonometry.</p>

How to choose your English as a Second Language (ESOL) class:

Who can study English at Laney College?

Anyone can. We have students from all around the world. Some have recently arrived, some international students stay for a short time, and some students have lived here for a long time. They are from ages 16 to 96!

How do I get started?

You can learn about the courses we offer at: <https://laney.edu/esl/esl-courses/>

Do you want to take free, Basic English classes? See <https://laney.edu/esl/gsp/gsp-basic-english/>

Do you want to take college-level classes? See <https://laney.edu/enroll/>

If you are ready to take credit classes, you can find your level in our Guided Self-Placement online tool: <https://laney.edu/esl/gsp/>

Need help with your application and getting a student ID?

Email the Laney ESOL Coach: laneyesol@peralta.edu

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.

NOTE: This list changes periodically. Consult with a counselor and/or visit 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 115S
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 75: Fundamentals of Biotechnology + BIOL 76: Principles of Biomanufacturing	BIOT 101BX
BIOL 76: Principles of Biomanufacturing	BIOT 101X
BIOL 77: Business and Regulatory Practices in Principles of Biomanufacturing	BIOT 210X
BIOL 78: Applied Biomanufacturing Technology with Laboratory	BIOT 150X
BUS 1A: Financial Accounting	ACCT 110
BUS 1B: Managerial Accounting	ACCT 120
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 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 6: Introduction to Computer Programming	ITIS 130
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 22: Engineering Graphics	ENGR 150
ENGIN 36: Engineering Mechanics of Materials	ENGR 240
ENGIN 45: Properties of Materials	ENGR 140B
ENGL 1A: Composition and Reading	ENGL 100
ENGL 1AS: Composition and Reading with Support	ENGL 100
ENGL 1B: Composition and Reading	ENGL 120
ENGL 5: Critical Thinking in Reading	ENGL 105
ENGL 10A: Creative Writing	ENGL 200
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
GEOG 18: California Geography	GEOG 140
GEOG 19: Global Climate Change	GEOG 130

GEOL 10: Introduction to Geology	GEOL 100
HIST 2A: History of Europe to 1500	HIST 170
HIST 2B: History of Europe Since 1500	HIST 180
HIST 3A: World History to 1500	HIST 150
HIST 3B: World History Since 1500	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
JOURN 20: Photojournalism I (same as PHOTO 20)	JOUR 160
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 51A: Music History I, Antiquity to 1750	MUS 105
MUSIC 51B: Music History II: 1759 to Present	MUS 106
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 1	MUS 125
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 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 144: Intermediate Jazz Combs 145: Advanced Jazz Combs 146: Advanced Choral Repertoire	MUS 180
MUSIC 151: Pop Music Ensemble	MUS 185
MUSIC-CM 1A: Beginning MIDI and Electronic MIDI	CMUS 110X
MUSIC-CM 2A: Introduction to Songwriting	CMUS 150X
MUSIC-CM 4A: Introduction to Music Business	CMUS 140X
MUSIC-CM 3A: Introduction to Live Sound Systems	CMUS 120X
NATAM 35: Women of Color (same as AFRAM 35, ASAME 35, M/LAT 35)	SJS 120
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 (same as JOURN 20)	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 24: Abnormal Psychology	PSY 120
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 8: Crime and Deviance	SOCI 160
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

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 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 aid 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 state- wide 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.

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 to depend 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. 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 online at 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 Non-Residents

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 course-work.

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 Peralta Community College District.

Transcripts submitted to the Peralta District will not be released to students, other colleges, or other agencies.

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.

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 also accept proficiency examinations from other states, and the General Education Development (GED) Certificate, in place of a diploma. Please contact the Adult Education Program at (510) 464-4071 for additional information on obtaining your Certification of Proficiency.

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 admissions with junior standing to participating HBCUs.

Students may also opt to transfer with 30 or more University of California or California state University transferrable 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/HBCU Transfer.aspx](http://extranet.cccco.edu/HBCUTransfer.aspx) for more information regarding participating HBCUs Universities. Education upon successful completion of the California High School Proficiency Examination. The college also will also accept proficiency examinations from other states, and the General Education Development (GED) Certificate, in place of a diploma. Please contact the Adult Transitions Program (ATP) for additional information on obtaining your Certification of Proficiency.

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.

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.

UNIVERSITY OF CALIFORNIA

Transfer Requirements

TRANSFER REQUIREMENTS FOR UC

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

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.

You should place the highest priority on achieving minimum transfer eligibility and completing preparation courses for your choice of major. Major preparation gives you the best opportunity to begin upper level courses after transfer. Some campuses require completion of certain major preparation requirements before transfer. Lack of such major preparation may affect eligibility for the major, particularly if there are many applicants and a limited number of spaces. The general education or breadth requirements are designed to give University undergraduates a broad background in all major academic disciplines—natural sciences, physical sciences, social sciences, humanities, and fine arts.

Three Parts to prepare for transfer:

- Minimum Transfer Admissions Eligibility: courses and grades that prepare you to be minimally eligible for UC transfer;
- Major Preparation: courses that prepare you to complete a major after transferring; and
- General Education (GE): Courses that satisfy the GE requirements for graduation from UC.

Minimum Transfer Admissions Eligibility

Students eligible to enter UC after high school graduation, (Subject, Scholarship, and Examination requirements for freshman status were met), or students who were identified by UC in the senior year as eligible under the Eligibility in the Local Context (ELC) Program are minimally eligible to transfer with a "C" (2.00 average in transferable coursework. Students who met the Scholarship Requirement, but did not satisfy the Subject Requirement for UC eligibility as a freshman must take transfer- able college courses in the missing subjects, earning a "C" or better in each course, and have an overall "C" (2.00) average in all transferable coursework to be minimally eligible to transfer. Students who were not eligible for admission to UC after high school graduation because the Scholarship Requirement was not met must meet minimum eligibility requirements as follows:

1. Complete 60 semester units of UC transferable college credit with a grade point average of at least 2.4 (2.8 for nonresidents) AND
2. Complete a course pattern requirement to include:
 - A. Two transferable college courses (3 semester units each) in English composition; AND
 - B. One transferable college course (3 semester units) in Mathematical Concepts and Quantitative Reasoning; AND
 - C. Four transferable college courses (3 semester units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, the physical and biological sciences.

UNIVERSITY REQUIREMENTS FOR THE BACCALAUREATE DEGREE

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

1. Entry Level Writing Requirement (formerly Subject A) An English composition requirement that each student must satisfy to graduate may be met by one of the following methods:
 - Score of at least 3 on the College Board Advanced Placement Examination in English. Some universities may require a score of 4 or higher. Meet with a Laney College Counselor for more information
 - Score of at least 680 on Writing Section of the SAT Reasoning Test.
 - Score of at least 5 on the International Baccalaureate Higher Level Examination in English Literature (formerly IB HL English 1A).
 - Score of 6 or higher on the International Baccalaureate Standard Level Examination in English (Language A)
 - Completion of a UC transferable community college course of 3 units in English composition with a “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 a grade of “C” or better (except UCLA which requires a “B” average and Santa Barbara requires a college-level course).
 - Completion of UC transferable college history/ government course(s). Additional information can be found at: <http://www.universityofcalifornia.edu/admissions>.

UC Transfer Admissions Guarantee (Tag) Program

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. Meet with a Laney Counselor to see if you meet UC TAG requirements. University of California participating in TAG:

- UC Davis
- UC Irvine
- UC Merced
- UC Riverside
- UC Santa Barbara
- UC Santa Cruz

You can only apply for TAG to one UC campus. Visit <http://admission.universityofcalifornia.edu>

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 units 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. This list is subject to revision and is updated annually.

CALIFORNIA STATE UNIVERSITY SYSTEM ALL CAMPUSES

Transfer Requirements

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 semesters (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.

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. 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 <https://icangotocollege.com/associate-degree-for-transfer>. 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 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 (2.0)	AS-T
Communication Studies (2.0)	AA-T
Economics	AA-T
English	AA-T
Geography	AA-T
Global Studies	AA-T
History	AA-T
Journalism	AA-T
Kinesiology	AA-T

Mathematics	AS-T
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Music	AA-T
Philosophy	AA-T
Physics	AS-T
Political Science	AA-T
Psychology	AA-T
Social Justice Studies: African American Studies	AA-T
Social Justice Studies: Chicanx & Latinx Studies	AA-T
Social Justice Studies: Ethnic Studies	AA-T
Sociology	AA-T
Spanish	AA-T
Theatre Arts	AA-T

Credit for Prior Learning or Exam

College Credit for Advanced Placement (AP) Tests, International Baccalaureate (IB), the College Level Examination Program (CLEP), and Credit by Exam

In order to receive credit for prior learning you have from taking an AP exam, an International Baccalaureate (IB), or the College Level Examination Program (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-ad-mission-and-igetc-req.pdf>

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

<https://calstate.policys-tat.com/policy/7800250/latest/>

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);
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 ¹	PCCD GE AREA	PCCD UNITS	CSU GE AREA and/or A.I.	CSU GE UNITS	IGETC AREA	IGTEC 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 ²	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 Language							

English Literature/Composition	ENGL 1A and 1B	3 and 4d	8	A2+C2	6	1A or 3B	3
Environmental Science ³	Clears GE Area 1	1	3	B1+B3	4	5A+5C	3
French Language and Culture	FREN 1A	3	5	C2	3	3B and 6A	3
German Language and Culture	GERM 1A	3	5	C2	3	3B and 6A	3
Government/Politics: Comparative	POSCI2	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
History: World History Modern							
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
Latin	Clears GE Area 3	3	S	C2	3	3B and 6A	3
Mathematics: PreCalculus	MATH 3A	4B	S	B\$	3	2A	3
Mathematics: Calculus AB ²	MATH3A	4B	S	B4	3	2A	3
Mathematics: Calculus BC ²	MATH 3A or 3B	4B	S	B4	3	2A	3
Mathematics: Calculus BC/AB Subscore ²	MATH 3A	4B	S	B4	3	2A	3
Mathematics: Statistics	MATH13	4B	4	B4	3	2A	3
Physics 1 ⁴	Clears GE Area 1	1	S	B1 + B3	4	SA and SC	4

Physics 2 ⁴	Clears GE Area 1	1	S	B1 + B3	4	SA and SC	4
Physics C: Electricity/Magnetism ⁴	PHYS 4B	1	S	B1 + B3	4	SA and SC	3
Physics C: Mechanics ⁴	PHYS 4A	1	S	B1 + B3	4	SA and SC	3
Psychology	PSYCH 1A	2	3	D9	3	4	3
Spanish Language	SPAN 1A	3	S	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	S	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	S	C2	3	3B and 6A	3

¹ 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 info.

² 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.

³ 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.

⁴ If student passes more than one 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 UNITS	CSU GE AREA	CSU GE UNITS	IGETC AREA	IGTEC 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 A Literature HL	3	3	C2	3	3B and 6A	3
Language A Language and Literature HL	3	3	C2	3	3B and 6A	3

Language B HL (any language) ¹	3	3	N/A	0	6A	3
Mathematics: Analysis and Approaches HL	4B	3	B4	3	2A	3
Mathematics: Applications and Interpretation 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

¹ 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	UNIT 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	B1
College Algebra Trigonometry	4B	3	3	B4
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	D9
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
Spanish with Writing Level II	3	3	3	C2
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.

CREDIT BY EXAMINATION

1. 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.
2. 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.
3. Credit by examination is not part of a student's current workload and cannot be counted toward the 12-unit residency, veteran's benefits, financial aid, athletic eligibility, or similar purposes.
4. Since the approved course list is updated annually, confer with a counselor regarding any changes.

Credit by Examination Courses:

COSM 210	JOURN 62
COSM 211	MACH 210
COSM 212	MACH 211
COSM 213	MACH 212
COSM 214	MATH 201
COSM 215	MATH 203
COSM 220	MATH 208
COSM 221	MATH 210A
COSM 222	MATH 210B
COSM 223	MATH 210C
COSM 224	MATH 210D
COSM 225	MATH 211A
COSM 230	MATH 211B
COSM 231	MATH 211C
COSM 232	MATH 211D
COSM 233	MEDIA 104
COSM 234	MEDIA 108
COSM 235	MEDIA 111
FREN 2A	MEDIA 112
GEOG 1	SPAN 40

Associate Degrees (A.S./A.A. for Local Degrees)

These requirements are subject to change. See a counselor each semester to stay current.

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 coursework completed outside Peralta district must be on file prior to requesting the evaluation or accompanying 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 18 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 a 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
 - 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 2022-2023

General Education Requirements for the Associate in Arts and Associate in Science degrees (not for the AA-T or AS-T) are listed below.

Students must complete a minimum of 18 units distributed among Areas 1, 2, 3, 4a, 4b, 4c, and 5.

A minimum grade point average of 2.0 ("C") must be achieved.

These requirements are subject to change, Please see a counselor each semester to stay current.

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
Astronomy: 10
Biology: 1A, 1B, 2, 3, 4, 10, 11, 20A, 20B, 24, 43, 76, 78
Chemistry: 1A, 1B, 10, 12A, 12B, 30A, 30B, 32
Engineering: 100
Environmental Control Technology: 1, 101
Geography: 1, 18, 19
Geology: 10
Physics: 3A, 3B, 4A, 4B, 4C, 10

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, 5, 6
History: 2A, 2B, 3A, 3B, 7A, 7B, 19
Journalism: 62***
Labor Studies: 10, 13, 21
Mexican and Latin-American Studies: 12, 19, 23, 31, 32+, 33, 34, 35*, 38
Native American Studies: 1, 2, 35*
Political Science: 1, 2, 3, 4, 6, 16, 21
Psychology: 1A, 6, 7A, 12**, 21, 24, 26, 28
Social Science: 19, 20
Sociology: 1, 2, 5, 8, 13, 120

*or ** or ** or *** or + 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, 129, 141, 144, 145

Asian/Asian-American Studies: 10, 30

Chinese: 1, 2, 3, 4, 8#, 22A, 22B

Communication: 2A

Culinary Arts: 88

Dance: 1, 7

English: 1B, 10A, 10B, 17A, 17B, 30A, 30B, 31, 43, 210A, 210B, 217A, 217B, 230A, 230B, 231, 243

English for Speakers of Other Languages: 52

French: 1A, 1B, 2A

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

Japanese: 1A, 1B, 2A, 50A, 50B

Mexican and Latin-American Studies: 30A, 30B, 32+, 36, 37, 38

Music: 8A, 8B, 8C, 8D, 10, 14A, 15A, 15B, 51A, 51B, 53A, 53B, 100, 101, 102, 103, 104

Philosophy: 1, 2, 4, 6, 10, 14, 20A, 20B, 37

Photography: 25

Spanish: 1A, 1B, 2A, 2B, 22A, 22B, 30A, 30B, 33A, 33B, 33C, 36A, 36B, 40, 53A, 53B, 53C

Theatre Arts: 2, 11, 31

+ Credit for one course only.

Must take 3 units to satisfy Area.

Area 4 – Language And Rationality

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, 1AS, 1B, 5

English for Speakers of Other Languages: 52

4B. MATHEMATICS:

A 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:

Computer Information Systems 118+

Mathematics: 1, 2, 3A, 3B, 3C, 3E, 3F, 11, 13, 15, 16A, 16B, 50, 100, 118+, 202, 203, 211ABCD*, 220 CDEFG**, 221

+Credit for one course only.

* Four units required

** Three units required

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. 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, 52

Journalism: 21, 62*

Media Communications: 100A, 100B

Mexican/Latin-American Studies: 36

*Credit for one 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

Mexican/Latin-American Studies: 12, 19, 23, 30A, 31, 33, 34, 35*, 36, 37, 38

Music: 15A, 15B

Native American Studies: 1, 2, 35*

Psychology: 26

Sociology: 5

* 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 Requirements

The State Chancellor's Office, California Education Code, and the Board of Trustees of the Peralta Community College District prescribe the requirements for awarding associate degrees and certificates.

Associate Degree (AA/AS)

The Associate in Arts (AA) and the Associate in Science (AS) degrees require the completion of Laney College General Education graduation requirements and specified degree major requirements. Students completing degree requirements are responsible for filing all official transcripts of previous college work and for filing a "Petition for AA/AS Degree or Associate Degree For Transfer to CSU (AA-T/AS-T)" with the Admission and Records Office by the deadline date during the semester in which they plan to complete the requirements. (See the college calendar in the Schedule of Classes for deadline dates.)

Associate Degree for Transfer (AA-T/AS-T)

The Associate in Arts for Transfer (AA-T) and the Associate in Science for Transfer (AS-T) degrees are 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 with junior status into a similar major; students are not guaranteed admission to a particular campus or major. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. For additional information on AA-T/AS-T degrees, refer to the Transfer Information section of the catalog. Students completing degree requirements are responsible for filing all official transcripts of previous college work and for filing a "Petition for AA/ AS Degree or Associate Degree for Transfer to CSU (AA-T/AS-T)" with the Admission and Records Office by the deadline date during the semester in which they plan to complete the requirements. (See the college calendar in the Schedule of Classes for deadline dates.)

Certificate Of Achievement (CA)

The Certificate of Achievement is granted in those programs for which 16 or more units are required in the major. It is also granted for certain programs of 8-15.5 units which have been state approved. The student may petition the Admissions and Records Office for the Certificate of Achievement upon completion of all the requirements specified for the certificate (see requirements under the specific department headings in the Course Announcements section of the catalog). In addition to the unit requirements, a Certificate of Achievement requires a grade of "C" or better in each course. The Certificate of Achievement is indicated on the student's transcript.

Certificate Of Proficiency (CP)

A Certificate of Proficiency is granted in certain programs for which up to and including 15.5 units are required. A grade of "C" or better is required in each course. The student may petition the Admissions and Records Office for the certificate upon completion of all the requirements specified for the certificate (see requirements under the specific department headings in the Course Announcements section of the catalog). The Certificate of Proficiency is not indicated on the student's transcript and is not considered a financial aid-eligible program.

Certificate of Completion

A Certificate of Completion is a prescribed pathway of noncredit courses that focuses on improved employability or job opportunities. It also prepares a student for degree-applicable credit courses.

Certificate of Competency

A Certificate of Competency is a prescribed pathway of noncredit courses that prepares a student in a set of competencies to progress in a career path and to take appropriate credit courses, including Basic Skills and ESOL.

Certificate of Accomplishment

A Certificate of Accomplishment is an organized sequence of noncredit courses that prepares a student for a set of competencies in educational areas geared towards immigrants, health and safety, persons with substantial disabilities, parenting, home economics, and older adults. The Certificate of Accomplishment is not indicated on the student's transcript.

Licensure

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 Degree Requirements

CSU-GE Breadth Requirements (CA)

These requirements are subject to change. Please see a counselor to stay current.

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. (1) completion of at least 60 CSU transferable units with a minimum GPA of 2.0; (2) a minimum of 39 lower division units of General Education/Breadth within the total 60 CSU transferable units completed; and (3) completion of areas A1, A2, A3 and B4 with a grade of "C-" or better. 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. Please see a counselor for more information.

Complete the following requirements:

Area A: Communication in the English Language, and Critical Thinking

Minimum of 9 semester (12 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
ESOL 50A, 50B

A2: Written Communication

English 1A, 1AS

A3: Critical Thinking*

English 5
Philosophy 10

*For some Engineering majors, exceptions may apply (see a counselor for details).

Area B: Scientific Inquiry and Quantitate Reasoning

Minimum of 9 semester (12 quarter) unit s, one from Physical Science, one from Life Sciences, and one from Mathematics/ Quantitative Reasoning. One lab activity required from either Physical Science or Life Science (/ L= with Lab)

BI: Physical Science

Astronomy 10
Chemistry 1A/L, 1B/L, 10, 12A/L, 12B/L, 30A/ L, 30B/L
Geography 1#, 19
Geology 10
Physics 3A/L, 3B/L, 4A/L#, 4B/L #, 4C/L #, 10

B2: Life Science

Anthropology 1

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.)

Computer Information Systems 118*

Mathematics 1, 2, 3A, 3B, 3C, 3E, 3F, 11, 13, 15, 16A, 16B, 50, 118*

Physics 4A/L#, 4B/L#, 4C/L#

* Credit for one course and certified for one sub-area only.

Course will be certified for one sub-area only.

Area C: Arts and Humanities

Minimum of 9 semester (12 quarter) units, with units divided between the C1 and C2 sub-areas.

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 8A, 8B, 8C, 8D, 10, 14A, 15A, 15B, 51A, 51B, 53A, 53B, 100, 101

Photography 25

Theatre Arts 2, 11

C2: Humanities

Asian/ Asian-American Studies 30

Chinese 1, 2, 3, 4, 22A, 22B

Communication 2A

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

French 1A, 1B, 2A

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

Japanese 1A, 1B, 2A

Mexican/Latin-American Studies 30A, 30B, 32^, 36, 38

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

Spanish 1A, 1B, 2A, 2B, 22A, 22B, 30A, 30B, 33A, 33B, 33C, 36A, 36B, 40, 53A, 53B, 53C

^ Credit for one course and course will be certified for one area or sub-area only.

Course will be certified for one area only.

Area D: Social Sciences

Minimum of 6 semester (or 8 quarter) units from at least 2 different departments recommended, but not required. Continuing students, please see Area D notation below.

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, 20

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

Biology 27+

Communication 19**

Culinary Arts 88

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

Psychology 1A, 6, 7A, 12+, 21#, 24, 26, 28

Social Science 19, 20

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

* or ** Credit and certification for one course only.

^ or + Credit for one course and course will be certified for one area or sub-area only.

Course will be certified for one area only.

Area E: Lifelong Understanding and Self-Development

Minimum of 3 semester (4 quarter) units. Underlined and italicized courses are less than 3 units; a course or courses totaling 3 units are required to clear this area. Also, this area cannot be cleared using only ATHL, DANCE, KIN or SPFT activity courses. For certification, DD-214 documentation will completely clear this area.

Asian/ Asian-American Studies 32#

Athletics 1, 2, 11, 12, 17, 18, 41, 42, 43, 44, 45, 51, 53, 54, 59, 60, 66, 67, 71, 72, 73

Biology 27+, 28

Counseling 24, 30, 57

Dance 60-63, 64-67, 68-71, 72-73, 76-79, 80-83, 92

Ethnic Studies 30#

Health Education 1, 5, 6

Kinesiology 1A-D, 2, 3, 4, 5, 14B-C, 19A-D, 47A-C, 51A-C, 70A-D, 74A-D, 76A-D, 77A, 80A-D, 89A-B, 90A-B, 95, 96, 103A-C, 107B, 110A-D, 111A-D, 120B

Psychology 12+, 21#

Sports Fitness 7A-D, 9, 33, 34, 35, 36, 37A-D, 54A-D, 59A-D, 67A-D, 86A-D

+ Credit for one course and course will be certified for one area only.

Course will be certified for one area only.

Area F: Ethnic Studies

Minimum 3 semester (or 4 quarter) units. New students entering Fall 2021 and thereafter, please see Area F notation below.

African American Studies 1#

Ethnic Studies 30#

Mexican/Latin American Studies 31#, 33#

Course will be certified for one area only.

Total Required Units: 39

Notes

Area D: Continuing students (entering before Fall 2021) that maintain continuous enrollment (or catalog rights) are not required to complete Area F. However, continuing students will need to complete 9 semester (or 12 quarter) units from Area D (from at least two different disciplines) for full GE certification and transfer degrees.

Area F: New students entering Fall 2021 and thereafter will be required to complete this area for full GE certification and transfer degrees.

See a counselor for AD-T (Associate Degree for Transfer) and transfer information.

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 Degree Requirements

Intersegmental General Education Transfer Curriculum (IGETC) (CA)

These requirements are subject to change. Please see a counselor each semester to stay current.

If you plan to transfer to the California State University system or the University of California system, you are encouraged to pursue a Certificate of Achievement in Liberal Arts.

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) with a grade of "C" or better for each course, totaling 37 semester units with a minimum GPA of 2.0 or better. Upon completion of this transfer pattern, you will file both a "Petition for a Certificate of Achievement" and a "Request for IGETC Certification" with the Admissions and Records Office. Please see a counselor for more information.

Complete the following requirements:

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.

1A: English Composition One course, 3 semester (4-5 quarter) units.

English 1A, 1AS

1B: Critical Thinking - English Composition

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

English 5

1C: 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 8A, 8B, 8C, 8D, 10, 14A, 15A, 15B, 53A, 53B, 100, 101
Photography 25
Theatre Arts 2

3B Humanities:

African American Studies 18^, 29
Asian/ Asian-American Studies 30
Chinese 2+, 3+, 4+
English 1B, 17A, 17B, 30A, 30B, 31, 43
French 1B+, 2A+
Humanities 6, 7, 16, 30A, 30B, 31A, 40
Japanese 1B+, 2A+
Mexican/ Latin-American Studies 30A, 30B, 32^, 36, 38
Philosophy 1, 2, 4, 6, 14, 20A, 20B, 37
Spanish 1B+, 2A+, 2B+, 22B+, 36B+, 40, 53B+, 53C+

Area 4: Social and Behavioral Sciences

At least two courses from at least two disciplines or an interdisciplinary sequence,

6 semester (8-10 quarter) units. Continuing students, please see Area 4 notation.

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, 29, 32, 35*, 42, 45A, 45B
Biology 27**
Communication 19***
Culinary Arts 88
Economics 1, 2
Ethnic Studies 1, 3, 12, 13, 14, 30^, 50
Geography 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
Psychology 1A, 6, 7A, 12**, 21, 24, 26, 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)#, 30A(L)#, 30B(L)#
Geography 1, 1L, 19
Geology 10
Physics 3A(L)#, 3B(L)#, 4A(L)#, 4B(L)#, 4C(L)#, 10#

5B Biological Sciences:

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

5C Laboratory Science Requirement

One course with a (L) from Area 5A or 5B satisfies this requirement.

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 the second semester, second level (i.e. 4th semester) or higher of high school instruction in a language other than English with a 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.

Courses that meet the proficiency level (or more advanced level, i.e., area 3B) are:

Chinese: 1, 22A
French: 1A
Japanese: 1A
Spanish: 1A, 22A, 36A, 53A

Area 7: Ethnic Studies

One course, 3 semester (4 quarter) units. New students entering Fall 2023, please see Area 7 notation.

African American Studies 1^
Ethnic Studies 30^
Mexican/Latin American Studies 31^, 33^

Total Required Units: 37

Notes

Area 4: Continuing students (entering before Fall 2023) that maintain continuous enrollment (or catalog rights) are not required to complete Area 7. However, continuing students will need to complete 9 semester (or 12-15 quarter) units from at least 2 disciplines or an interdisciplinary sequence.

Area 7: New students entering Fall 2023 and thereafter will be required to complete this area for full GE certification and transfer degrees.

See a counselor for AD-T (Associate Degree for Transfer) and transfer information.

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

* or ** or *** Credit for one course only.

^ Credit for one course and course will be certified for one area or sub-area 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.

(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 and Certificates

Associate in Arts (AA) degree, Associate in Art 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:

- | | |
|--------------------------------|------------------------------------------------------|
| 1. Anthropology | 14. Physics |
| 2. Business Administration 2.0 | 15. Political Science |
| 3. Communication Studies | 16. Psychology |
| 4. Economics | 17. Social Justice Studies: African American Studies |
| 5. English | 18. Social Justice Studies: ChicanX & LatinX Studies |
| 6. Geography | 19. Social Justice Studies: Ethnic Studies |
| 7. Global Studies | 20. Sociology |
| 8. History | 21. Spanish |
| 9. Journalism | 22. Studio Arts |
| 10. Kinesiology | 23. Theatre Arts |
| 11. Mathematics | |
| 12. Music | |
| 13. Philosophy | |

African-American Studies AA

Social Justice Studies: African American Studies AA-T

Anthropology AA-T

Architecture CA, AS

Art

Ceramics AA

Digital Fabrication Technology - Art CA

Foundations of Art CP

Studio Arts AA-T

Asian and Asian-American Studies AA

Banking and Finance CA, AS

Biological Sciences

Biomanufacturing CA

Biomanufacturing Production AS

Quality and Regulatory Practices CCT

Business

Accounting CA, AS

Bookkeeping CA

Business Administration CA, AS

Business Information Systems CA, AS

Entrepreneurship CA

Marketing & Sales CA, AS

Retail Management CA

Carpentry CA

Advanced Carpentry CA, AS

High Performance Building CA

Chinese CA, AA

Commercial Music CA, AA

Communication Studies CA, AA-T

Computer Information Systems

Android Programming CA

CIS/Computer Programming AS

Computer Information Sciences AS

Computer Programming with C++ CA

Computer Programming with Java CA
Computer Systems Analysis CA
Database Management with SQL CA
iOS Programming CA

Construction Management CA, AS

California Green & Sustainable Building
Standards CA

Cosmetology CA, AA

Counseling

College Preparation and Orientation CCy

Culinary Arts

Advanced Culinary Techniques CA
Baking & Pastry CA, AS
Culinary Arts & Restaurant Management CA,
AS
Culinary Foundations CA

Dance AA

Economics AA-T

Electricity/Electronics Technology

Electrical Technology CA, AS
Residential Automated Cloud Based CA
Robotics & Mechatronics Controls CA
Solar Photovoltaic Professionals CA

Engineering

Digital Fabrication Technology - Design &
Engineering CA
Engineering AS
Engineering - Computer and Electrical AS

English AA-T

Academic Composition Skills CCy

English for Speakers of Other Languages (ESOL)

Bridge to Credit CCy
English for Speakers of Other Languages -
Advanced CA
English for Speakers of Other Languages -
Intermediate CA

English for Speakers of Other Languages -
High Intermediate CA

ESOL Advanced CCy

ESOL Advanced Reading and Writing CCy

ESOL College Ready Skills CCy

ESOL/Culinary Arts Pathway CA

ESOL/Ethnic Studies Pathway CA

ESOL High Beginning CCy

ESOL High Intermediate CCy

ESOL Intermediate CCy

ESOL Intermediate Reading and Writing CCy

Program Readiness for Multilingual Students
CA

Vocational English for Speakers of Other
Languages (VESOL) CCy

Environmental Control Technology

Building Automation Systems CA, AS
Commercial HVAC Systems CA, AS
Refrigeration Technology CA
Residential and Light Commercial HVAC &
Refrigeration CA, AS

Ethnic Studies AA

Social Justice Studies: Ethnic Studies AA-T

Geography AA-T

Graphic Arts

Applied Graphic Design/Digital Imaging CA,
AA
Graphics in Motion CP

History AA-T

Humanities AA

Journalism AA, AA-T

Digital Newsgathering CA
Newsgathering and Reporting CA

Kinesiology AA-T

Personal Trainer - Prep Certification CP

Language Arts AA

Learning Resources

Quantitative Preparation for Skilled Trades CCy	Chicanx and Latinx Studies AA
Quantitative Preparation for Workforce CCy	Social Justice Studies: Chicanx and Latinx Studies AA-T
Skilled Trades Apprenticeship and Civil Service Preparation CCy	Music CA, AA, AA-T
Legal and Community Interpretation	Chinese Music CA, AA
Translation and Interpreting - Spanish CA	Jazz CA, AA
Liberal Arts: CSU GE Breadth CA	Music Appreciation CA
Liberal Arts: IGETC CA	Music History CA
Library and Information Studies	Music Theory CA
Research Skills CCy	Musicianship and Performance CA
Machine Technology AS	Philosophy AA-T
Advanced Precision Machining CA	Photography CA, AA
Basic Manufacturing CA	Darkroom Photography CP
CNC Machining CA	Photographic Foundations CA
Digital Fabrication Technology - Machine Technology CA	Professional Lighting CA
Industrial Maintenance CA	Political Science AA-T
Manual Machining CA	Physics AS-T
Quality Control CA	Psychology AA-T
Management & Supervision CA, AS	Science AS
Mathematics AS, AS-T	Social Sciences AA
Preparation for Success in Calculus CCy	Global; Studies AA-T
Preparation for Success in Statistics CCy	Sociology AA-T
Media Communication	Spanish AA-T
AR/VR Immersive Design CA	Indigenous Languages and Cultures - Mam CA
Audio Visual Technology CA	Spanish for Bilingual/Heritage Students CA
Offline and Online Editing with DaVinci Resolve CCt	Spanish Language and Culture CA
Performance and Production for Video, Broadcast, and Digital Cinematography CA, AA	Sports Fitness
Video Production for Video, Broadcast, and Digital Cinematography CA, AA	Motor Skills CP
Virtual Production CA	Theatre Arts AA, AA-T
Mexican and Latin-American Studies	Welding Technology CA, AS
	Wood Technology CA, AS
	Digital Fabrication Technology - Wood Technology CA

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 Out- comes: Student learning out- comes 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

Career Education (formally 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.

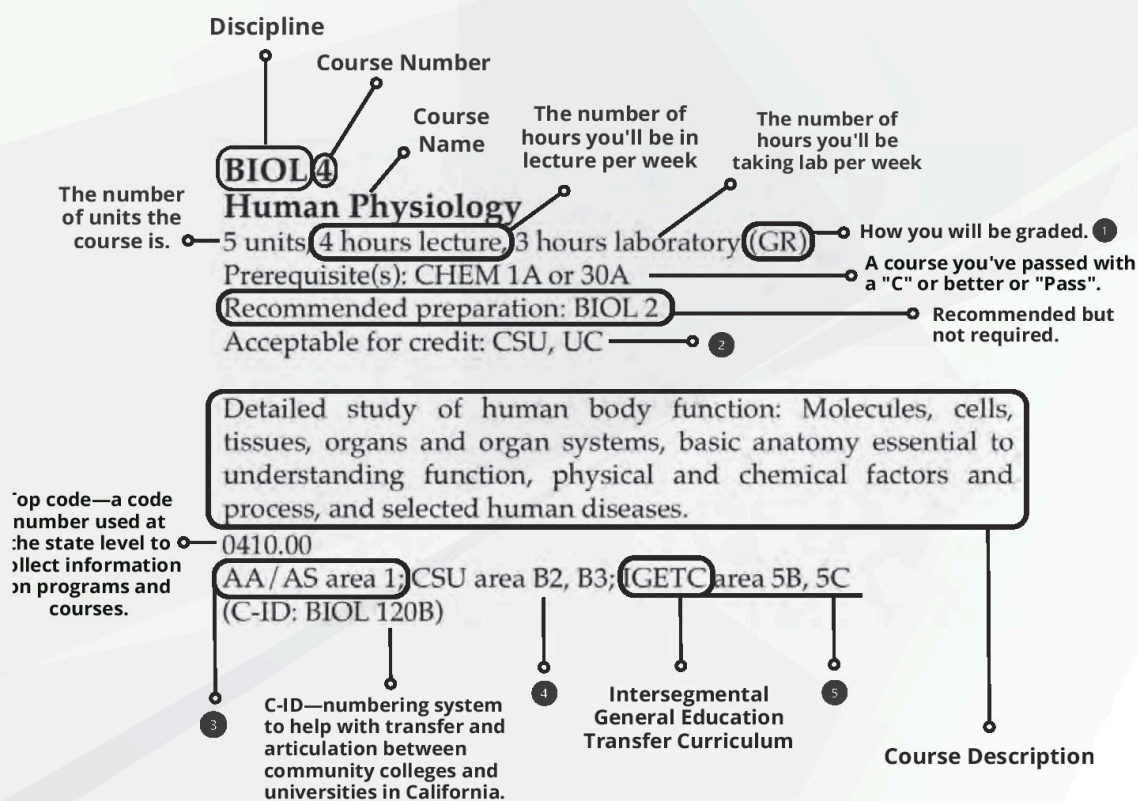
ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

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). For more information visit: <https://laney.edu/esl/>

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. The following symbols are used in this catalog.

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.

Areas of Interest



BUILDING & SKILLED TRADES

Have you been saying “I can do it myself” since you were two years old? Did you wake up with a hammer in your hand? Do you love to DIY? Then Building and Skilled Trades need you. Be part of a career that helps create a better community.
#LaneyDIYers

BUSINESS, ENTREPRENEURSHIP, MANAGEMENT, & COMPUTER INFORMATION TECHNOLOGY

Do you enjoy solving problems? Are you a self-starter who knows the value of teamwork? Do you love to use Information Technology in innovative and practical ways to solve society's problems? Does leadership appeal to you? Are calculated risks exciting? Laney's Business Entrepreneurship, Management and Computer Information Technology classes are the place to put your dreams into action. #MindYourBusiness and #ILoveTech

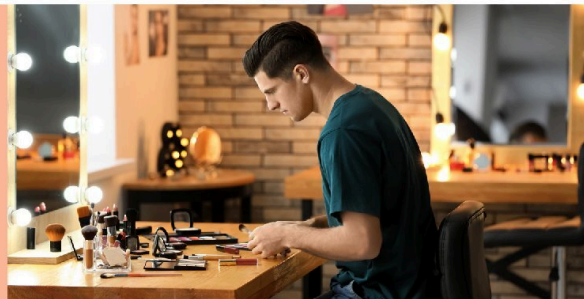


CULTURE & SOCIETY

Do you have a passion for cultural awareness, community organizing, and social justice? Fuel your curiosity while developing research and analytical skills. Learn how to connect the past with the present and turn interests and concerns into action.
#LetsMakeHistory

HUMAN SERVICES

Do you want to help people and make the world a better place? Do the ideas of collaboration, working to empower others, and serving your community excite you? Gain confidence and develop effective interpersonal skills while changing lives.
#BeTheLight



Areas of Interest



LANGUAGES & COMMUNICATION

Are you interested in using language to advocate for yourself and connect with others? In a multicultural society, it's important to connect with everyone. We want to empower you to raise your voice and help others do the same.
#SpeakYourTruth

SCIENCE, ENGINEERING, & MATH

Are you naturally curious? A problem solver? Do you want a rewarding career addressing social, environmental, and civic challenges in a technologically driven world? Come study science, engineering, and math at Laney College. Let's build the future together.
#BuildYourFuture



1.

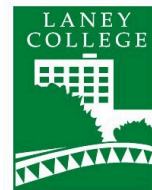


VISUAL & PERFORMING ARTS

Do you love to tell stories, perform, or create? Let your talent and passion shine. Here in the heart of artistic Oakland, you can make your mark. Connect with industry, develop your talent, and meet others who share your passions. Imagine, visualize, compose, and jam.
#ImagineAndCreate



At Laney College we have the tools to get you started down the path to where you want to be in life.



Courses

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, F; 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 units, 3 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 or P/NP)

Acceptable for Credit: CSU, UC

Principles of psychology related to African American racial identity: Examination of mental health services; coping strategies; African centered theories of black psychology; and the impact of race, class and gender upon psychological states of being. 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-actualization, 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)

Acceptable for Credit: CSU

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. Not open for credit to students who have completed or are currently enrolled in M/LAT 032. 2203.00

AA/AS area 2;

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 its 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 developments, and change. 2203.00
AA/AS area 2, 5; CSU area D; IGETC area 4;

AFRAM 31**African American History: 1865-1945**

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 the Present**

3 units, 3 hours lecture (GR)

Survey of the experience of African Americans in the United States from 1945 to the present: Emphasis on the Civil Rights movement and other contemporary issues. 2203.00
AA/AS area 2, 5; CSU area D; IGETC area 4;

AFRAM 35**Women of Color**

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

Acceptable for Credit: CSU, UC

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.

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)

Acceptable for Credit: CSU, UC

Also offered as ENVMT 12 at Merritt College. Not open for credit to student who have completed or are currently enrolled in ENVMT 12.

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, 3, 5; CSU area C2; IGETC area 4;

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

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

Acceptable for Credit: CSU, UC

UC transferability is determined by UC faculty after transfer, please see a counselor for more information.

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in African-American Studies. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 2203.00

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 lab (GR)

Prerequisite: ANTHR 001 or.

Corequisite: ANTHR 001.

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;

ANTHR 2

Introduction to Archaeology and Prehistory

3 units, 3 hours lecture (GR)

Acceptable for Credit: CSU, UC

World prehistory as reconstructed from the archeological and physical evidence of cultural beginnings through the early agricultural civilizations of Africa, American, and Euro-Asia: Archeological 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, 3; 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)

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 49**Independent Study in Anthropology**

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

Acceptable for Credit: CSU, UC

UC transferability is determined by UC faculty after transfer, please see a counselor for more information.

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Anthropology. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 2202.00

Architecture (ARCH)

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 lab (GR)

Prerequisite: ARCH 211 or Instructor 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 lab (GR)

Prerequisite: ARCH 013.

Acceptable for Credit: CSU, UC

Continuation of ARCH 13: Study and practice in freehand sketching, integration of CAD, 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 Building Codes in the semester project design. 0201.00

ARCH 33

Architectural Drafting and Design III

4 units, 2 hours lecture, 6 hours lab (GR)

Prerequisite: ARCH 023.

Acceptable for Credit: CSU

Continuation of ARCH 23: Preliminary and final design, and presentation drawings for intermediate 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, 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 lab (GR)

Prerequisite: 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 lab (GR)

Prerequisite: ARCH 033.

Acceptable for Credit: CSU

Continuation of ARCH 33: Advanced 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 lab (GR)

Prerequisite: ARCH 035.

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

ARCH 104A**Beginning Computer Aided Drafting (CAD)**

3 units, 2 hours lecture, 3 hours lab (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

ARCH 107**Architectural History and Theory**

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

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 Design Applications**

3 units, 3 hours lecture (GR)

Prerequisite: Demonstrate English writing and reading proficiency .

Acceptable for Credit: CSU

Sustainable Design Applications: Primer on the whole systems, environmentally responsive approach to building design at both residential and commercial scales. Students will receive hands on experience of the principles of advanced high performance building and nature-responsive high density/ mixed-use community planning through case studies, design projects, and field trips to notable projects in the Bay Area. 0201.00

ARCH 121A**Beginning REVIT--Building Information Modeling (BIM)**

2 units, 1 hour lecture, 3 hours lab (GR)

Recommended Preparation: ARCH 211 or ARCH 104A or Students taking this course should have a basic understanding developing 2-dimensional drawings such as architectural plans, elevations, sections, via manual drafting or via CAD.

Acceptable for Credit: CSU

Introduction to Building Information Modeling (BIM): Use of REVIT to develop floor plans, sections, elevations, schedules, and photo-like 3-D images from Building Information Model; basic program skills for architects, landscape architects, engineers, and construction contractors. 0201.00

ARCH 121B**Advanced REVIT--Building Information Modeling (BIM)**

2 units, 1 hour lecture, 3 hours lab (GR)

Prerequisite: ARCH 121A.

Acceptable for Credit: CSU

Advanced REVIT software for Building Information Modeling (BIM): BIM skills that include creating families (.rfa), activating worksharing and central files, worksets, interference checks, copy/monitor, revisions, design options, construction documents, and preparing for REVIT certification exams. 0201.00

ARCH 125**Digital Tools for Architecture and Design**

3 units, 2 hours lecture, 4 hours lab (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

ARCH 142**Digital Craft For Architecture and Design**

3 units, 2 hours lecture, 4 hours lab (GR or P/NP)

Recommended Preparation: ARCH 104A or ARCH 125 or ARCH 121A.

Acceptable for Credit: CSU

Digital, parametric, bi-directional methods of design and fabrication relate to architectural building design: Non-traditional, non-orthographic architectural methods of communication, Bi-directional methods of design and construction, parametric digital design, embedded design logic. 0201.00

ARCH 200**Special Projects Laboratory**

1 - 2 units, 3 - 6 hours lab (GR)

Prerequisite: ARCH 023 or Instructor's Approval.

Course study under this section may be repeated three times.

Open laboratory: Upgrading of specific architectural skills, and selected architectural projects. 0201.00

ARCH 211**Fundamentals of Drafting Techniques**

4 units, 2 hours lecture, 6 hours lab (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

ART (ART)

The Art Department offers a wide variety of courses in both fine and applied art to meet student goals ranging from personal interest to preparation for transfer to four-year institutions or professional art schools.

ART 1

Introduction to Art History

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

Recommended Preparation: ENGL 001A.

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 Western Art: Prehistoric Through the Middle Ages

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

Recommended Preparation: ENGL 001A.

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 001A.

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. 1001.00

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 001A.

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 001A or ENGL 001AS.

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 & Composition**

3 units, 2 hours lecture, 4 hours lab (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 lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Continuation of topics 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 lab (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: Fundamentals 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)

ART 23**Advanced Drawing and Composition**

3 units, 2 hours lecture, 4 hours lab (GR or P/NP)

Advanced drawing techniques applied to selected subjects and goals. 1002.10

ART 24**Special Projects: Drawing**

2 units, 1 hour lecture, 3 hours lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Independent exploration and experimentation in special areas of drawing: Studio projects involving development of personal style in a specific technique. 1002.10

ART 35**Beginning Portraiture**

2 units, 1 hour lecture, 3 hours lab (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 lab (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 lab (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 lab (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 lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Introduction to the concepts, applications, and historical references related to two-dimensional art and composition: Basic principles and elements of line, shape, texture, value, color and spatial illusion. Development of a visual vocabulary for creative expression through lecture presentations, studio projects, problem solving, and written assignments. 1002.10
(C-ID: ARTS 100)

ART 47**3-D Visual Design**

3 units, 2 hours lecture, 4 hours lab (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. 1002.00
(C-ID: ARTS 101)

ART 49**Independent Study in Art**

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

Acceptable for Credit: CSU, UC

UC transferability is determined by UC faculty after transfer, please see a counselor for more information.

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Art. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 1002.00

ART 50**Beginning Painting**

3 units, 2 hours lecture, 4 hours lab (GR or P/NP)

Recommended Preparation: ART 020.

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 lab (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 lab (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 lab (GR or P/NP)

Recommended Preparation: ART 050.

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 lab (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 lab (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 it applies to various subject matter. 1002.10

ART 61**Continuing Painting: Watercolor**

2 units, 1 hour lecture, 3 hours lab (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 lab (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 lab (GR or P/NP)

Prerequisite: ART 176 or Instructor's approval .

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 lab (GR or P/NP)

Other: Conditional Enrollment: Instructor's approval.

Continuation of ART 71: Focus on individual proposals in material investigation; and integration of 3D technology through cross-disciplinary collaborations. 1002.20

ART 76**Continuing Figure Sculpture**

3 units, 2 hours lecture, 4 hours lab (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 lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Direct modeling from the live model: Emphasis on accurate, sensitive, expressive modeling of the human figure. 1002.20

ART 78**Advanced Figure Sculpture**

3 units, 2 hours lecture, 4 hours lab (GR or P/NP)

Recommended Preparation: ART 020 or ART 077.

Acceptable for Credit: CSU, UC

Continuation of ART 77: Experimentation with abstract interpretations of the model with emphasis on developing greater clarity and personal style. 1002.20

ART 79**Special Projects: Figure Sculpture**

2 units, 1 hour lecture, 3 hours lab (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**

3 units, 2 hours lecture, 4 hours lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Introduction to ceramics: Materials, techniques, design principles, creative development; historical, contemporary modes of expression across cultures. 1002.30

ART 81**Continuing Ceramics**

3 units, 2 hours lecture, 4 hours lab (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 lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Continuation of ART 81: Emphasis on surface design, firing, and further skill development in forming processes. 1002.30

ART 83**Advanced Ceramics**

3 units, 2 hours lecture, 4 hours lab (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 lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Exploration and experimentation in special areas of ceramics: Studio projects involving development of personal style in a specific technique. 1002.30

ART 100**Beginning Printmaking**

3 units, 2 hours lecture, 4 hours lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Combinations of printmaking processes: Conventional and experimental techniques in lithography, etching, mono-type printing, and relief printing. 1013.00

ART 101**Continuing Printmaking**

3 units, 2 hours lecture, 4 hours lab (GR or P/NP)

Acceptable for Credit: CSU, UC

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Continuation of ART 100: Emphasis on color, larger-scale projects, and non-traditional methods; conventional as well as experimental approaches. 1013.00

ART 102**Intermediate Printmaking**

3 units, 2 hours lecture, 4 hours lab (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 lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Continuation of ART 102: Continued study and experimentation with advanced techniques and to refine editioning skills. 1013.00

ART 117**Special Projects: Printmaking**

2 units, 1 hour lecture, 3 hours lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Printmaking projects: Continued study and skill development in special printmaking projects. 1013.00

ART 118**Ceramics: Raku**

2 units, 1 hour lecture, 3 hours lab (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 129**Introduction to Mural Art**

3 units, 2 hours lecture, 4 hours lab (GR or P/NP)

Acceptable for Credit: CSU

Muralism as a social movement: Study of contemporary mural movements and their historical antecedents, social, economic, cultural and political influences and significance; actual execution of mural work created collaboratively by faculty and students. 1002.10

AA/AS area 3;

ART 137**Beginning Figure Drawing and Composition**

3 units, 2 hours lecture, 4 hours lab (GR or P/NP)

Recommended Preparation: ART 020.

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 lab (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. 1002.00

AA/AS area 3;

ART 144**Eco Art Matters Continuing Food and Water**

3 units, 2 hours lecture, 3 hours lab (GR or P/NP)

Prerequisite: 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 EcoArt Matters: Community Outreach and Collaboration**

3 units, 2 hours lecture, 4 hours lab (GR or P/NP)

Prerequisite: ART 144.

Acceptable for Credit: CSU, UC

Continuation of ART 144: 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 lab (GR or P/NP)

Prerequisite: ART 145.

Acceptable for Credit: CSU

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 lab (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 lab (GR or P/NP)

Acceptable for Credit: CSU

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 lab (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 lab (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 lab (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 lab (GR or P/NP)

Practical experience in all phases of art exhibit: Research in art exhibit design and philosophy; includes field trips. 1099.00

ART 231**Continuing Art Gallery Management**

3 units, 2 hours lecture, 3 hours lab (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 Gallery Management**

3 units, 2 hours lecture, 4 hours lab (GR or P/NP)

Continuation of ART 231: Continued research and practical application of art gallery related theory; budget analysis and management; lighting techniques and installation; practical experience in all phases of art exhibit; advanced research in art exhibit design and philosophy; including unsupervised exhibition field trips. 1002.00

ART 233**Advanced Art Gallery Management**

3 units, 2 hours lecture, 4 hours lab (GR or P/NP)

Continuation of ART 232: Advanced 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. Supervision of beginning art gallery management students in day to day operations of gallery. 1002.00

ART 466C**Occupational Work Experience in Art**

1 - 4 units, 3.43 - 17.15 hours lab (GR)

Supervised employment providing opportunities in art 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). 1099.00

Asian & Asian-American Studies (ASAME)

The Asian and Asian American Studies Program includes courses concentrating on Asia as well as courses concerning Asian peoples and Asian Americans in the Americas. Historical, sociological, psychological, and aesthetic perspectives are utilized in these courses in order to provide a broad understanding of this diverse area of the world and the dynamic peoples who live there and trace their ancestry to that region.

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; IGETC area 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; IGETC area 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; IGETC area 4;

ASAME 26

Politics in Modern Asia

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

Acceptable for Credit: CSU, UC

Survey of major political developments in Asia in the 21st century. 2203.00

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

ASAME 30

Asians and Asian-Americans Through Films

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

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; IGETC area 3B;

ASAME 35**Women of Color**

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

Acceptable for Credit: CSU, UC

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, M/LAT 35, or NATAM 35.

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)

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; IGETC area 4;

ASAME 45A**Asian-American History to 1945**

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

Acceptable for Credit: CSU, UC

Asian-American history from the Pre-Columbian period to 1945: The "old" Asian immigrants and their experiences: Labor, settlement, community, racist opposition, and eventual acceptance. 2203.00

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**

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

Acceptable for Credit: CSU, UC

UC transferability is determined by UC faculty after transfer, please see a counselor for more information.

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Asian and Asian-American Studies. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 2203.00

Astronomy (ASTR)

ASTR 10**Descriptive Astronomy**

3 units, 3 hours lecture (GR)

Prerequisite: MATH 201 or MATH 230 or MATH 240 or MATH 210D or Appropriate placement into transfer level Math through multiple measures assessment process.

Acceptable for Credit: CSU, UC

Not open for credit to students who have completed or are currently enrolled in ASTR 1.

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, baseball, women's water polo, women's basketball, women's track and field, women's cross country, and women's swimming and diving. In order to participate in intercollegiate athletics, student-athletes must fulfill eligibility requirements as set forth by the California Community College Athletic Association (CCCCAA) 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 lab (GR or P/NP)

Recommended Preparation: Intermediate level Basketball Skills.

Acceptable for Credit: CSU, UC

Course study under this section may be repeated three times.

Fundamentals of intercollegiate competition: Application of basketball theory, team organization, technique, strategy, and leadership in competition with other colleges. 0835.50

CSU area E;

ATHL 2

Basketball Foundations

3 units, 10 hours lab (GR or P/NP)

Recommended Preparation: Recommended: Intermediate level basketball skills.

Acceptable for Credit: CSU, UC

Course study under this section may be repeated three times.

Fundamentals of intercollegiate competition: Theory and practice of basketball fundamentals. 0835.50

CSU area E;

ATHL 11

Intercollegiate Baseball

3 units, 10 hours lab (GR)

Recommended Preparation: High School or Organized Baseball Experience.

Acceptable for Credit: CSU, UC

Course study under this section may be repeated three times.

Advanced intercollegiate baseball competition: Application of theory, team organization, technique, strategy, and leadership. 0835.50

CSU area E;

ATHL 12

Baseball Foundations

3 units, 10 hours lab (GR)

Recommended Preparation: High School or Organized Baseball Experience.

Acceptable for Credit: CSU, UC

Course study under this section may be repeated three times.

Fundamentals of Intercollegiate baseball competition: Fundamentals, theory, practice, rules and baseball skills. 0835.50

CSU area E;

ATHL 17**Intercollegiate Football**

3 units, 10 hours lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Course study under this section may be repeated three times.

Fundamentals of intercollegiate competition: Theory, team organization, technique, strategy, and leadership. 0835.50

ATHL 18**Football Physiological and Team Development**

3 units, 1 hour lecture, 6 hours lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Course study under this section may be repeated three times.

Fundamental of Intercollegiate competition: Developing team concepts through offensive, defensive, and special teams theory; and developing physiologically through cardiovascular and muscular training specific to football. 0835.50
CSU area E;

ATHL 41**Intercollegiate Women's Swimming & Diving Team**

3 units, 10 hours lab (GR or P/NP)

Prerequisite: Swim 1 laps (25 yards) without stopping.

Acceptable for Credit: CSU, UC

Course study under this section may be repeated three times.

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
CSU area E;

ATHL 42**Technique and Conditioning for Intercollegiate Swimming**

1 unit, 4 hours lab (GR or P/NP)

Recommended Preparation: Ability to pass Intermediate swim test. I.e: swim 1 lap without stopping.

Acceptable for Credit: CSU, UC

Course study under this section may be repeated three times.

Fundamental of Intercollegiate competition: Specific techniques and conditioning for swimming; advanced drills, strength, flexibility and cardiovascular development. 0835.50
CSU area E;

ATHL 43**Intercollegiate Swimming & Diving Team Pre-season Conditioning**

1 unit, 3 hours lab (GR or P/NP)

Recommended Preparation: Ability to swim 1 lap non stop (25 Yards).

Acceptable for Credit: CSU, UC

Course study under this section may be repeated three times.

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
CSU area E;

ATHL 44**Strength Training for Swimming**

2 units, 1 hour lecture, 3 hours lab (GR or P/NP)

Recommended Preparation: Swim one lap.

Acceptable for Credit: CSU, UC

Course study under this section may be repeated three times.

Fundamental of Intercollegiate competition: Advanced training and instruction for increased strength and power in the sport of swimming. 0835.50
CSU area E;

ATHL 45**Fundamentals for Intercollegiate Diving**

1 unit, 4 hours lab (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.

Acceptable for Credit: CSU, UC

Course study under this section may be repeated three times.

Fundamentals of springboard diving: Advanced techniques for one- and three-meter events. 0835.50
CSU area E;

ATHL 51**Intercollegiate Women's Water Polo Team**

3 units, 10 hours lab (GR or P/NP)

Prerequisite: The ability to tread water for 1 minute and swim 2 laps of freestyle without stopping.

Acceptable for Credit: CSU, UC

Course study under this section may be repeated three times.

Fundamentals of intercollegiate competition: Team competition in water polo: Advanced skills in passing, dribbling, shooting and defense; team organization; strategy; team leadership. 0835.50
CSU area E;

ATHL 53**Intercollegiate Water Polo Team Pre-Season Preparation**

1 unit, 4 hours lab (GR or P/NP)

Prerequisite: To be able to swim 2 laps non stop and tread water for 1 minute.

Acceptable for Credit: CSU, UC

Course study under this section may be repeated three times.

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
CSU area E;

ATHL 54**Water Polo Theory**

2 units, 1 hour lecture, 3 hours lab (GR or P/NP)

Recommended Preparation: To be able to swim 2 laps non stop and tread water for 1 minute. The lab portion 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

Course study under this section may be repeated three times.

Fundamentals of intercollegiate competition: Practice, theory, rules and water polo skills. 0835.50
CSU area E;

ATHL 59**Intercollegiate Track and Field**

3 units, 10 hours lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Course study under this section may be repeated three times.

Fundamentals in intercollegiate track and field competition: Theory, team organization, technique, strategy, and leadership. 0835.50
CSU area E;

ATHL 60**Track and Field Foundations**

3 units, 10 hours lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Course study under this section may be repeated three times.

Fundamentals in intercollegiate track and field competition: Theory, team organization, technique, strategy, and leadership
0835.50

CSU area E;

ATHL 66**Intercollegiate Cross Country**

3 units, 10 hours lab (GR)

Acceptable for Credit: CSU, UC

Course study under this section may be repeated three times.

Fundamentals of intercollegiate competition: Theory, team organization, technique, strategy and leadership. 0835.50
CSU area E;

ATHL 67**Cross Country Foundation**

3 units, 10 hours lab (GR)

Acceptable for Credit: CSU, UC

Course study under this section may be repeated three times.

Fundamentals of intercollegiate cross country competition: Theory, team organization, technique, strategy and leadership.
0835.50

CSU area E;

ATHL 71**Intercollegiate Women's Volleyball**

3 units, 10 hours lab (GR)

Recommended Preparation: KIN 120B or High School or club level volleyball experience.

Acceptable for Credit: CSU, UC

Course study under this section may be repeated three times.

Fundamentals of intercollegiate competition: Theory, team organization, techniques, strategy, and team leadership. 0835.50
CSU area E;

ATHL 72**Volleyball Strategy and Theories**

1 unit, 1 hour lecture (GR)

Recommended Preparation: High school or club volleyball experience.

Acceptable for Credit: CSU, UC

Course study under this section may be repeated three times.

Fundamentals of Intercollegiate Volleyball: application of theory and practice of volleyball offensive and defensive theories, transitional techniques, fundamental and special situations. 0835.50
CSU area E;

ATHL 73**Volleyball Team Pre-season Preparation**

.5 units, 2 hours lab (GR)

Acceptable for Credit: CSU, UC

Course study under this section may be repeated three times.

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
CSU area E;

ATHL 91**Football Officiating I**

1 unit, .5 hours lecture, 1.5 hours lab (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, .5 hours lecture, 1.5 hours lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Continuation of ATHL 91: Intermediate officiating skills focusing on rules of the sport of football and the ability to execute proper mechanics on the field. 0835.00

Banking & Finance (BNK/F)

The Banking and Finance program prepares students for entry-to-mid level positions in banks, savings and loan association, 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; bank 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 participants in the nation's payment mechanism; various types 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

BNK/F 456C

Occupational Work Experience in Banking and Finance

1 - 4 units, 3.43 - 17.15 hours lab (GR)

Acceptable for Credit: CSU

Course study under this section may be repeated sixteen 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. 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). 0504.00

Biology (BIOL)

The mission of the Biology Department includes providing: introductory courses that meet requirements for AA and AS degrees, transfer courses to four-year schools, prerequisites for professional schools (including programs for Registered Nurse, Licensed Vocational Nurse, Nurse Practitioner, Radiology Technicians, Physician Assistant, Dental, Dental Hygiene, Medical and Pharmacy), and courses geared toward Biomanufacturing (including two certificates and an AS degree). You can earn an AS in Science by taking your prerequisites for allied health or for transferring as a Biology Major.

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 lab (GR)

Prerequisite: CHEM 001A.

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: BIOL 135S when taken with BIOL 1B)

BIOL 1B

General Biology

5 units, 3 hours lecture, 6 hours lab (GR)

Prerequisite: BIOL 001A.

Acceptable for Credit: CSU, UC

Continuation of BIOL 1A: Origin of life, evolution, classification, plant structure and function, ecology. 0401.00

AA/AS area 1; CSU area B2, B3; IGETC area 5B, 5C;

(C-ID: BIOL 140; C-ID: BIOL 135S when taken with BIOL 1A)

BIOL 2

Human Anatomy

5 units, 4 hours lecture, 3 hours lab (GR)

Prerequisite: BIOL 010 or BIOL 024.

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 lab (GR)

Prerequisite: CHEM 001A or CHEM 030A.

Recommended Preparation: BIOL 010.

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 disease, 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 lab (GR)

Prerequisite: CHEM 001A or CHEM 030A.

Recommended Preparation: BIOL 002.

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 processes, 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 lab (GR)

Acceptable for Credit: CSU, UC

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.

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)

Acceptable for Credit: CSU, UC

Not open for credit to students who have completed or are currently enrolled in BIOL 1A or 1B or 10.

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 lab (GR)

Recommended Preparation: BIOL 024 or CHEM 030A.

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: BIOL 115S when taken with BIOL 20B)

BIOL 20B**Human Anatomy and Physiology**

5 units, 4 hours lecture, 3 hours lab (GR)

Prerequisite: BIOL 020A.

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: BIOL 115S when taken with BIOL 20A)

BIOL 24**Basic Human Anatomy and Physiology**

4 units, 3 hours lecture, 3 hours lab (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)

Acceptable for Credit: CSU, UC

Also offered as PSYCH 12. Not open for credit to students who have completed or are currently enrolled in PSYCH 12 OR HLTED 27.

Exploration and analysis of the multifaceted aspects of human sexuality: Psychological, physiological, anatomical, sociological, legal, medical, educational, and cultural experiences of sex, gender, sexual orientations, birth control devices, and pregnancy, while emphasizing diversity. Not open to students who have completed or are currently enrolled in PSYCH 12 or HLTED 27.

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)

Acceptable for Credit: CSU, UC

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.

Principles of nutritional science: Nutrients and their chemical and physiological roles in metabolism; nutrient requirements of humans. 0401.00

CSU area E;

BIOL 43**Principles of Infectious Diseases and Emerging Infectious Diseases**

3 units, 3 hours lecture (GR)

Acceptable for Credit: CSU, UC

Introduction to infectious diseases: Etiology, epidemiology, pathogenesis, treatment, management and prevention of common infectious diseases including emerging human infectious diseases 0403.00

AA/AS area 1;

BIOL 49**Independent Study in Biology**

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

Acceptable for Credit: CSU, UC

UC transferability is determined by UC faculty after transfer, please see a counselor for more information.

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Biology. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 0401.00

BIOL 72A**Biotech Instrumentation: Good Manufacturing Practices and Safe Chemical Handling**

1 unit, .5 hours lecture, 1.5 hours lab (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, .5 hours lecture, 1.5 hours lab (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: PCR**

1 unit, .5 hours lecture, 1.5 hours lab (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, technical issues and troubleshooting. 0430.00

BIOL 72D**Biotech Instrumentation: Protein Purification and Quality Control**

1 unit, .5 hours lecture, 1.5 hours lab (GR)

Acceptable for Credit: CSU

Protein Purification and Quality Control Assays: Common assays used in quality control including protein separation and purification, electrophoresis, Column chromatography and Enzyme Linked Immunosorbent 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 lab (GR)

Prerequisite: BIOL 075.

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 001A.

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 4c;

BIOL 75**Fundamentals of Biotechnology**

2 units, 1 hour lecture, 3 hours lab (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

(C-ID: BIOT 101BX when taken with BIOL 76)

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;

(C-ID: BIOT 101X; C-ID: BIOT 101BX when taken with BIOL 75)

BIOL 77**Business and Regulatory Practices in Biomanufacturing**

3 units, 3 hours lecture (GR)

Recommended Preparation: ENGL 001A.

Acceptable for Credit: CSU

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 78**Applied Biomanufacturing Technology with Laboratory**

5 units, 3 hours lecture, 6 hours lab (GR)

Acceptable for Credit: CSU, UC

Development, production, recovery and analysis of biotechnology products and standard biotechnological laboratory skills: Lab math, chemistry of buffers, health and safety, metrology, quality control, biological molecules, gene expression, cell structure, molecular biology techniques, laboratory measurements, preparation of solutions, data collection and evaluation, basic separation methods, molecular techniques, and documentation, with emphasis on communication and work readiness skills. 0430.00

AA/AS area 1;

(C-ID: BIOT 150X)

BIOL 79**Bioreactor Cell Culture and Protein Recovery**

4 units, 2 hours lecture, 6 hours lab (GR)

Prerequisite: BIOL 003 or BIOL 075 or BIOL 078.

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.

Principals and foundation of medical language: The basic structure of medical words, 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: BIOL 201.

Not open for credit to students who have completed or are currently enrolled in HLTOC 202.

Principals and foundation of medical language: Terminology related to body structure, pathological conditions and diseases; operative terms and techniques, including laboratory/radiological diagnostic procedures. 1299.00

BIOL 272**iEat: Survey Course of Nutrition in the Food Sciences**

.5 units, .25 hours lecture, .75 hours lab (P/NP)

Corequisite: 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**

.5 units, .25 hours lecture, .75 hours lab (P/NP)

Corequisite: 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 - 5 units, 3.43 - 17.15 hours lab (GR)

Acceptable for Credit: CSU

Course study under this section may be repeated sixteen times.

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

BIOL 484B**Occupational Work Experience in Synthetic Biology for Food and Biomaterial Technology**

1 - 4 units, 3.43 - 17.15 hours lab (GR)

Acceptable for Credit: CSU

Course study under this section may be repeated sixteen times.

Supervised employment in Synthetic Biology for Food and Biomaterial 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). 0430.00

BIOL 574**Quality Practices in Biotechnology**

0 units, 36.75 - 52.50 hours lecture (SP or P/NP)

Course study under this section may be repeated three times.

Preparation for the Certified Quality Improvement exam (CQIA) administered by the American Society for Quality (ASQ): Introduction to basic quality principles and tools with an emphasis on their application in biotechnology. Concepts related to quality control, quality assurance, validation, documentation, and regulatory compliance within this industry. 0430.00

BIOL 577**Business and Regulatory Practices in Biomanufacturing**

0 units, 52.50 hours lecture (SP or P/NP)

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

Business (BUS)

The Business Department offers a variety of courses for students planning to: (1) develop business skills for immediate employment; (2) increase knowledge and enhance skills in specific occupational areas; or (3) obtain an associate degree and transfer to four-year institutions with a major in the field of business.

BUS 1A

Financial Accounting

4 units, 4 hours lecture (GR)

Acceptable for Credit: CSU, UC

Study of purposes, 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: BUS 001A.

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)

Recommended Preparation: BUS 001B.

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)

Acceptable for Credit: CSU

Not open for credit to students who have completed or are currently enrolled in BUS 1A or 1B.

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)

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 lab (GR)

Prerequisite: BUS 001A or BUS 020.

Acceptable for Credit: CSU

Intensive practical application of theory and procedures of accounting: Utilizing computerized accounting systems in single proprietorship, partnership, and corporate forms of business. 0502.00

BUS 38**Introduction to Microcomputers and Business Software**

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

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

BUS 43B**Introduction to Microsoft Excel for Business Applications**

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

Recommended Preparation: Working knowledge of computer and internet, Knowledge of basic mathematical skills.

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

BUS 49**Independent Study in Business**

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

Acceptable for Credit: CSU, UC

UC transferability is determined by UC faculty after transfer, please see a counselor for more information.

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Business. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 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 of customers' wants and needs with products (goods and/or services), price, place, and promotional strategies; customer relationship management; integration of marketing into strategic business plans. 0509.00

BUS 72**Principles of Retailing**

3 units, 3 hours lecture (GR)

Acceptable for Credit: CSU

Retail stores from management's perspective: Principles and practices used in merchandising; operational problems of the firm; trends in merchandising; 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. 0509.40

BUS 76**E-Commerce/Entrepreneurship**

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

Recommended Preparation: BUS 219 or 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, ENGL 252B, ENGL 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 4c;

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: BUS 020 or BUS 001A.

Recommended Preparation: BUS 021.

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 lab (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. 0514.00

BUS 230D**Beginning Keyboarding**

1 unit, .75 hours lecture, .75 hours lab (GR or P/NP)

Recommended Preparation: BUS 219 or CIS 205.

Introduction to the computer keyboard: Basic skill development focusing on skills improvement, speed, and accuracy. 0501.00

BUS 239**QuickBooks**

1.5 units, 1 hour lecture, 1.5 hours lab (GR or P/NP)

Recommended Preparation: BUS 001A or BUS 020.

Introduction to QuickBooks business accounting software: Company setup, payroll, and transactions to complete the accounting cycle. 0502.00

BUS 456A**Occupational Work Experience in Accounting**

1 - 4 units, 3.43 - 17.15 hours lab (GR)

Acceptable for Credit: CSU

Course study under this section may be repeated sixteen times.

Supervised employment providing opportunities in accounting 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). 0502.00

BUS 456D**Occupational Work Experience in Business Administration**

1 - 4 units, 3.43 - 17.15 hours lab (GR)

Acceptable for Credit: CSU

Course study under this section may be repeated sixteen times.

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. 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). 0505.00

BUS 456J**Occupational Work Experience in Marketing and Sales**

1 - 4 units, 3.43 - 17.15 hours lab (GR)

Acceptable for Credit: CSU

Course study under this section may be repeated sixteen times.

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. 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). 0509.00

BUS 456Q**Occupational Work Experience in Administrative Office Systems and Applications**

1 - 4 units, 3.43 - 17.15 hours lab (GR)

Acceptable for Credit: CSU

Course study under this section may be repeated sixteen times.

Supervised employment providing opportunities in accounting 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). 0514.00

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 for 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 lab (GR or P/NP)

Course study under this section may be repeated three times.

Open laboratory: Upgrading of specific carpentry skills and selected carpentry projects. 0952.10

CARP 206

High Performance Building

3.5 units, 2 hours lecture, 5 hours lab (GR or P/NP)

Introduction to home performance, building design and building science: Hands on applications of new materials in the construction industry; integrating advanced framing, energy efficiency and air sealing techniques to traditional building. 0952.10

CARP 207

Math for Construction Trades

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

Mathematics with specific application to construction trades: Whole numbers, fractions, decimals, percents and percentages, measurements, areas and volumes, powers and roots, combined applications to construction problems. 0952.10

CARP 210

Foundation and Forms Construction

3.5 units, 2 hours lecture, 5 hours lab (GR or P/NP)

Application of various foundation types: Layout and construction of concrete forms for foundation pour. 0952.10

CARP 211

Beginning Carpentry

3.5 units, 2 hours lecture, 5 hours lab (GR or P/NP)

Beginning carpentry: Basic skills with hand and power tools, mathematical problem solving and interpretation of working drawings. 0952.10

CARP 221

Finish Carpentry

3.5 units, 2 hours lecture, 5 hours lab (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

OSHA 30-Hour Construction Safety 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

CARP 224A**Digital Fabrication I**

2 units, 1 hour lecture, 3 hours lab (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 lab (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 lab (GR)

Various types of framing for floors and walls: Backing used in houses; selected heavy construction. 0952.10

CARP 230**Stair Building and Framing**

2 units, 1.5 hours lecture, 2.5 hours lab (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 lab (GR)

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 lab (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 lab (GR or P/NP)

Basic electrical installation and specifications for wiring a new or remodeled residential home: Practical hands-on experience, overview of electrical theory and codes. 0952.10

CARP 240A**Construction Rehabilitation / Kitchens**

2 units, 1 hour lecture, 3 hours lab (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 lab (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 lab (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 lab (GR)

Continuation of CARP 251A: Emphasis on basic plumbing and shop carpentry. 0952.10

CARP 255**iDesign--Survey Course for the Skilled Trades**

.5 units, 1.5 hours lab (P/NP)

Introduction to the skilled trades Carpentry: Topics include safety, career opportunities, and hands on experience. Part of a four part series trades survey class including Welding 255, Machine Technology 255, Wood Technology 255 0952.10

CARP 466G**Occupational Work Experience in Carpentry**

1 - 4 units, 3.43 - 17.15 hours lab (GR or P/NP)

Acceptable for Credit: CSU

Course study under this section may be repeated three times.

Supervised employment providing opportunities in carpentry 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). 0952.10

Chemistry (CHEM)

Chemistry is often called the “central science” because it unites the studies of physics, mathematics, biology, medicine, earth and environmental sciences. Chemistry is a foundation for understanding phenomena in the physical and biological world. It is essential because it touches all aspects of our lives, from the food we eat to solving problems in the healthcare fields and energy usage.

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, 6 hours lab (GR)

Prerequisite: MATH 203 or MATH 211D and CHEM 030A or Satisfactory score on the chemistry assessment or Completion of ALEKS chemistry preparation course.

Recommended Preparation: ESOL 052 or ESOL 052A or ESOL 052B or ENGL 001A or ENGL 001AS or ESOL 252B.

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: CHEM 120S when taken with CHEM 1B)

CHEM 1B

General Chemistry

5 units, 3 hours lecture, 6 hours lab (GR)

Prerequisite: CHEM 001A.

Acceptable for Credit: CSU, UC

General principles of chemistry: Kinetics, equilibrium, acid-base equilibria, buffers, solubility equilibria, entropy and free energy, electrochemistry, 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: CHEM 120S when taken with CHEM 1A)

CHEM 10

Chemistry for Liberal Arts

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

Prerequisite: MATH 210D or MATH 201 or Math higher than Algebra.

Recommended Preparation: ESOL 052.

Acceptable for Credit: CSU

Chemistry and Society: Introduction to basic concepts in chemistry with an emphasis on socio-cultural areas where chemistry has a role to support citizenship; applications in health, energy, food, and the environment; introduction to major scientific, technological, and environmental issues that shape society; and concepts that inform decisions as citizens and consumers.

1905.00

AA/AS area 1; CSU area B1;

CHEM 12A

Organic Chemistry

5 units, 3 hours lecture, 6 hours lab (GR)

Prerequisite: CHEM 001B.

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: Reactions, purification techniques, measurements, qualitative analysis, use of instrumentation. 1905.00

AA/AS area 1; CSU area B1, B3; IGETC area 5A, 5C;

(C-ID: CHEM 150; C-ID: CHEM 160S when taken with CHEM 12B)

CHEM 12B**Organic Chemistry**

5 units, 3 hours lecture, 6 hours lab (GR)

Prerequisite: CHEM 012A.

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: Reactions, purification methods, measurements, multistep syntheses, qualitative analysis, use of instrumentation. 1905.00

AA/AS area 1; CSU area B1, B3; IGETC area 5A, 5C;

(C-ID: CHEM 160S when taken with CHEM 12A)

CHEM 30A**Introductory General Chemistry**

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

Prerequisite: MATH 201 or 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 lab (GR)

Prerequisite: CHEM 030A.

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**

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

Acceptable for Credit: CSU, UC

UC transferability is determined by UC faculty after transfer, please see a counselor for more information.

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 201A**Problem Solving for CHEM 1A**

1 unit, 1 hour lecture (GR)

Corequisite: CHEM 001A or CHEM 001B.

Problem solving for Chemistry 1A : Essential techniques and approaches to problem solving and study skills that directly support and complement lecture and laboratory material in General Chemistry. 1905.00

CHEM 201B**Problem Solving for CHEM 1B**

1 unit, 1 hour lecture (GR)

Corequisite: CHEM 001B.

Problem Solving for Chemistry 1B : Essential techniques and approaches to problem solving and study skills that directly support and complement lecture and laboratory material in General Chemistry. 1905.00

CHEM 274**iEat: Survey Course of Chemistry in the Food Sciences**

.5 units, .25 hours lecture, .75 hours lab (P/NP)

Corequisite: 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 lab (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)

Acceptable for Credit: CSU, UC

This course is equivalent to two years of high school study.

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: CHIN 001.

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: CHIN 002.

Acceptable for Credit: CSU, UC

Continuation of CHIN 2: Expansion of grammatical structures, sentence patterns, Chinese characters, usage of 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: CHIN 003.

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 - 3 units, 1 - 1.5 hours lecture, 3 - 4.5 hours lab (GR or P/NP)

Prerequisite: Must have the Instructor 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: Oral fluency in at least one Chinese dialect other than standard Mandarin and knowledge of approximately 800-1000 Chinese characters.

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 22B**Chinese for Bilingual Speakers II**

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

Prerequisite: CHIN 022A.

Acceptable for Credit: CSU, UC

Continuation of CHIN 022A: Intermediate and advanced level of Chinese for students whose native language is Chinese or other linguistically qualified students; critical reading and discussion of selected readings in Chinese with emphasis on reading development, grammar, lexical expansion and composition; Conducted entirely in Mandarin. 1107.00
AA/AS area 3; CSU area C2;

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, 2 hours lecture, 3 hours lab (GR or P/NP)

Prerequisite: CHIN 025A.

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: CHIN 040A.

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**

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

Acceptable for Credit: CSU, UC

UC transferability is determined by UC faculty after transfer, please see a counselor for more information.

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Chinese.

Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 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

Commercial Music (MUSIC-CM)

See Also- MUSIC (MUSIC)

MUSIC-CM 1A

Beginning MIDI and Electronic Music

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

Acceptable for Credit: CSU

Not open for credit to students who have completed MUSIC 147.

Introduction to Digital Audio Workstations and MIDI: Basic concepts of synthesis, sampling, and MIDI sequencing; composition and recording related to electronic music techniques. 1005.00
(C-ID: MUS 110X)

MUSIC-CM 1B

Intermediate MIDI and Electronic Music

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

Recommended Preparation: MUSIC 001A.

Acceptable for Credit: CSU

Continuation of MUSIC-CM 1A: Designed for the Music Industry Studies degree; intermediate exploration of concepts relating to creation and recording of electronic music on a Digital Audio Workstation capable of utilizing MIDI (Musical Instrument Digital Interface); direct hands-on experience with MIDI capable synthesizers, tone generators and samplers, digital signal processors. 1005.00

MUSIC-CM 1C

Advanced MIDI and Electronic Music

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

Recommended Preparation: MUSIC 001B.

Acceptable for Credit: CSU

Continuation of MUSIC-CM 1B: Designed for the Music Industry Studies degree; advanced exploration of professional concepts relating to creation and recording of electronic music on a Digital Audio Workstation capable of utilizing MIDI (Musical Instrument Digital Interface); direct hands-on experience with MIDI capable synthesizers, tone generators and samplers, digital signal processors. 1005.00

MUSIC-CM 2A

Introduction to Songwriting

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

Recommended Preparation: MUSIC 100 or MUSIC 101 or Familiarity with notes in the Treble and Bass clefs. Basic understanding of musical time signatures. Basic ability to play an instrument, sing, or rap.

Acceptable for Credit: CSU

Not open for credit to students who have completed MUSIC 148.

Introduction to the process and elements of songwriting: Analysis of chord structure, form, rhythm, melody, harmony, and lyrics; original compositions and performances. 1005.00
(C-ID: MUS 150X)

MUSIC-CM 2B

Intermediate Songwriting

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

Recommended Preparation: MUSIC-CM 002A.

Acceptable for Credit: CSU

Continuation of MUSIC-CM 2A: Intermediate level songwriting; more advanced chord structures, form, rhythm, melody, harmony, and lyrics; original compositions and performances. 1005.00

MUSIC-CM 3A**Introduction to Live Sound Systems**

2 units, 1.5 hours lecture, 1.5 hours lab (GR or P/NP)

Acceptable for Credit: CSU

Not open for credit to students who have completed MUSIC 152.

Introduction to sound reinforcement of live concerts and events: Basic sound system theory, microphones, mixers, effects, power amplifiers, and speaker systems, troubleshooting, sound checking, and mixing sound for live performance applications. 1005.00

(C-ID: MUS 120X)

MUSIC-CM 3B**Intermediate Sound Systems**

2 units, 1.5 hours lecture, 1.5 hours lab (GR or P/NP)

Recommended Preparation: MUSIC-CM 003A.

Acceptable for Credit: CSU

Continuation of MUSIC-CM 3A: Intermediate level study of sound system theory; hands on application of microphones, mixers, effects, power amplifiers, and speaker systems, troubleshooting, sound checking, and mixing sound for live performance applications. 1005.00

MUSIC-CM 4A**Introduction to Music Business**

3 units, 3 hours lecture (GR)

Acceptable for Credit: CSU

Not open to students who have completed MUSIC 149.

Overview of the business and legal aspects of the music industry: Record contracts, publishing, licensing, distribution, and copyright; duties and responsibilities of producers, agents, managers, promoters. 1005.00

(C-ID: MUS 140X)

MUSIC-CM 4B**Intermediate Music Business**

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

Recommended Preparation: MUSIC-CM 004A.

Acceptable for Credit: CSU

Continuation of MUSIC 4A: Intermediate level examination of record contracts, publishing, licensing, distribution, and copyright; duties and responsibilities of producers, agents, managers, promoters. 1005.00

MUSIC-CM 460**Occupational Work Experience in Commercial Music**

1 - 4 units, 3.43 - 17.15 hours lab (GR)

Acceptable for Credit: CSU

Course study under this section may be repeated three times.

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 re-enroll 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). 1005.00

Communication (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)

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 4c; 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, 4c; CSU area C2;

(C-ID: COMM 170)

COMM 19

Survey of Mass Media

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

Acceptable for Credit: CSU, UC

Not open for credit to students who have completed or are currently enrolled in JOURN 62.

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, 4c; CSU area D; IGETC area 4;

(C-ID: JOURN 100)

COMM 20

Interpersonal Communication Skills

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

Analysis of communication needs and improvement of skills of listening, perception, nonverbal communication, semantics, and conflict management. 1506.00

AA/AS area 4c; 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 4c; CSU area A1, C1; 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 4c; CSU area A1; IGETC area 1C;

COMM 45**Public Speaking**

3 units, 3 hours lecture (GR)

Acceptable for Credit: CSU, UC

Principles of public speaking: Oral presentations based on political and social issues; critical-thinking, organization, and research. 1506.00

AA/AS area 4c; CSU area A1; IGETC area 1C;

(C-ID: COMM 110)

COMM 49**Independent Study in Speech Communications**

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

Acceptable for Credit: CSU, UC

UC transferability is determined by UC faculty after transfer, please see a counselor for more information.

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Communications. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 1506.00

Computer Information Systems (CIS)

The Computer Information Systems (CIS) Department at Laney College offers a wide-range in the application of computers to the developing needs of business and industry. Our courses prepare the learners for entry level positions, computer skills for employment in the industry, upgrade knowledge and skills for a current occupation, and continuing education training for job advancement for salary increase, and provides students with the computer skills necessary to find employment, and the analytic and technical knowledge necessary to progress to a four-year institution. It also offers courses in computer programming languages and systems that are transferable and articulated with UC and CSU schools (check with www.assist.org for information).

CIS 1

Introduction to Computer Information Systems

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

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 (C-ID: BUS 140; C-ID: ITIS 120)

CIS 5

Introduction to Computer Science

5 units, 4 hours lecture, 3 hours lab (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. 0701.00

CIS 6

Introduction to Computer Programming

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

Recommended Preparation: CIS 005.

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 (C-ID: ITIS 130)

CIS 20

Microcomputer Assembly Language

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

Prerequisite: CIS 006 or CIS 025 or CIS 036A.

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 (C-ID: COMP 142)

CIS 25

Object Oriented Programming Using C++

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

Recommended Preparation: CIS 006 or CIS 061.

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

CIS 25B**C++ Programming Language II**

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

Prerequisite: CIS 025 or CIS 036A or 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

CIS 27**Data Structures and Algorithms**

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

Prerequisite: CIS 025 or CIS 026 or CIS 036A.

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

CIS 36A**Java Programming Language I**

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

Recommended Preparation: CIS 006 or CIS 061.

Acceptable for Credit: CSU, UC

Introduction to object-oriented program design: Overview of the Java programming language including developing programs for web pages and stand-alone applications. 0707.10

CIS 36B**Java Programming Language II**

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

Prerequisite: CIS 025 and CIS 036A.

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 graphic classes; developing code using tools such as Java 2D API and SWING; and working with projects in areas such as animation. 0707.10

CIS 44**C# for Immersive Design**

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

Recommended Preparation: CIS 006 or CIS 023.

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

CIS 49**Independent Study in Computer Information Systems**

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

Acceptable for Credit: CSU, UC

UC transferability is determined by UC faculty after transfer, please see a counselor for more information.

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Computer Information Studies. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 0702.00

CIS 61**Structure and Interpretation of Computer Programs**

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

Recommended Preparation: CIS 005.

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
(C-ID: COMP 112)

CIS 62**Introduction to Systems Analysis and Design**

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

Prerequisite: CIS 061.

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
(C-ID: ITIS 140)

CIS 68A**iOS Programming**

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

Recommended Preparation: CIS 025 or CIS 036A.

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

CIS 68B**Advanced iOS Programming**

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

Recommended Preparation: CIS 068A.

Acceptable for Credit: CSU, UC

Advanced iOS development programming: Animation, services, sensors, multi-threading, and the intricacies of iPhone Apps development. 0707.10

CIS 79A**Introduction to Application Design in Android**

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

Recommended Preparation: CIS 025 or CIS 036A.

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

CIS 79B**Advanced Application Design in Android**

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

Prerequisite: CIS 079A or CIS 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

CIS 81**Systems Analysis with UML**

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

Prerequisite: CIS 025 or CIS 036A or CIS 062.

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

CIS 96F**Introduction to Artificial Intelligence and Machine Learning**

3 units, 2 hours lecture, 4 hours lab (GR)

Recommended Preparation: MATH 100.

Acceptable for Credit: CSU

Artificial Intelligence (AI) basic concepts and Machine Learning (ML) techniques: Classification and Prediction, Natural Language Processing (NLP), Computer Vision (CV), Deep Learning (DL), AI project cycles, culture, and professional expectations. 0799.00

CIS 96L**Natural Language Processing (NLP) I**

3 units, 2 hours lecture, 4 hours lab (GR)

Prerequisite: CIS 096F.

Recommended Preparation: MATH 100.

Acceptable for Credit: CSU

Fundamental concepts in Natural Language Processing (NLP): Basic understanding of NLP and its applications, NLP models and algorithms, data sets and visualization techniques, and NLP programming tools. 0799.00

CIS 96M**Natural Language Processing (NLP) II**

3 units, 2 hours lecture, 4 hours lab (GR)

Prerequisite: CIS 096L.

Acceptable for Credit: CSU

Advanced Natural Language Processing (NLP): Forefront technologies and techniques in testing and building applications through transformers and models. 0799.00

CIS 98**Database Programming with SQL**

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

Prerequisite: CIS 006 or CIS 025 or CIS 036A or CIS 061.

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

CIS 99**Database Administration with SQL**

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

Prerequisite: CIS 006 or CIS 061.

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

CIS 118**Foundations in Data Science**

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

Prerequisite: MATH 203 or Placement through multiple-measures assessment process.

Recommended Preparation: MATH 013 or CIS 006.

Not open for credit to students who have completed or are currently enrolled in MATH 118.

Foundations of Data Science: Collecting data, Sampling; observational and experimental studies; tables and graphs; histograms; measures of center, spread, and correlation; probability; random variables; normal distributions; confidence intervals; hypothesis testing; Regression; ethical issues; algorithm design, flow charting, and debugging; elements of good programming style. 0706.00

AA/AS area 4b; CSU area B4;

CIS 205**Computer Literacy**

1 unit, .75 hours lecture, .75 hours lab (GR or P/NP)

Also offered as BUS 219. Not open for credit to students who have completed or are currently enrolled in BUS 219.

Introduction to computers and information technology for people with no background in nor knowledge of computers. 0701.00

CIS 299**Raspberry Pi**

.5 units, .25 hours lecture, .75 hours lab (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 lab (GR or P/NP)

Acceptable for Credit: CSU

Course study under this section may be repeated sixteen times.

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 lab (GR or P/NP)

Acceptable for Credit: CSU

Course study under this section may be repeated sixteen times.

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 lab (GR or P/NP)

Acceptable for Credit: CSU

Course study under this section may be repeated sixteen times.

Supervised employment providing opportunities in Management Information Systems Programming Management 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

Construction Management (CONMT)

The Construction Management program is designed to provide students with real-world perspectives on and the practical application of knowledge and skills in the construction management industry. Students will learn and apply best practices for residential and non-residential construction projects including, scheduling, estimating, California Title 24 building codes, blueprint reading and interpretation, project management, contracts and specifications, sustainable building practices, and legal and business aspects of construction management. The program curriculum is aligned with the principles of project management from the Project Management Institute (PMI) and the Construction Management Association of America (CMAA) best practices.

Students gain knowledge and skills for career entry into the construction management field. Students also have the opportunity to work on construction projects that will allow the use of management skills for a management or support position in the industry. Special projects are available for student participation including building new houses and/or remodeling existing structures in partnership with the Carpentry and Architecture programs at Laney College.

The program also provides continuing education for working professionals who are already engaged in the construction management industry.

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 Residential 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

1 unit, 1 hour lecture (GR or P/NP)

Prerequisite: CONMT 002 and CONMT 003 or CONMT 004.

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 or P/NP)

Prerequisite: CONMT 002 and CONMT 003 or CONMT 004.

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: CONMT 004.

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; bidding strategies; Best practices 0957.00

CONMT 12**Uniform Building Codes I**

3 units, 3 hours lecture (GR)

Recommended Preparation: CONMT 010.

Acceptable for Credit: CSU

Course study under this section may be repeated five times.

Introduction to California uniform building codes: Public health, safety, structural strength, means of egress facilities, ADA requirements, lighting and ventilation, and energy conservation attributed to the built environment. 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

Course study under this section may be repeated five times.

Requirements for electrical code: Currents, wiring, grounding, panel locations, conductor sizing, mounting devices, inspection methods. 0957.20

CONMT 16**Plumbing Code Inspections**

3 units, 3 hours lecture (GR)

Acceptable for Credit: CSU

Course study under this section may be repeated five times.

Requirements for plumbing code: Fittings, gas consumption, below and above-ground materials, clearances, gas pipe, water line, sewer, 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, fire sprinkler loads. 0957.20

CONMT 18**Construction Project Management I**

3 units, 3 hours lecture (GR)

Recommended Preparation: CONMT 010 or CONMT 020 or Should be able to read plans and review specifications.

Acceptable for Credit: CSU

Interpretation of components of construction processes: 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 (P/NP)

Prerequisite: CONMT 018.

Acceptable for Credit: CSU

Presentation of model construction projects: Computer programs usage, organized labor, total quality management, review construction cases, job site administration, OSHA, project bidding, procurement and closeout. 0957.00

CONMT 20**Blueprint Reading and Interpretation**

3 units, 3 hours lecture (GR)

Acceptable for Credit: CSU

Principles of blueprint reading and interpretation: Concepts, development, and interpretation of working drawings for the builder, subcontractor, craftsman, superintendent, material supplier, owner, and specifications writer. 0957.00

CONMT 21**Construction Estimating II - Commercial Projects**

3 units, 3 hours lecture (GR)

Prerequisite: CONMT 020.

Recommended Preparation: MATH 221.

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: Rational 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. 0957.20

CONMT 31A**Computer Applications in Contracting-Scheduling**

3 units, 2 hours lecture, 3 hours lab (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, report writing. 0957.00

CONMT 31B**Computer Applications in Contracting-Business Management**

3 units, 2 hours lecture, 3 hours lab (GR)

Prerequisite: CONMT 031A.

Recommended Preparation: BUS 219 or CIS 205.

Acceptable for Credit: CSU

Construction project-management business operations: Accounting, project control, advanced construction project management, database management, control management, and report writing. 0957.00

CONMT 32**Materials and Methods of Construction**

3 units, 3 hours lecture (GR)

Recommended Preparation: ARCH 010.

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 210**Residential Building Codes for Carpenters**

3 units, 3 hours lecture (GR)

Building codes applicable for residential carpenters: Origin, rational, legal basis, and application. 0957.00

CONMT 466H**Occupational Work Experience in Construction Management**

1 - 4 units, 3.43 - 17.15 hours lab (GR)

Acceptable for Credit: CSU

Course study under this section may be repeated three times.

Supervised employment providing opportunities in construction management 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). 0957.00

Cooperative Education (COPED)

Duplicate credit will not be granted for concurrent enrollment in General Work Experience and Occupational Work Experience education. A maximum of 16 units can be granted for occupational work experience or a combination of general and occupational work experience education. The student's plan of work and study must have the approval of the college work experience supervisor.

Work experience, in conjunction with a program of instruction, makes it possible for a student to obtain college credit for paid or volunteer experience.

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 lab (GR or P/NP)

Acceptable for Credit: CSU

Course study under this section may be repeated three times.

Supervised employment: Acquisition of desirable work habits and attitudes; experience with potential careers. The employment need not 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. 4932.00

Cosmetology (COSM)

Notes for students:

- COSM 200 is required for all students after completing their first semester classes. This class allows students to complete the required board of barbering and cosmetology practical operations and clock hours.
- All classes listed as eligible for credit by exam are for units only. Credit by exam does not allow students to earn clock hours or practical operations.

COSM 200

Special Projects: Laboratory

1 - 2 units, 3 - 6 hours lab (GR)

Prerequisite: COSM 210, COSM 210L or COSM 210LE, COSM 211, COSM 212, COSM 213, COSM 214, COSM 215.

Course study under this section may be repeated two 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: COSM 210L or COSM 210LE and COSM 211 and COSM 212 and COSM 213 and COSM 214 and COSM 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, physiology. 3007.00

COSM 210L

Cosmetology Laboratory I

7 units, 21 hours lab (GR)

Corequisite: COSM 210 and COSM 211 and COSM 212 and COSM 213 and COSM 214 and COSM 215.

Not open for credit to students who have completed or are currently enrolled in COSM 210LE.

Practical training for beginning level skills in all phases of beauty culture. 3007.00

COSM 210LE

Cosmetology Laboratory I

5 units, 15 hours lab (GR)

Corequisite: COSM 210 and COSM 211 and COSM 212 and COSM 213 and COSM 214 and COSM 215.

Not open for credit to students who have completed or are currently enrolled in COSM 210L.

Practical training for beginning level skills in all phases of beauty culture (Evening Lab). 3007.00

COSM 211

Manicuring and Pedicuring I

1 unit, 1 hour lecture (GR)

Corequisite: COSM 210 and COSM 210L or COSM 210LE and COSM 212 and COSM 213 and COSM 214 and COSM 215.

Eligible for credit by examination.

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: COSM 210 and COSM 210L or COSM 210LE and COSM 211 and COSM 213 and COSM 214 and COSM 215.

Eligible for credit by examination.

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: COSM 210 and COSM 210L or COSM 210LE and COSM 211 and COSM 212 and COSM 214 and COSM 215.

Eligible for credit by examination.

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: COSM 210 and COSM 210L or COSM 210LE and COSM 211 and COSM 212 and COSM 213 and COSM 215.

Eligible for credit by examination.

Beginning hair color and hair cutting: Industry terminology; scalp and hair analysis, hair color classifications, hair color chemistry, color developers, client consultation, pre-service procedures, record cards, hair color procedures and application methods, safety precautions, handling and use of haircutting tools and equipment, sectioning patterns for basic haircuts, low and high elevation hair cuts. 3007.00

COSM 215**Facials I**

1 unit, 1 hour lecture (GR)

Corequisite: COSM 210 and COSM 210L or COSM 210LE and COSM 211 and COSM 212 and COSM 213 and COSM 214.

Eligible for credit by examination.

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: COSM 210 and COSM 210L or COSM 210LE and COSM 211 and COSM 212 and COSM 213 and COSM 215.

Corequisite: COSM 220L or COSM 221 and COSM 222 and COSM 223 and COSM 224 and COSM 225.

Eligible for credit by examination.

Intermediate Cosmetology theory: Bacteriology; public health and safety; disinfection and sanitation; hygiene and grooming; professionalism and ethic; 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 reception training. 3007.00

COSM 220L**Cosmetology Laboratory II**

7 units, 21 hours lab (GR)

Prerequisite: COSM 210 and COSM 210L or COSM 210LE and COSM 211 and COSM 212 and COSM 214 and COSM 215.

Corequisite: COSM 220 and COSM 221 and COSM 222 and COSM 223 and COSM 224 and COSM 225.

Not open for credit to students who have completed or are currently enrolled in COSM 220LE.

Practical training for intermediate level skills in all phases of beauty culture. 3007.00

COSM 220LE**Cosmetology Laboratory II**

5 units, 15 hours lab (GR)

Prerequisite: COSM 210 and COSM 210L or COSM 210LE and COSM 211 and COSM 212 and COSM 213 and COSM 214 and COSM 215.

Corequisite: COSM 220 and COSM 221 and COSM 222 and COSM 223 and COSM 224 and COSM 225.

Not open for credit to students who have completed or are currently enrolled in COSM 220L.

Practical training for intermediate level skills in all phases of beauty culture. 3007.00

COSM 221**Manicuring and Pedicuring II**

1 unit, 1 hour lecture (GR)

Prerequisite: COSM 210 and COSM 210L or COSM 210LE and COSM 211 and COSM 212 and COSM 213 and COSM 214 and COSM 215.

Corequisite: COSM 220 and COSM 220L or COSM 220LE and COSM 222 and COSM 223 and COSM 224 and COSM 225.

Eligible for credit by examination.

Intermediate level manicuring and pedicuring: Terminology and definitions; disinfection and sanitation; tools and equipment; nail cosmetics chemistry; public health; safety; onychology: structure and function; disorders and disease; nail shapes; water and oil manicures; nail mending and repairs; silk wraps; artificial nails; hazardous waste disposal; men's manicures; arm and hand massage; pedicuring; foot and ankle massage. 3007.00

COSM 222**Chemical Services/Haircutting II**

1 unit, 1 hour lecture (GR)

Prerequisite: COSM 210 and COSM 210L or COSM 210LE and COSM 211 and COSM 212 and COSM 213 and COSM 214 and COSM 215.

Corequisite: COSM 220 and COSM 220L or COSM 220LE and COSM 221 and COSM 223 and COSM 224 and COSM 225.

Eligible for credit by examination.

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; heat, pH balanced, and men's perms; strand testing; base and no-base relaxers; virgin and retouch applications; application methods; smoothing; processing and neutralizing; soft curl perms; chemical blow outs; 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 223**Hairstyling Services/Haircutting II**

1 unit, 1 hour lecture (GR)

Prerequisite: COSM 210 and COSM 210L or COSM 210LE and COSM 211 and COSM 212 and COSM 213 and COSM 214 and COSM 215.

Corequisite: COSM 220 and COSM 220L or COSM 220LE and COSM 221 and COSM 222 and COSM 224 and COSM 225.

Eligible for credit by examination.

Intermediate level hairstyling and haircutting: Terminology and definitions; scalp treatments and conditioners; brushing and manipulation; chemical styling tools; wet and thermal hairstyling; stature, facial and head shapes; hair growth patterns and distribution; tools and equipment; sectioning; blunt and tapered haircutting; low and high elevation haircutting; clipper cutting; texturizing and slithering. 3007.00

COSM 224**Haircolor Services/Haircutting II**

1 unit, 1 hour lecture (GR)

Prerequisite: COSM 210 and COSM 210L or COSM 210LE and COSM 211 and COSM 212 and COSM 213 and COSM 214 and COSM 215.

Corequisite: COSM 220 and COSM 220L or COSM 220LE and COSM 221 and COSM 222 and COSM 223 and COSM 225.

Eligible for credit by examination.

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 applications; dying back to natural; dye removers; stature, facial and head shapes; hair growth patterns; tools and equipment; sectioning; blunt and tapered haircutting; low and high elevation haircutting; clipper cutting; texturizing and slithering 3007.00

COSM 225**Facials II**

1 unit, 1 hour lecture (GR)

Prerequisite: COSM 210 and COSM 210L or COSM 210LE and COSM 211 and COSM 212 and COSM 213 and COSM 214 and COSM 215.

Corequisite: COSM 220 and COSM 220L or COSM 220LE and COSM 221 and COSM 222 and COSM 223 and COSM 224.

Eligible for credit by examination.

Intermediate level facial and skin care: Disinfection sanitation, public health and 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: COSM 220 and COSM 220L or COSM 220LE and COSM 221 and COSM 222 and COSM 223 and COSM 224 and COSM 225.

Corequisite: COSM 230L or COSM 230LE and COSM 231 and COSM 232 and COSM 233 and COSM 234 and COSM 235.

Eligible for credit by examination.

Continuation of COSM 220: Instruction in bacteriology; public health and safety; disinfection and sanitation; hygiene and grooming; professionalism and ethic; 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 reception training; career exploration and planning; salon management; sales and marketing. 3007.00

COSM 230L**Cosmetology Laboratory III**

7 units, 21 hours lab (GR)

Prerequisite: COSM 220 and COSM 220L or COSM 220LE and COSM 221 and COSM 222 and COSM 223 and COSM 224 and COSM 225.

Corequisite: COSM 230 and COSM 231 and COSM 232 and COSM 233 and COSM 234 and COSM 235.

Not open for credit to students who have completed or are currently enrolled in COSM 230LE.

Continuation of COSM 220L: 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 lab (GR)

Prerequisite: COSM 220 and COSM 220L or COSM 220LE and COSM 221 and COSM 222 and COSM 223 and COSM 224 and COSM 225.

Corequisite: COSM 230 and COSM 231 and COSM 232 and COSM 233 and COSM 234 and COSM 235.

Not open for credit to students who have completed or are currently enrolled in COSM 230L.

Continuation of COSM 220LE: Practical training for advanced level skills in all phases of beauty culture, preparation for California State Board of Cosmetology examination for licensure as a cosmetologist. 3007.00

COSM 231**Manicuring and Pedicuring III**

1 unit, 1 hour lecture (GR)

Prerequisite: COSM 220 and COSM 220L or COSM 220LE and COSM 221 and COSM 222 and COSM 223 and COSM 224 and COSM 225.

Corequisite: COSM 230 and COSM 230L or COSM 230LE and COSM 232 and COSM 233 and COSM 234 and COSM 235.

Eligible for credit by examination.

Continuation of COSM 221: Terminology and definitions; disinfection and sanitation; tools and equipment; nail cosmetics chemistry; public health; safety; onychology: structure and function; disorders and disease; nail shapes; water and oil manicures; nail mending and repairs; silk wraps; artificial nails; hazardous waste disposal; men's manicures; arm and hand massage; pedicuring; foot and ankle massage. 3007.00

COSM 232**Chemical Services/Haircutting III**

1 unit, 1 hour lecture (GR)

Prerequisite: COSM 220 and COSM 220L or COSM 220LE and COSM 221 and COSM 222 and COSM 223 and COSM 224 and COSM 225.

Corequisite: COSM 230 and COSM 230L or COSM 230LE and COSM 231 and COSM 233 and COSM 234 and COSM 235.

Eligible for credit by examination.

Continuation of COSM 222: 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; texturizer; stature, facial and head shapes; hair growth patterns; tools and equipment; sectioning; blunt and tapered haircutting; low and high elevation haircutting; clipper cutting; texturizing and slithering; combination elevation haircutting. 3007.00

COSM 233**Hairstyling Services/Haircutting III**

1 unit, 1 hour lecture (GR)

Prerequisite: COSM 220 and COSM 220L or COSM 220LE and COSM 221 and COSM 222 and COSM 223 and COSM 224 and COSM 225.

Corequisite: COSM 230 and COSM 230L or COSM 230LE and COSM 231 and COSM 232 and COSM 234 and COSM 235.

Eligible for credit by examination.

Continuation of COSM 223: Terminology and definitions; scalp treatments and conditioners; brushing and manipulation; chemical styling tools; wet and thermal hairstyling; stature, facial and head shapes; hair growth patterns and distribution; tools and equipment; sectioning; blunt and tapered haircutting; low and high elevation haircutting; clipper cutting; texturizing and slithering; combination elevation haircutting. 3007.00

COSM 234**Haircolor Services/Haircutting III**

1 unit, 1 hour lecture (GR)

Prerequisite: COSM 220 and COSM 220L or COSM 220LE and COSM 221 and COSM 222 and COSM 223 and COSM 224 and COSM 225.

Corequisite: COSM 230 and COSM 230L or COSM 230LE and COSM 231 and COSM 232 and COSM 233 and COSM 235.

Eligible for credit by examination.

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 application; 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: COSM 220 and COSM 220L or COSM 220LE and COSM 221 and COSM 222 and COSM 223 and COSM 224 and COSM 225.

Corequisite: COSM 230 and COSM 230L or COSM 230LE and COSM 231 and COSM 232 and COSM 233 and COSM 234.

Eligible for credit by examination.

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 lab (GR)

Prerequisite: COSM 230L or COSM 230LE.

Corequisite: COSM 230 and COSM 231 and COSM 232 and COSM 233 and COSM 234 and COSM 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: 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 unit, 1 hour lecture (P/NP)

Prerequisite: 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 455**Cosmetology Apprentice**

1 - 4 units, 1 - 4 hours lecture (GR or P/NP)

Prerequisite: Be a registered apprentice in the Cosmetology Apprentice Program.

Non-degree applicable. Course study under this section may be repeated eight times.

Preparation for apprenticeship in Cosmetology: Designed for those who are engaged in acquiring a state license in Cosmetology. 3007.00

COSM 456**Barber Apprentice**

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

Prerequisite: Be a registered apprentice in the Barber Apprentice Program.

Non-degree applicable. Course study under this section may be repeated eight times.

Preparation for apprenticeship in Barbering: Designed for those who are engaged in acquiring a state Barber's license. 3007.00

COSM 458A**Occupational Work Experience in Cosmetology**

1 - 4 units, 3.43 - 17.15 hours lab (GR)

Acceptable for Credit: CSU

Course study under this section may be repeated sixteen times.

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. 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). 3007.00

Counseling (COUN)

Counseling courses are aimed at assisting students to develop skills to success in college and elsewhere and to make effective career and life choices. Courses address various areas of academic, career and personal development.

COUN 24

College Success

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

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. 4930.13
CSU area E;

COUN 30

Personal Growth and Development

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

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. 4930.13
AA/AS area 2; CSU area E;

COUN 57

Career and Life Planning

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

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 201

Orientation to College: Student 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). 4930.10

COUN 202

Orientation to American Culture and College

1 unit, 1 hour lecture (GR or P/NP)

Introduction of 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. 4903.10

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**

.5 - 1 units, .5 - 1 hours 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 230**Strategies for Personal Development**

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

Examination of theories and principles of personal growth and interpersonal effectiveness: Dynamics of relationships in the areas of friendship, love, family, school, occupations and other group relations. Emphasis on self exploration and developing positive coping strategies 4930.10
AA/AS area 2;

COUN 521**College Readiness I**

0 units, 4.01 - 8.02 hours lecture (SP or P/NP)

Course study under this section may be repeated three times.

Orientating students to college: Campus resources, college programs, policies and procedures. 4930.14

COUN 522**College Readiness II**

0 units, 4.01 - 8.02 hours lecture (SP or P/NP)

Course study under this section may be repeated three times.

College success skills: Time management and goal setting skills. 4930.14

Culinary Arts (CULIN)

The two certificate programs (majors) in this department are Baking and Pastry and Culinary Arts and Restaurant Management. They provide students with the knowledge and skills to enhance successful employment in the various job classifications of the Culinary Arts industry. The programs include pre-employment courses, supervised experience prior to employment and a concentrated certificate for upgrading skills. Many classes are endorsed by the Retail Bakers Association (RBA) and the National Restaurant Association (NRA).

CULIN 88

Introduction to Food and Culture

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

Recommended Preparation: ENGL 001A or ENGL 001AS or ESOL 052.

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; CSU area D; IGETC area 4;

CULIN 200

Special Projects Laboratory

1 - 2 units, 3 - 6 hours lab (GR or P/NP)

Recommended Preparation: 2 semesters of any Culinary Arts courses or equivalent.

Course study under this section may be repeated three times.

Open laboratory for students needing upgrading of specific culinary skills, and selected culinary projects. 1306.30

CULIN 201A

Culinary Boot Camp

2 units, 1 hour lecture, 3 hours lab (P/NP)

Recommended Preparation: ESOL 290, ESOL 527A, ESOL 527B.

Introduction to the culinary arts technical education: History of food, history of culinary arts discipline, kitchen vocabulary, kitchen etiquette, basic cooking theory and hands on commercial kitchen technical skills. 1306.30

CULIN 201B

Culinary Boot Camp

2 units, 1 hour lecture, 3 hours lab (P/NP)

Recommended Preparation: CULIN 201A.

Introduction to the culinary arts technical education: History of local culinary food arts discipline, basic baking theory and technique, food sensory awareness, food pathways and basic nutritional concepts, and obtaining a food handlers certificate. 1306.30

CULIN 203

Introduction to Baking Foundations

4 units, 2 hours lecture, 6 hours lab (GR or P/NP)

Recommended Preparation: Food Handlers Card, CULIN 215, ESOL 527A.

Introduction to baking theory and practice: Organization of work and production; classical to modern techniques for biscuits, scones, quick breads, cookies, yeasted doughs, laminated doughs, and cake making methods. 1306.30

CULIN 204

Baking Fundamentals

4 units, 2 hours lecture, 6 hours lab (GR or P/NP)

Recommended Preparation: ENGL 001A or ESOL 052, CULIN 215.

Introduction to baking theory and practice: Organization of work and production; classical to modern techniques for pies, tarts, scones, Pâte à Choux, cookie making methods and knife skills used in a commercial baking application. 1306.30

CULIN 205**Artisan Breads**

5 units, 2 hours lecture, 9 hours lab (GR or P/NP)

Introduction to artisan bread making: Science of baking, vocabulary of bread, various mixing and baking methods, pre-ferments, sourdough starters with natural yeast, includes both lean and rich doughs, lamination methods. 1306.30

CULIN 206**Cake Decorating**

4 units, 2 hours lecture, 6 hours lab (GR or P/NP)

Cake decorating techniques: Cake baking techniques, production of fillings and finishes; speed and accuracy of cake assembly; designing and planning both commercial and custom specialty cakes to include salutations, borders, floral piping, royal icing, modeling chocolate, fondant and gumpaste. 1306.30

CULIN 207**International Patisserie**

5 units, 2 hours lecture, 9 hours lab (GR or P/NP)

Recommended Preparation: CULIN 205, CULIN 206.

Application of advanced baking and pastry methods: Set up, design, and preparation of international pastries including the Commonwealth, French, Italian, Austrian, and Middle Eastern. 1306.30

CULIN 208**Confiserie (Candy and Chocolate Making)**

5 units, 2 hours lecture, 9 hours lab (GR or P/NP)

Recommended Preparation: CULIN 205, CULIN 206, 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 lab (GR or P/NP)

Recommended Preparation: CULIN 207, CULIN 208.

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**Introduction to Culinary Arts**

4 units, 2 hours lecture, 6 hours lab (GR or P/NP)

Corequisite: Food Handler's Card.

Introduction to culinary principles: Ingredient identification and uses, knife skills, cooking techniques, instruction and practice in safety and sanitation, navigating a commercial kitchen and equipment, professionalism, and making delicious food. 1306.30

CULIN 215**Culinary Math Fundamentals**

1 unit, 1 hour lecture (GR or P/NP)

Culinary math fundamentals: Theory and application of mathematics used in the hospitality industry, including weights and measures. 1306.30

CULIN 217**Formulas and Food Costs**

1 unit, 1 hour lecture (GR or P/NP)

Theory and application of mathematics used in the hospitality industry: Weight and measurement conversions, recipe costing, yield analysis, and techniques for planning quantity production. 1306.30

CULIN 218**Ingredients and Equipment**

1 unit, 1 hour lecture (GR or P/NP)

Recommended Preparation: ENGL 001A or ENGL 001AS.

Introduction to the latest ingredients and equipment used in today's professional kitchens: Explore vital ingredients of the modern kitchen; fruits, vegetables, herbs, spices, grains, dairy and more; includes storage, handling, and processing. 1306.30

CULIN 223**Stocks, Soups and Sauces**

1 unit, 1 hour lecture (GR or P/NP)

Introduction to stocks, soups, and sauces: From bone broth to bearnaise, the art and science of preparing delicious food. 1306.30

CULIN 224**Principals of Heat Cooking**

1 unit, 1 hour lecture (GR or P/NP)

Introduction to methods that make food sizzle: Simmering to sautéing, techniques of transferring fire to food; braising, sautéing, grilling, baking, roasting, simmering, steaming, poaching, and broiling. 1306.30

CULIN 227**Dynamic Heat Cooking**

4 units, 2 hours lecture, 6 hours lab (GR or P/NP)

Recommended Preparation: CULIN 212, CULIN 215, CULIN 217, CULIN 218.

Food preparation and cooking methods focused on transfer of fire to food: Braising, sautéing, grilling, baking, roasting, simmering, steaming, poaching, and broiling; use of commercial cooking tools and equipment, standardized recipes, aesthetic presentation, and application of speed and accuracy. 1306.30

CULIN 228**Managing Food Sanitation**

1 unit, 1 hour lecture (GR or P/NP)

Not open for credit to students who have completed CULIN 33.

Advanced theory and principles of food sanitation: Safe food handling and storage, HACCP program planning, OSHA regulations, and personal hygiene and safety. Preparation for NRA SERVSAFE certification exam. 1306.30

CULIN 232**Dining Room Service and Management**

1 unit, 1 hour lecture (GR or P/NP)

Recommended Preparation: CULIN 237.

Contemporary and classical dining service: Fine art of hospitality, "service progression" steps, beverage service, quick and full service dining room management operations. 1307.00

CULIN 234**Introduction to Cooking Techniques**

5 units, 3 hours lecture, 6 hours lab (GR or P/NP)

Corequisite: Food Handler's Card.

Introduction to fundamental culinary principles: Knife skills, techniques and operations, product identification, ingredient handling, commercial recipe execution, and professional standards of commercial kitchen operations. 1306.30

CULIN 235**Culinary Nutrition**

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

Recommended Preparation: CULIN 223, CULIN 224, CULIN 227, CULIN 228, CULIN 232, CULIN 237.

Not open for credit to students who have completed CULIN 53.

Introduction to the elements of nutrition and health: Overview of relationship between food and health, the importance of nutrition on a personal level, developing and modifying healthy recipes, nutritional menu planning, and marketing good nutrition to the public. 1306.30

CULIN 236**Culinary Career Development**

1 unit, 1 hour lecture (GR or P/NP)

Recommended Preparation: ENGL 001A or ENGL 001AS, ESOL 052.

Not open for students who have completed CULIN 214.

Preparation for work and career success in the Culinary Arts: Preparing resumes and cover letters, completing job applications, interviewing techniques, social media profile development, investigating job search resources, and completion of professional portfolio. 1307.00

CULIN 237**Garde Manger and Contemporary American Bistro Cooking**

7 units, 3 hours lecture, 12 hours lab (GR or P/NP)

Recommended Preparation: CULIN 223, CULIN 224, CULIN 227, CULIN 228, CULIN 232, CULIN 235.

Not open for students who have completed CULIN 31.

Introduction to professional fine-dining restaurant foodservice: Focus 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 required. 1306.30

CULIN 238**International Cuisine**

7 units, 3 hours lecture, 12 hours lab (GR or P/NP)

Recommended Preparation: CULIN 228, CULIN 232, CULIN 235, CULIN 237, CULIN 242, CULIN 243.

Not open for students who have completed CULIN 41.

Capstone course in professional fine-dining restaurant food service: Progressive integration of a la carte cooking; hands-on lab experience in a working restaurant incorporating international cooking methods and ingredients; and advanced cooking and plating techniques. Appropriate department dress code required. 1306.30

CULIN 242**Supervision in the Hospitality Industry**

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

Recommended Preparation: CULIN 228, CULIN 232, CULIN 235, CULIN 237, CULIN 238, CULIN 243.

Not open for students who have completed CULIN 51.

Advanced theory and techniques of food-service and hospitality industry workforce management: Theories and principles of human relations and personnel management skills, including, ethics, the hiring process, standard operating procedures, legal considerations, compensation, benefits, discrimination, harassment, and wellness. 1307.10

CULIN 243**Principles of Food, Beverage, and Labor Controls**

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

Recommended Preparation: CULIN 228, CULIN 232, CULIN 235, CULIN 237, CULIN 238, CULIN 242.

Not open for students who have completed CULIN 50.

Advanced theory and techniques of food-service and hospitality management: Emphasis on food, beverage, and labor cost controls; service production quality standards; and menu analysis techniques. 1306.30

CULIN 271**iEat: Survey Course of Culinary Arts in the Food Sciences**

.5 units, .25 hours lecture, .75 hours lab (P/NP)

Corequisite: 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, 3.43 - 17.15 hours lab (GR)

Acceptable for Credit: CSU

Course study under this section may be repeated three times.

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. 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). 1306.30

CULIN 472C**Occupational Work Experience in Culinary Arts/Cooking**

1 - 4 units, 3.43 - 17.15 hours lab (GR)

Acceptable for Credit: CSU

Course study under this section may be repeated three times.

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. 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). 1307.10

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)

Acceptable for Credit: CSU, UC

Survey of Dance History: Critical reflections and analysis of classical, contemporary, social, and traditional dance; the works of early of major choreographers through twenty-first 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 lab (GR or P/NP)

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, Rehearsal and Performance

3 units, 2 hours lecture, 3 hours lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Development of elements, specific tasks necessary for production and performance: Planning, preparation and evaluation of student and faculty compositions. 1008.10

DANCE 7

Dance Study Abroad

5 units, 3 hours lecture, 6 hours lab (GR or P/NP)

Recommended Preparation: AFRAM 032 or ANTHR 003 or DANCE 001 or ETHST 001.

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. 1008.10

AA/AS area 3;

DANCE 8A

Dance Composition and Choreography

3 units, 1 hour lecture, 6 hours lab (GR or P/NP)

Recommended Preparation: DANCE 060 or DANCE 061 or DANCE 064 or DANCE 065 or DANCE 068 or DANCE 069.

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. 1008.10

DANCE 49

Independent Study in Dance

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

Acceptable for Credit: CSU, UC

UC transferability is determined by UC faculty after transfer, please see a counselor for more information.

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Dance. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 1008.00

DANCE 60**Ballet I**

1 unit, 3 hours lab (GR or P/NP)

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
CSU area E;

DANCE 61**Ballet II**

1 unit, 3 hours lab (GR or P/NP)

Prerequisite: DANCE 060.

Acceptable for Credit: CSU, UC

Intense study and development of the skills and techniques of ballet: Including body alignment, placement, positions of the feet, carriage of the arms, musicality and movement quality. 1008.00
CSU area E;

DANCE 62**Ballet III**

1 unit, 3 hours lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Intense study and development of the skills and techniques of ballet of an advanced/intermediate level: Including continued study of classical alignment, adagio, petit and grand allegro. 1008.00
CSU area E;

DANCE 63**Ballet IV**

1 unit, 3 hours lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Intense study and development of the skills and techniques of advanced ballet: Including body alignment, placement, advanced adagio, advanced petit and grand allegro, and classical variations. 1008.00
CSU area E;

DANCE 64**Jazz Dance I**

1 unit, 3 hours lab (GR)

Acceptable for Credit: CSU, UC

Study and development of the skills and techniques of jazz dance: Development of beginning to intermediate level proficiency in skills related to rhythm, dance production, stagecraft and choreography. 1008.00
CSU area E;

DANCE 65**Jazz Dance II**

2 units, 1 hour lecture, 3 hours lab (GR or P/NP)

Prerequisite: DANCE 064.

Other: Conditional Enrollment: Instructor's Approval.

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
CSU area E;

DANCE 66**Jazz Dance III**

2 units, 1 hour lecture, 3 hours lab (GR)

Recommended Preparation: DANCE 065 or Instructor's approval.

Acceptable for Credit: CSU, UC

Course study under this section may be repeated three times.

Study and development of the skills and techniques of jazz dance: Intermediate-advanced proficiency in dance mechanics, dance anatomy, musicality, jazz dance choreography, dance production, stage performance and dance history. 1008.00
CSU area E;

DANCE 67**Jazz Dance IV**

2 units, 1 hour lecture, 3 hours lab (GR or P/NP)

Other: Conditional Enrollment: Instructor's approval.

Recommended Preparation: DANCE 065 or DANCE 066.

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
CSU area E;

DANCE 68**Modern Dance I**

1 unit, 3 hours lab (GR)

Acceptable for Credit: CSU, UC

Study and development of beginning skills and techniques emphasizing the evolution of modern dance from its origins to present day. 1008.00
CSU area E;

DANCE 69**Modern Dance II**

2 units, 1 hour lecture, 3 hours lab (GR)

Prerequisite: DANCE 068 or instructor permission.

Acceptable for Credit: CSU, UC

Study and development of 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
CSU area E;

DANCE 70**Modern Dance III**

2 units, 1 hour lecture, 3 hours lab (GR or P/NP)

Prerequisite: DANCE 069.

Acceptable for Credit: CSU, UC

Study and development of advanced/intermediate skills and techniques in Modern dance: Emphasizing proficiency in dance mechanics, dance anatomy, history, the development of choreography, individual movement styles and performance. 1008.00
CSU area E;

DANCE 71**Modern Dance IV**

2 units, 1 hour lecture, 3 hours lab (GR)

Prerequisite: DANCE 070.

Acceptable for Credit: CSU, UC

Study and development of 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
CSU area E;

DANCE 78**West African Dance III**

1 unit, 3 hours lab (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: Including history, folklore, culture, language and costumes of indigenous ethnic groups. 1008.00
CSU area E;

DANCE 79**West African Dance IV**

1 unit, 3 hours lab (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: Including history, folklore, culture, language and costumes of indigenous ethnic groups. 1008.00
CSU area E;

DANCE 80**Haitian Dance I**

1 unit, 3 hours lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Study and development of skills and technique 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
CSU area E;

DANCE 81**Haitian Dance II**

1 unit, 3 hours lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Further study and development of the skills and techniques of traditional Haitian dance: Body alignment, placement, cultural significance, musicality and movement quality. 1008.00
CSU area E;

DANCE 82**Haitian Dance III**

1 unit, 3 hours lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Intense study of the skills and techniques of Haitian dance of an advance/intermediate level, with a specific focus on specific regions of Haiti. 1008.00
CSU area E;

DANCE 83**Haitian Dance IV**

1 unit, 3 hours lab (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
CSU area E;

DANCE 92**Salsa I**

1 unit, 3 hours lab (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

CSU area E;

Dance Folk (DANCFOLK)

DANCFOLK 57

Haitian Folkloric Dance I

2 units, 1 hour lecture, 4 hours lab (GR or P/NP)

Acceptable for Credit: CSU

Not open to students who have completed DANCE 80.

Study of African roots and colonial influence on Haitian culture: Beginning skill demonstration and practice of Katherine Dunham technique-Isolations, movement progressions, dance patterns, musicality, rhythms, songs, movement specific to Haitian folkloric dance; exploration of dance pioneers and preservation of Haitian Folkloric dance. 1008.10

DANCFOLK 58

Haitian Folkloric Dance II

2 units, 1 hour lecture, 4 hours lab (GR or P/NP)

Prerequisite: DANCFOLK 057 or Instructor's approval.

Acceptable for Credit: CSU

Not open to students who have completed DANCE 81.

Study of African roots and colonial influence on Haitian culture: Intermediate skill demonstration and practice of Katherine Dunham Technique-isolation, movement progressions, dance patterns, musicality, rhythms, songs, and movement specific to Haitian folkloric dance; choreographers and preservation of Haitian Folkloric dance globally. 1008.10

DANCFOLK 72

Jazz Tap I

1 unit, 4 hours lab (GR or P/NP)

Acceptable for Credit: CSU

Not open to students who have completed DANCE 72.

Study and development of the beginning skills and techniques of Jazz Tap dance: Evolution of tap dance from its anthropological origins to the present including African vernacular jazz dance influences. 1008.10

DANCFOLK 73

Jazz Tap II

1 unit, 3 hours lab (GR or P/NP)

Acceptable for Credit: CSU

Not open for students who have completed DANCE 73.

Intense study and development of the 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. 1008.10

DANCFOLK 76

West African Folkloric Dance I

1 unit, 3 hours lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Not open to students who have completed DANCE 76.

Study of the skills and techniques of traditional West African dance forms: History, folklore, culture, language and spiritual dimensions of various indigenous ethnic groups. 1008.10
CSU area E;

DANCFOLK 77

West African Folkloric Dance II

1 unit, 3 hours lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Not open to students who have completed DANCE 77.

Intense study of the skills and techniques of traditional West African dance forms: History, folklore, culture, language and costumes of various indigenous ethnic groups. 1008.10
CSU area C1;

DANCFOLK 100**Pilates Mat Teacher Training I**

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

Acceptable for Credit: CSU

Body mechanics and basic exercises for injury prevention and athletic performance: Critical analysis and evaluation of Pilates industry standards and requirements for teaching Mat to diverse populations in fitness, health and wellness environments. 1008.10

DANCFOLK 103**Restorative Mind Body Healing I**

1 unit, 1 hour lecture (GR or P/NP)

Acceptable for Credit: CSU

Exploration of restorative practices and well-being: Experiential therapeutic breathing techniques and improvements for mental health and mind-body wellness, working for diverse cultures. 1008.10

DANCFOLK 112**Pilates Joyful Movement I: Personal/Observation/Student Teaching**

.5 units, 2 hours lab (GR or P/NP)

Acceptable for Credit: CSU

Introduction to theory and practice of Joseph Pilates' movement principles: Teaching and learning methodologies, observation and documenting teaching practices in one-on-one and group settings. 1008.10

DANCFOLK 117**Pilates Technique I**

.5 units, 2 hours lab (GR or P/NP)

Fundamental training of muscles of the torso: Stabilization and strengthening techniques for diverse body types, controlled exercises to increase core strength, postural stability, and optimize performance for dancers, movers, and everyday people. 1008.10

Digital Fabrication (DIGFAB)

DIGFAB 103

Fusion 360 for Digital Fabrication

2 units, 1 hour lecture, 3 hours lab (GR or P/NP)

Acceptable for Credit: CSU

Introduction to advanced 3D modeling techniques using Autodesk Fusion 360 computer assisted design (CAD) software. 943..2

DIGFAB 110

Small Living Spaces I

4 units, 2 hours lecture, 6 hours lab (GR or P/NP)

Acceptable for Credit: CSU

Introduction to building small living spaces that are low cost, safe, energy efficient, regenerative, comfortable, beautiful, sustainable, and shareable using Digital Fabrication Tools: Gain exposure to advanced computer assisted design (CAD) and computer assisted manufacturing (CAM) techniques to operate 3-D printers, laser cutters, and CNC machines in the design and fabrication of small living spaces such as vans, tiny home trailers, and containers. 943..2

DIGFAB 111

Small Living Spaces II

4 units, 2 hours lecture, 6 hours lab (GR or P/NP)

Recommended Preparation: DIGFAB 110.

Acceptable for Credit: CSU

Continuation of DIGFAB 110: Increased exposure to advanced computer assisted design (CAD) and computer assisted manufacturing (CAM) techniques to operate 3-D printers, laser cutters, and CNC machines in the design and fabrication of small living spaces such as vans, tiny home trailers, and containers. 943..2

DIGFAB 120

Sign Making

2 units, 1 hour lecture, 3 hours lab (GR or P/NP)

Acceptable for Credit: CSU

Create physical signs for businesses using Digital Fabrication Technology machines, tools, and techniques: Gain exposure to advanced computer assisted design (CAD) and computer assisted manufacturing (CAM) techniques to operate 3-D printers, laser cutters, and CNC machines in the design and fabrication of outdoor and indoor commercial signs. 943..2

DIGFAB 501

Digital Fabrication Open Lab

0 units, 17.50 - 70.00 hours lab (SP or P/NP)

Course study under this section may be repeated three times.

Access to the FabLab digital fabrication and design labs: Supervised tutoring in graphic software, CNC machine use, and hand tool use. 943..2

Economics (ECON)

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.

An Associate in Arts for Transfer in Economics (AA-T) degree prepare students for a transfer to a four-year institution and knowledge of economic trends and conditions when entering the business or finance industry. The AA-T degree in Economics is awarded upon satisfactory completion of the major course requirements and the general education requirements. Review the Associate Degrees and Certificates section in this catalog for more information on the AA/AS-T overall and general education requirements.

Students are encouraged to visit a counselor each academic semester to create or review their Student Education Plan (SEP).

ECON 1

Principles of Economics (Macro-Economics)

3 units, 3 hours lecture (GR)

Prerequisite: MATH 203 or MATH 211D or MATH 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: MATH 203 or MATH 211D or MATH 230.

Acceptable for Credit: CSU, UC

ECON 1 is not prerequisite to ECON 2.

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)

Electricity/Electronics Technology (E/ET)

The Electrical 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 lab (GR)

Recommended Preparation: E/ET 202 or 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 lab (GR)

Prerequisite: E/ET 202 and ECT 214.

Acceptable for Credit: CSU

Not open for credit to students who have completed or are currently enrolled in ECT 031.

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 lab (GR)

Prerequisite: ECT 037 or E/ET 037.

Acceptable for Credit: CSU

Not open for credit to students who have completed or are currently enrolled in ECT 033.

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 lab (GR)

Acceptable for Credit: CSU

Not open for credit to students who have completed or are currently enrolled in ECT 037.

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

E/ET 202

Fundamentals of Electricity for ECT

2 units, 1.5 hours lecture, 1.5 hours lab (GR or P/NP)

Prerequisite: 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, controls and motors. 0934.40

E/ET 203**Basic Electricity**

3 units, 2 hours lecture, 3 hours lab (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 Mathematics for Electricians**

3 units, 3 hours lecture (GR)

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 reactances, 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 lab (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 I**

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 E/ET 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 lab (GR)

Corequisite: 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 lab (GR)

Corequisite: E/ET 203.

Safely wiring a single-family dwelling as per the National Electrical Code using laboratory mock-up walls: Lighting and appliance branch circuits, special purpose outlets, service-entrance calculations, and grounding; project estimating and pricing. 0934.40

E/ET 218**Commercial Electrical Wiring**

3 units, 2 hours lecture, 3 hours lab (GR)

Prerequisite: 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 and Semiconductors**

3 units, 2 hours lecture, 3 hours lab (GR)

Recommended Preparation: 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. Computer simulation lab. 0924.00

E/ET 221**Motors and Drives**

3 units, 2 hours lecture, 3 hours lab (GR)

Recommended Preparation: 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 for 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 for Electrical & Electronics 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

E/ET 224**Security and Fire Alarm Systems**

3 units, 2 hours lecture, 3 hours lab (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 lab (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 lab (GR)

Prerequisite: 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 lighting, 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 lab (GR)

Prerequisite: E/ET 203.

Recommended Preparation: E/ET 221.

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 lab (GR)

Prerequisite: E/ET 229.

Recommended Preparation: E/ET 203.

Automated mechanical systems: Mechatronics disciplines including mechanics, sensors, actuators, electronics, pneumatics, hydraulics and PLCs that control mechatronic systems. 0934.20

E/ET 233**Electrician State Exam Preparation**

2 units, 2 hours lecture (GR)

Recommended Preparation: E/ET 207B or E/ET 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 lab (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 System**

3 units, 2 hours lecture, 3 hours lab (GR)

Prerequisite: E/ET 234.

Corequisite: E/ET 229 and E/ET 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

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) to ensure that all required courses for the major are completed.

ENGIN 10

Introduction to Engineering

3 units, 2 hours lecture, 3 hours lab (GR)

Acceptable for Credit: CSU, UC

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
(C-ID: ENGR 110)

ENGIN 18

Introduction to Electrical Engineering

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

Prerequisite: PHYS 004B and MATH 003F or MATH 003E.

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, 2 hours lecture, 3 hours lab (GR)

Prerequisite: MATH 050.

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
(C-ID: ENGR 150)

ENGIN 35

Engineering Mechanics - Statics

3 units, 3 hours lecture (GR)

Prerequisite: MATH 003C and PHYS 004A.

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 trusses, 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: ENGIN 035.

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

(C-ID: ENGR 240)

ENGIN 45**Properties of Materials**

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

Prerequisite: CHEM 001A and PHYS 004A.

Recommended Preparation: ENGL 001A.

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

(C-ID: ENGR 140B)

ENGIN 49**Independent Study in Engineering**

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

Acceptable for Credit: CSU, UC

UC transferability is determined by UC faculty after transfer, please see a counselor for more information.

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Engineering. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 0901.00

ENGIN 77**Computer Programming for Engineers Using MATLAB**

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

Recommended Preparation: MATH 003A.

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

ENGIN 100**Earth Systems: Sustainability, Ecology & Environmental Justice for Technicians & 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 programs. 0901.00

AA/AS area 1, 2;

ENGIN 110**Engineering Entrepreneurship**

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

Acceptable for Credit: CSU

Application of engineering concepts and practices to innovation, sustainability, and entrepreneurial thinking: Problem analysis and solution development using engineering principles applied to product development and business strategy. 0901.00

ENGIN 466J**Occupational Work Experience in Engineering Technology**

1 - 4 units, 3.43 - 17.15 hours lab (GR or P/NP)

Acceptable for Credit: CSU

Course study under this section may be repeated sixteen times.

Supervised employment providing opportunities in engineering 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). 0924.00

English (ENGL)

Laney College's English Department's mission is to develop, expand, and refine students' abilities to think critically and creatively about themselves and the world, and to use the English language as a tool for self-empowerment and social justice.

English Course Numbering Guide:

- Non-Degree Applicable and Non-Transferable: English 243 through 269B
- Associate Degree Applicable and Non-Transferable: English 208A, B, C, D 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: ESOL 052 or ESOL 052B or appropriate placement through multiple-measures assessment.

Acceptable for Credit: CSU, UC

Not open for credit to students who have completed or are currently enrolled in ENGL 001AS.

Reading and writing expository prose: Critical thinking, identifying logical fallacies, and reasoning inductively and deductively. 1501.00

AA/AS area 4a, 4c; CSU area A2; IGETC area 1A;

(C-ID: ENGL 100)

ENGL 1AS

Composition and Reading with Support

5 units, 5 hours lecture (GR)

Prerequisite: ENGL 264B or ESL 21B or ESOL 052 or ESOL 52B or appropriate placement through multiple-measures assessment.

Acceptable for Credit: CSU, UC

Not open for credit to students who have completed or are currently enrolled in ENGL 1A.

Reading and writing of expository prose with extended instructional support: Critical thinking, identifying logical fallacies, and reasoning inductively and deductively; reading, writing, study, and information literacy strategies. 1501.00

AA/AS area 4a, 4c; CSU area A2; IGETC area 1A;

(C-ID: ENGL 100)

ENGL 1B

Composition and Reading

4 units, 4 hours lecture (GR)

Prerequisite: ENGL 001A or ENGL 001AS.

Acceptable for Credit: CSU, UC

Continued expository writing: Careful reading of selected plays, poems, and novels. 1501.00

AA/AS area 3, 4a, 4c; CSU area C2; IGETC area 3B;

(C-ID: ENGL 120)

ENGL 5

Critical Thinking in Reading and Writing

3 units, 3 hours lecture (GR)

Prerequisite: ENGL 001A or ENGL 001AS.

Acceptable for Credit: CSU, UC

Develops the ability to analyze, criticize and advocate ideas: Relationship of language to logic, induction and deduction, facts, inferences, judgments, 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, 4c; CSU area A3; IGETC area 1B;

(C-ID: ENGL 105)

ENGL 10A**Creative Writing**

3 units, 3 hours lecture (GR)

Prerequisite: ENGL 001A or ENGL 001AS.

Acceptable for Credit: CSU, UC

Writing fiction, poetry, drama; careful analysis of the techniques used by established writers. 1507.00

AA/AS area 3, 4c; CSU area C2;

(C-ID: ENGL 200)

ENGL 10B**Creative Writing**

3 units, 3 hours lecture (GR)

Prerequisite: ENGL 001A or ENGL 001AS.

Acceptable for Credit: CSU, UC

ENGL 10A is not prerequisite to ENGL 10B.

Continuation and advanced writing fiction, poetry, and drama; careful analysis of the techniques used by established writers, especially as models for new creative writing. 1507.00

AA/AS area 3, 4c; CSU area C2;

ENGL 17A**Shakespeare**

3 units, 3 hours lecture (GR)

Prerequisite: ENGL 001A or ENGL 001AS.

Acceptable for Credit: CSU, UC

Study of selected works of Shakespeare. 1503.00

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

ENGL 17B**Shakespeare**

3 units, 3 hours lecture (GR)

Prerequisite: ENGL 001A or ENGL 001AS.

Acceptable for Credit: CSU, UC

Study of selected works of Shakespeare. ENGL 17A is not prerequisite to ENGL 17B. 1503.00

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

ENGL 30A**Introduction to American Literature**

3 units, 3 hours lecture (GR)

Prerequisite: ENGL 001A or ENGL 001AS.

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, 4c; CSU area C2; IGETC area 3B;

(C-ID: ENGL 130)

ENGL 30B**Introduction to American Literature**

3 units, 3 hours lecture (GR)

Prerequisite: ENGL 001A or ENGL 001AS.

Acceptable for Credit: CSU, UC

ENGL 30A is not prerequisite to ENGL 30B.

Continuation of ENGL 30A. Survey of American Romanticism to literature of the present. 1503.00

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

(C-ID: ENGL 135)

ENGL 31**Survey of African-American Literature**

3 units, 3 hours lecture (GR)

Prerequisite: ENGL 001A or ENGL 001AS.

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, 4c, 5; CSU area C2; IGETC area 3B;

ENGL 43**Introduction to the Study of Poetry**

3 units, 3 hours lecture (GR)

Prerequisite: ENGL 001A or ENGL 001AS.

Acceptable for Credit: CSU, UC

Introduction to the elements of poetry: Imagery, sound, form, tone and diction. 1503.00

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

ENGL 49**Independent Study in English**

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

Acceptable for Credit: CSU, UC

UC transferability is determined by UC faculty after transfer, please see a counselor for more information.

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in English. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 1501.00

ENGL 208A**Writing Workshop**

1 unit, .5 hours lecture, 1.5 hours lab (GR or P/NP)

Individualized instruction in writing: Thesis control and essay organization. 1501.00

ENGL 208B**Writing Workshop**

1 unit, .5 hours lecture, 1.5 hours lab (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, .5 hours lecture, 1.5 hours lab (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, .5 hours lecture, 1.5 hours lab (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, drama: Careful analysis of the techniques used by established writers. 1507.00

AA/AS area 3, 4c;

ENGL 210B**Creative Writing**

3 units, 3 hours lecture, 3 hours lab (GR)

Continuation of writing fiction, poetry, drama: Careful analysis of techniques used by established writers 1507.00

AA/AS area 4c, 3;

ENGL 217A**Shakespeare**

3 units, 3 hours lecture (GR)

Study of selected works of Shakespeare 1503.00

AA/AS area 3, 4c;

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, 4c;

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. 1501.00

AA/AS area 3, 4c;

ENGL 230B**Introduction to American Literature**

3 units, 3 hours lecture (GR)

Continuation of ENGL 230A: Survey of American Romanticism to literature of the present. 1503.00

AA/AS area 3, 4c;

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, 4c, 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, 4c;

ENGL 264A**Preparation for Composition, Reading, and Research**

4 units, 3 hours lecture, 3.5 hours lab (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 lab (GR or P/NP)

Prerequisite: ENGL 264A.

Non-degree applicable.

Continuation of ENGL 264A: Active reading strategies; writing and prewriting strategies; argumentation techniques; research techniques. 1501.00

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. 1501.00

ENGL 269B**Foundations in Reading and Writing**

6 units, 6 hours lecture (GR)

Prerequisite: ENGL 269A or Appropriate placement through multiple measures assessment.

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 pre-reading, summarizing, paragraph analysis, study techniques, scanning, and note taking; and writing strategies including prewriting, essay organization, paragraph development, sentence combining, editing, and proofreading. 1501.00

ENGL 508A**Academic Composition Skills: Prewriting and Organization**

0 units, 17.50 - 262.50 hours lab (SP or P/NP)

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, 17.50 - 262.50 hours lab (SP or P/NP)

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, 17.50 - 262.50 hours lab (P/NP)

Course study under this section may be repeated five times.

Individualized instruction in academic composition: Sentence structure and proofreading. 1501.00

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 Laney ESOL Department provides an inclusive educational environment that recognizes the positive attributes of our culturally and linguistically diverse student population and strives to support them in their studies, work and life while instilling a vision for self and community advocacy and social justice.

The accelerated ESOL core curriculum, developed by the Peralta ESOL Advisory Council (PEAC), was revised in fall 2020. It is a four-level program—from High Beginning to Advanced—and offers an A and B course at the lower levels. The two courses at these levels are designed to allow students to accelerate through the A levels; thus finishing the program in 4 semesters while giving up to 6 semesters to those students who need more time to acquire language skills. Most of the courses listed are also offered as non-credit (free) courses, numbered 500 and above.

Disclaimer: The ESOL curriculum is in the process of revision at this catalog's time of publication, so the following information may no longer be accurate. For current information, see the Department website: <https://laney.edu/esl/esl-courses/>

ESOL 50A

Advanced Listening and Speaking

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

Recommended Preparation: ESOL 263A or ESOL 263B or ESOL 563.

Acceptable for Credit: CSU

Advanced level listening and speaking in American English: Listening comprehension, public speaking strategies, grammar, vocabulary, idioms and pronunciation. 4930.86
AA/AS area 4c; CSU area A1;

ESOL 50B

Oral Communication for Advanced ESOL Students

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

Prerequisite: ESOL 050A.

Acceptable for Credit: CSU

Continuation of ESOL 50A: Listening comprehension, public speaking strategies, grammar, vocabulary, idioms and pronunciation. 4930.86
AA/AS area 4c; CSU area A1;

ESOL 52

Advanced Reading and Writing

6 units, 6 hours lecture (GR or P/NP)

Prerequisite: ESOL 253 or ESOL 253A or ESOL 253B or ESOL 513 or ESOL 553 or Placement by multiple measures assessment process.

Acceptable for Credit: CSU, UC

Not open for credit to students who have completed or are currently enrolled in ESOL 52A or ESOL 52B.

Advanced level of reading and writing: Critical thinking skills, analysis of literature and culturally significant texts. Building of research and other academic papers. Students will analyze and compare both literary and nonfiction texts from diverse cultures in order to develop a broader cross-cultural understanding of themes. 4930.87
AA/AS area 3, 4a, 4c;

ESOL 251A

Reading and Writing 1

6 units, 6 hours lecture (GR or P/NP)

Recommended Preparation: ESOL 541D.

Non-degree applicable.

High beginning level of reading and writing: Fiction and non fiction readings adapted for ESL; writing short narrative and descriptive paragraphs. 4930.87

ESOL 251B**Reading and Writing 1**

6 units, 6 hours lecture (GR or P/NP)

Prerequisite: ESOL 251A.

Non-degree applicable.

Continuation of ESOL 251A: Fiction and non-fiction readings adapted for ESL; writing short narrative and descriptive paragraphs. 4930.87

ESOL 252A**Reading and Writing 2**

6 units, 6 hours lecture (GR or P/NP)

Recommended Preparation: ESOL 251A or ESOL 251B or ESOL 511.

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. 4930.87

ESOL 252B**Reading and Writing 2**

6 units, 6 hours lecture (GR or P/NP)

Prerequisite: 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. 4930.87

ESOL 253**Reading and Writing 3**

6 units, 6 hours lecture (GR or P/NP)

Recommended Preparation: ESOL 252A or ESOL 252B or ESOL 512.

Non-degree applicable.

High Intermediate level of reading and writing: Critical readings of essays, short academic texts, short stories, and/or a book-length text. Writing well-developed essays and compositions. 4930.87

ESOL 257A**Intermediate Reading & Writing Workshop: Developing Critical Reading, Writing and Thinking Skills**

1 unit, .75 hours lecture, .75 hours lab (GR or P/NP)

Corequisite: ESOL 252A or ESOL 252B or ESOL 512.

Non-degree applicable.

Skills to succeed in ESOL 252A or 252B: Learning strategies and individualized instruction for intermediate English learners to develop critical reading, writing, and thinking skills. 4930.87

ESOL 257B**Intermediate Reading & Writing Workshop: Expanding Critical Reading, Writing and Thinking Skills**

1 unit, .75 hours lecture, .75 hours lab (GR or P/NP)

Corequisite: ESOL 252A or ESOL 252B or ESOL 512.

Non-degree applicable.

Continuation of ESOL 257A and support for ESOL 252A or ESOL 252B: Learning strategies and individualized instruction for intermediate English learners to expand on critical reading, writing, and thinking skills. 4930.87

ESOL 257C**Intermediate Reading & Writing Workshop: Strengthening Critical Reading, Writing and Thinking Skills**

1 unit, .75 hours lecture, .75 hours lab (GR or P/NP)

Corequisite: ESOL 253 or ESOL 513 or ESOL 253A.

Non-degree applicable.

Skills to succeed in ESOL 253: Learning strategies and individualized instruction for high intermediate English learners to strengthen critical reading, writing, and thinking skills. 4930.87

ESOL 257D**Intermediate Reading & Writing Workshop: Consolidating Critical Reading, Writing and Thinking Skills**

1 unit, .75 hours lecture, .75 hours lab (GR or P/NP)

Corequisite: ESOL 253 or ESOL 513 or ESOL 253A.

Non-degree applicable.

Continuation of ESOL 257C and support for ESOL 253: Learning strategies and individualized instruction for high intermediate English learners to consolidate critical reading, writing, and thinking skills. 4930.87

ESOL 259A**Advanced Reading and Writing Workshop: Developing Critical Reading, Writing, and Thinking Skills**

1 unit, .75 hours lecture, .75 hours lab (GR or P/NP)

Corequisite: ESOL 052 or ESOL 052A or ESOL 552.

Non-degree applicable.

Skills to succeed in ESOL 052: Learning strategies and individualized instruction for advanced English learners to develop critical reading, writing, and thinking skills. 4930.87

ESOL 259B**Advanced Reading and Writing Workshop: Applying Reading, Writing and Critical Thinking Skills**

1 unit, .75 hours lecture, .75 hours lab (GR or P/NP)

Corequisite: ESOL 052 or ESOL 052A or ESOL 552.

Non-degree applicable.

Continuation of ESOL 259A and support for ESOL 052: Learning strategies and individualized instruction for advanced English learners to apply critical reading, writing, and thinking skills with emphasis on research skills. 4930.87

ESOL 259C**Advanced Reading and Writing Workshop: Strengthening Critical Reading, Writing and Thinking Skills**

1 unit, .75 hours lecture, .75 hours lab (GR or P/NP)

Prerequisite: ENGL 001A or ENGL 001AS.

Corequisite: ENGL 001A or ENGL 001AS.

Non-degree applicable.

Skills to succeed in ENGL 1A: Learning strategies and individualized instruction for advanced English learners to strengthen critical reading, writing, and thinking skills. 4930.87

ESOL 259D**Advanced Reading and Writing Workshop: Consolidating Critical Reading, Writing, and Thinking Skills**

1 unit, .75 hours lecture, .75 hours lab (GR or P/NP)

Prerequisite: ENGL 001A or ENGL 001AS.

Corequisite: ENGL 001A or ENGL 001AS.

Non-degree applicable.

Continuation of ESOL 259C and support for ENGL 1A: Learning strategies and individualized instruction for advanced English learners to consolidate critical reading, writing, and thinking skills with emphasis on research skills. 4930.87

ESOL 261A**Listening and Speaking 1**

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

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. 4930.86

ESOL 261B**Listening and Speaking 1**

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

Prerequisite: 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. 4930.86

ESOL 262A**Listening and Speaking 2**

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

Recommended Preparation: ESOL 261A or ESOL 261B or ESOL 561.

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. 4930.86

ESOL 262B**Listening and Speaking 2**

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

Prerequisite: 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. 4930.86

ESOL 263A**Listening and Speaking 3**

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

Prerequisite: ESL 232B or ESOL 262B or Placement through multiple-measures assessment process.

Not open for credit to students who have completed or are currently enrolled in ESL 233A. 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. 4930.86

ESOL 263B**Listening and Speaking 3**

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

Prerequisite: ESL 233A or ESOL 263A.

Not open for credit to students who have completed or are currently enrolled in ESL 233B. Non-degree applicable

Continuation of ESOL 263A: Improving fluency and accuracy in American English through listening comprehension, grammar, vocabulary, idioms, pronunciation and presentation skills. 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. 4930.86

ESOL 271A**Grammar 1**

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

Non-degree applicable.

High beginning level of English grammar: Basic grammar structures, sentence patterns and parts of speech. 4930.87

ESOL 271B**Grammar 1**

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

Prerequisite: ESOL 271A.

Non-degree applicable.

Continuation of ESOL 271A: Basic grammar structures, sentence patterns and parts of speech. 4930.87

ESOL 272A**Grammar 2**

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

Recommended Preparation: ESOL 271A or ESOL 271B or ESOL 571.

Non-degree applicable.

Intermediate level of English grammar: Introduction to complex grammar structures and sentence patterns. 4930.87

ESOL 272B**Grammar 2**

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

Prerequisite: ESOL 272A.

Non-degree applicable.

Continuation of ESOL 272A: Introduction to complex grammar structures and sentence patterns. 4930.87

ESOL 273A**Grammar 3**

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

Recommended Preparation: ESOL 272A or ESOL 272B or ESOL 572.

Non-degree applicable.

High intermediate level of English grammar: Further study of complex grammar structures and sentence patterns. 4930.87

ESOL 273B**Grammar 3**

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

Prerequisite: ESOL 273A.

Non-degree applicable.

Continuation of ESOL 273A: Further study of complex grammar structures and sentence patterns. 4930.87

ESOL 274A**Grammar 4**

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

Recommended Preparation: ESOL 273A or ESOL 273B or ESOL 573.

Non-degree applicable.

Advanced level of English grammar: Expanding, refining and applying the complex grammar skills used in academic writing, reading, listening and speaking. 4930.87

ESOL 274B**Grammar 4**

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

Prerequisite: 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. 4930.87

ESOL 275A**Grammar 5**

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

Prerequisite: Placement through multiple-measures assessment process.

Recommended Preparation: ESOL 274A or ESOL 274B or ESOL 574.

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. 4930.87

ESOL 275B**Grammar 5**

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

Prerequisite: ESOL 275A.

Non-degree applicable.

Continuation of ESOL 275A: Review and clarification of troublesome grammar points, and practice in writing, editing and proofreading. 4930.87

ESOL 278**Spelling 1**

2 units, 2 hours lecture (GR or P/NP)

Non-degree applicable.

Study of the spelling of American English: Focus on phonics and common spelling patterns. 4930.87

ESOL 283**Business English**

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

Recommended Preparation: ESOL 253.

Non-degree applicable.

High-Intermediate English for Business: Development and strengthening of English language skills for the professional setting: vocabulary for the workplace, navigating meetings and negotiations, giving professional presentations, reading and writing reports and professional correspondences. 4931.00

ESOL 284**English Language Skills for Technology**

1 unit, 1 hour lecture (GR or P/NP)

Not open for credit to students who have completed or are currently enrolled in ESL 287A. 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**

1 unit, 1 hour 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**English for Job Search**

2 units, 2 hours lecture (GR or P/NP)

Not open for credit to students who have completed or are currently enrolled in ESL 267. Non-degree applicable.

High-beginning English for Job Search: English language skills for career exploration and job search. Learn how to clearly communicate in English about your employment goals, skills and personal qualities for use in applications, professional correspondences, resumes and job interviews. Not open for credit to students who have completed ESL 267. 4931.00

ESOL 287**ESOL for Customer Service**

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

Non-degree applicable.

High-Beginning English: Polite language and industry standard service protocols for communicating with customers in the the service industry. 4931.00

ESOL 290**English for Special Purposes**

1 - 2 units, 1 - 2 hours lecture (GR or P/NP)

Non-degree applicable.

Intermediate-level English language to career specific training: Practice listening, speaking and some reading and writing in English in the context of the targeted industry. 4931.00

ESOL 291**Vocabulary 1**

2 units, 2 hours lecture (GR or P/NP)

Prerequisite: Placement through multiple-measures assessment process.

Not open for credit to students who have completed or are currently enrolled in ESL 254A. 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: Placement through multiple-measures assessment process.

Not open for credit to students who have completed or are currently enrolled in ESL 205A. 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)

Recommended Preparation: Placement through multiple measures assessment process.

Not open for credit to students who have completed or are currently enrolled in ESL 205B. Non-degree applicable.

Continuation of ESOL 292: Focus on vocabulary useful in academic courses; analysis of word derivations. 4930.87

ESOL 295A**College Ready Skills: Culture and Classroom Etiquette**

.5 units, .25 hours lecture, .75 hours lab (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: Academic Success Strategies**

.5 units, .25 hours lecture, .75 hours lab (GR or P/NP)

Recommended Preparation: ESOL 295A.

Non-degree applicable.

Continuation of ESOL 295A: Individualized instruction for beginning to low-intermediate English learners to explore American college expectations and study skills and strategies to facilitate academic success. 4930.87

ESOL 295C**College Ready Skills: Best Study Practices**

.5 units, .25 hours lecture, .75 hours lab (GR or P/NP)

Recommended Preparation: ESOL 295B.

Non-degree applicable.

Continuation of ESOL 295B: Individualized instruction for beginning to low-intermediate English learners to explore communication skills and further developing best study practices to facilitate academic success. 4930.87

ESOL 295D**College Ready Skills: Education Technology Skills**

.5 units, .25 hours lecture, .75 hours lab (GR or P/NP)

Recommended Preparation: ESOL 295C.

Non-degree applicable.

Continuation of ESOL 295C: Individualized instruction for beginning to low-intermediate English learners to explore education technology skills to facilitate academic success. 4930.87

ESOL 296A**Reading for College English**

1 unit, 1 hour lecture (GR or P/NP)

Recommended Preparation: ESOL 052 or ESOL 552 or ENGL 264B or Placement by multiple measures assessment process.

Non-degree applicable.

Study and discussion of book-length work of expository prose: Reading and discussion skills to prepare for English 1A. 4930.85

ESOL 296B**Thinking Skills for College English**

1 unit, 1 hour lecture (GR or P/NP)

Recommended Preparation: ESOL 052 or ESOL 552 or ENGL 264B or Placement by multiple measures assessment process.

Non-degree applicable.

Thinking skills to prepare for critical reading and research writing in English 1A: Evaluation of sources of information and identification of logical fallacies. 4930.85

ESOL 511**Reading and Writing 1**

0 units, 105.00 hours lecture (SP or P/NP)

Recommended Preparation: ESOL 541D.

Course study under this section may be repeated twelve times.

High beginning level of reading and writing: Fiction and non fiction readings adapted for ESOL; writing short narrative and descriptive paragraphs. 4930.87

ESOL 512**Reading and Writing 2**

0 units, 105.00 hours lecture (SP or P/NP)

Recommended Preparation: ESOL 251A or ESOL 251B or ESOL 511.

Course study under this section may be repeated twelve times.

Intermediate level of reading and writing: Academic vocabulary and critical thinking skills using intermediate-level ESOL reading materials; expanding paragraphs into simple narratives and essays. 4930.87

ESOL 513**Reading and Writing 3**

0 units, 105.00 hours lecture (SP or P/NP)

Recommended Preparation: ESOL 252A or ESOL 252B or ESOL 512.

Course study under this section may be repeated twelve times.

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. 4930.87

ESOL 527A**English for Culinary 1**

0 units, 22.40 - 32.01 hours lecture (SP or P/NP)

Recommended Preparation: ESOL 541A, ESOL 541B, ESOL 541C, ESOL 541D.

Course study under this section may be repeated ten 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, 22.40 - 32.01 hours lecture (SP or P/NP)

Recommended Preparation: ESOL 541A, ESOL 541B, ESOL 541C, ESOL 541D.

Course study under this section may be repeated ten times.

Continuation of 527A: Practice listening, speaking, reading and writing in the context of food preparation and handling. 4931.00

ESOL 530A**English for Customer Service 1**

0 units, 33.60 - 48.13 hours lecture (SP or P/NP)

Recommended Preparation: ESOL 541A, ESOL 541B, ESOL 541C, ESOL 541D.

Course study under this section may be repeated ten 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, 33.60 - 48.13 hours lecture (SP or P/NP)

Recommended Preparation: ESOL 541A, ESOL 541B, ESOL 541C, ESOL 541D.

Course study under this section may be repeated ten 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, 33.60 - 48.13 hours lecture (SP or P/NP)

Recommended Preparation: ESOL 541A, ESOL 541B, ESOL 541C, ESOL 541D.

Course study under this section may be repeated ten 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, 33.60 - 48.13 hours lecture (SP or P/NP)

Recommended Preparation: ESOL 541A, ESOL 541B, ESOL 541C, ESOL 541D.

Course study under this section may be repeated ten 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

ESOL 534A**English for Technology 1**

0 units, 22.40 - 32.01 hours lecture (SP or P/NP)

Recommended Preparation: ESOL 541A, ESOL 541B, ESOL 541C, ESOL 541D.

Course study under this section may be repeated ten 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 541A**Basic English A**

0 units, 50.05 - 96.25 hours lecture (SP or P/NP)

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**Basic English B**

0 units, 50.05 - 96.25 hours lecture (SP or P/NP)

Recommended Preparation: ESOL 541A.

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**Basic English C**

0 units, 50.05 - 96.25 hours lecture (SP or P/NP)

Recommended Preparation: ESOL 541B.

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**Basic English D**

0 units, 50.05 - 96.25 hours lecture (SP or P/NP)

Recommended Preparation: ESOL 541C.

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

ESOL 550**Advanced Listening and Speaking**

0 units, 70.00 hours lecture (SP or P/NP)

Recommended Preparation: ESOL 263A or ESOL 263B or ESOL 563.

Course study under this section may be repeated twelve times.

Advanced level listening and speaking in American English: Listening comprehension, public speaking strategies, grammar, vocabulary, idioms and pronunciation. 4930.86

ESOL 552**Advanced Reading and Writing**

0 units, 105.00 hours lecture (SP or P/NP)

Recommended Preparation: ESOL 253 or ESOL 513 or ESOL 553.

Course study under this section may be repeated twelve times.

Advanced level of reading and writing: Critical thinking skills, analysis of literature and culturally significant texts; building of research and other academic papers; analysis and comparison of both literary and nonfiction texts from diverse cultures in order to develop a broader cross-cultural understanding of themes. 4930.87

ESOL 557A**Intermediate Reading & Writing Workshop: Developing Critical Reading, Writing and Thinking Skills**

0 units, 13.13 hours lecture, 13.13 hours lab (SP or P/NP)

Corequisite: ESOL 252A or ESOL 252B or ESOL 512.

Course study under this section may be repeated twelve times.

Skills to succeed in ESOL 252A or 252B or 512: Learning strategies and individualized instruction for intermediate English learners to develop critical reading, writing, and thinking skills. 4930.87

ESOL 557B**Intermediate Reading & Writing Workshop: Expanding Critical Reading, Writing and Thinking Skills**

0 units, 13.13 hours lecture, 13.13 hours lab (SP or P/NP)

Corequisite: ESOL 252A or ESOL 252B or ESOL 512.

Course study under this section may be repeated twelve times.

Continuation of ESOL 557A and support for ESOL 252A or ESOL 252B or ESOL 512: Learning strategies and individualized instruction for intermediate English learners to expand on critical reading, writing, and thinking skills. 4930.87

ESOL 557C**Intermediate Reading & Writing Workshop: Strengthening Critical Reading, Writing and Thinking Skills**

0 units, 13.13 hours lecture, 13.13 hours lab (SP or P/NP)

Corequisite: ESOL 253 or ESOL 513.

Course study under this section may be repeated twelve times.

Skills to succeed in ESOL 253 or ESOL 513: Learning strategies and individualized instruction for high intermediate English learners to strengthen critical reading, writing, and thinking skills. 4930.87

ESOL 557D**Intermediate Reading & Writing Workshop: Consolidating Critical Reading, Writing and Thinking Skills**

0 units, 13.13 hours lecture, 13.13 hours lab (SP or P/NP)

Corequisite: ESOL 253 or ESOL 513.

Course study under this section may be repeated twelve times.

Continuation of ESOL 557C and support for ESOL 253 or ESOL 513: Learning strategies and individualized instruction for high intermediate English learners to consolidate critical reading, writing, and thinking skills. 4930.87

ESOL 559A**Advanced Reading and Writing Workshop: Developing Critical Reading, Writing and Thinking Skills**

0 units, 13.13 hours lecture, 13.13 hours lab (SP or P/NP)

Corequisite: ESOL 052 or ESOL 552.

Course study under this section may be repeated twelve times.

Skills to succeed in ESOL 052 or ESOL 552: Learning strategies and individualized instruction for advanced English learners to develop critical reading, writing, and thinking skills. 4930.87

ESOL 559B**Advanced Reading and Writing Workshop: Applying Reading, Writing and Critical Thinking Skills**

0 units, 13.13 hours lecture, 13.13 hours lab (SP or P/NP)

Corequisite: ESOL 052 or ESOL 552.

Course study under this section may be repeated twelve times.

Continuation of ESOL 259A or 559A and support for ESOL 52 or 552: Learning strategies and individualized instruction for advanced English learners to apply critical reading, writing, and thinking skills with emphasis on research skills. 4930.87

ESOL 559C**Advanced Reading and Writing Workshop: Strengthening Critical Reading, Writing and Thinking Skills**

0 units, 13.13 hours lecture, 13.13 hours lab (SP or P/NP)

Corequisite: ENGL 001A.

Course study under this section may be repeated twelve times.

Skills to succeed in ENGL 1A: Learning strategies and individualized instruction for advanced English learners to strengthen critical reading, writing, and thinking skills. 4930.87

ESOL 559D**Advanced Reading and Writing Workshop: Consolidating Critical Reading, Writing, and Thinking Skills**

0 units, 13.13 hours lecture, 13.13 hours lab (SP or P/NP)

Corequisite: ENGL 001A or ENGL 001AS.

Course study under this section may be repeated twelve times.

Continuation of ESOL 559C and support for ENGL 1A: Learning strategies and individualized instruction for advanced English learners to consolidate critical reading, writing, and thinking skills with emphasis on research skills. 4930.87

ESOL 561**Listening and Speaking 1**

0 units, 70.00 hours lecture (SP or P/NP)

Recommended Preparation: ESOL 541D or Placement by multiple measures assessment process.

Course study under this section may be repeated twelve times.

High beginning level listening and speaking: Improving fluency and accuracy in American English through listening comprehension, grammar, vocabulary, idioms, pronunciation and presentation skills. 4930.86

ESOL 562**Listening and Speaking 2**

0 units, 70.00 hours lecture (SP or P/NP)

Recommended Preparation: ESOL 261A or ESOL 261B or ESOL 561.

Course study under this section may be repeated twelve times.

Intermediate level listening and speaking: Improving fluency and accuracy in American English through listening comprehension, grammar, vocabulary, idioms, pronunciation and presentation skills. 4930.86

ESOL 563**Listening and Speaking 3**

0 units, 70.00 hours lecture (SP or P/NP)

Recommended Preparation: ESOL 262A or ESOL 262B or ESOL 562.

Course study under this section may be repeated twelve times.

High intermediate level listening and speaking: improving fluency and accuracy in American English through listening comprehension, grammar, vocabulary, idioms, pronunciation and presentation skills. 4930.86

ESOL 571**Grammar 1**

0 units, 70.00 hours lecture (SP or P/NP)

Recommended Preparation: ESOL 541D or Placement through multiple-measures assessment process.

Course study under this section may be repeated twelve times.

High beginning level of English grammar: Basic grammar structures, sentence patterns and parts of speech. 4930.87

ESOL 572**Grammar 2**

0 units, 70.00 hours lecture (SP or P/NP)

Recommended Preparation: ESOL 271A or ESOL 271B or ESOL 571.

Course study under this section may be repeated twelve times.

Intermediate level of English grammar: Introduction to complex grammar structures and sentence patterns. 4930.87

ESOL 573**Grammar 3**

0 units, 70.00 hours lecture (SP or P/NP)

Recommended Preparation: ESOL 272A or ESOL 272B or ESOL 572.

Course study under this section may be repeated twelve times.

High intermediate level of English grammar: Further study of complex grammar structures and sentence patterns 4930.87

ESOL 574**Grammar 4**

0 units, 70.00 hours lecture (SP or P/NP)

Recommended Preparation: ESOL 273A or ESOL 273B or ESOL 573.

Course study under this section may be repeated twelve times.

Advanced level of English grammar: Expanding, refining and applying the complex grammar skills used in academic writing, reading, listening and speaking. 4930.87

ESOL 583**Business English**

0 units, 52.50 hours lecture (SP or P/NP)

High-Intermediate English for Business: Development and strengthening of English language skills for the professional setting: vocabulary for the workplace, navigating meetings and negotiations, giving professional presentations, reading and writing reports and professional correspondences. 4931.00

ESOL 586**English for Job Search**

0 units, 35.00 hours lecture (SP or P/NP)

Course study under this section may be repeated ten times.

High-beginning English for Job Search: English language skills for career exploration and job search. Learn how to clearly communicate in English about your employment goals, skills and personal qualities for use in applications, professional correspondences, resumes and job interviews. 4931.00

ESOL 587**ESOL for Customer Service**

0 units, 52.50 hours lecture (SP or P/NP)

Not open for credit to students who have completed or are currently enrolled in ESL 266.

High-Beginning English: Polite language and standard protocols for communicating with customers in service areas. 4931.00

ESOL 590**English for Special Purposes**

0 units, 17.50 - 35.00 hours lecture (SP or P/NP)

Intermediate-level English language to career specific training: Practice listening, speaking and some reading and writing in English in the context of the targeted industry. 4931.00

ESOL 595A**College Ready Skills: Culture and Classroom Etiquette**

0 units, 4.38 hours lecture, 13.13 hours lab (SP or P/NP)

Not open for credit to student who have completed or are currently enrolled in ESOL 295A. Course study under this section may be repeated twelve times.

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 595B**College Ready Skills: Academic Success Strategies**

0 units, 4.38 hours lecture, 13.13 hours lab (SP or P/NP)

Recommended Preparation: ESOL 595A.

Not open for credit to student who have completed or are currently enrolled in ESOL 295B. Course study under this section may be repeated twelve times.

Continuation of ESOL 595A: Individualized instruction for beginning to low-intermediate English learners to explore American college expectations and study skills and strategies to facilitate academic success. 4930.87

ESOL 595C**College Ready Skills: Best Study Practices**

0 units, 4.38 hours lecture, 13.13 hours lab (SP or P/NP)

Recommended Preparation: ESOL 595B.

Not open for credit to student who have completed or are currently enrolled in ESOL 295C. Course study under this section may be repeated twelve times.

Continuation of ESOL 595B: Individualized instruction for beginning to low-intermediate English learners to explore communication skills and further developing best study practices to facilitate academic success. 4930.87

ESOL 595D**College Ready Skills: Education Technology Skills**

0 units, 4.38 hours lecture, 13.13 hours lab (SP or P/NP)

Recommended Preparation: ESOL 595C.

Not open for credit to student who have completed or are currently enrolled in ESOL 295D. Course study under this section may be repeated twelve times.

Continuation of ESOL 595C: Individualized instruction for beginning to low-intermediate English learners to explore education technology skills to facilitate academic success. 4930.87

Environmental Control Technology (ECT)

Environmental Control Technology is a technical program offering the theoretical, technical, and problem-solving skills essential for employment in the heating, ventilation, air conditioning, and refrigeration industry. Students completing the suggested curriculum can seek employment as refrigeration technicians, heating, ventilation, air conditioning technicians, and building engineers and technicians.

ECT 1

Physics for Building Science

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

Recommended Preparation: MATH 201, MATH 210D.

Acceptable for Credit: CSU

Principles of physics relevant to Environmental Control Technologies: Thermodynamics, refrigeration cycles, principles of heat transfer transfer, fluid mechanics, electricity and power and energy conversion, and properties of light. 0946.00
AA/AS area 1;

ECT 11

Mechanical and Electrical Devices

2 units, 1.5 hours lecture, 1.5 hours lab (GR)

Corequisite: ECT 013.

Acceptable for Credit: CSU

Introduction to fundamentals of electricity and controls as applied to HVAC&R operations: Basic theory, tools, instrumentation, AC and DC circuits, electrical and mechanical devices, controls. 0946.00

ECT 12

Blueprint Reading and Interpretation for ECT

1.5 units, 1.5 hours lecture (GR)

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 lab (GR)

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 15

Advanced Refrigeration & Troubleshooting

3 units, 2 hours lecture, 3 hours lab (GR or P/NP)

Prerequisite: ECT 013.

Acceptable for Credit: CSU

Advanced methods of investigating and servicing refrigeration system components: Medium and low temperature refrigeration; defrost methods; controls; accessories; and commercial equipment; 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 17**Fundamentals of HVAC and Troubleshooting**

3 units, 2 hours lecture, 3 hours lab (GR or P/NP)

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 sequence of operation, and safety procedures.; troubleshooting residential and light commercial heating and air conditioning equipment.; controls, electrical diagrams, sequence of operation, service diagnosis procedures, maintenance and repairs with emphasis on types of ignition systems and safety. 0946.00

ECT 18**HVAC Installation Practices**

1 unit, .5 hours lecture, 1.5 hours lab (GR or P/NP)

Prerequisite: ECT 016.

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: ECT 022.

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**

3 units, 2 hours lecture, 3 hours lab (GR or P/NP)

Acceptable for Credit: CSU

Introduction to direct digital control systems and building automation systems: Basic electric DDC system and overview of fundamental logic, troubleshooting, hardware, software, network topology, and basic building operations. 0946.00

ECT 22**Commercial HVAC Systems and Troubleshooting**

3 units, 2 hours lecture, 3 hours lab (GR)

Recommended Preparation: ECT 017.

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. 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 treatment systems. 0946.00

ECT 23**HVAC System Design**

2 units, 2 hours lecture (GR or P/NP)

Prerequisite: ECT 022 and ECT 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 25**Introduction to Building Commissioning**

2 units, 1.5 hours lecture, 1.5 hours lab (GR or P/NP)

Corequisite: ECT 022.

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 lab (GR or P/NP)

Prerequisite: ECT 025.

Corequisite: ECT 029.

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**

3 units, 2 hours lecture, 3 hours lab (GR or P/NP)

Prerequisite: ECT 021.

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 016.

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: Concepts include principles of energy, energy and its relation to the building shell, building system energy optimization, and efficiency. 0946.10

ECT 29**Data Analysis for Performance Monitoring**

2 units, 1.5 hours lecture, 1.5 hours lab (GR or P/NP)

Prerequisite: ECT 025.

Corequisite: ECT 026.

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 lab (GR)

Prerequisite: E/ET 202 and ECT 214.

Acceptable for Credit: CSU

Not open for credit to students who have completed or are currently enrolled in E/ET 31.

Introduction to basic microprocessor/microcontroller operations: Analog and Digital, Input and Output Interfaces. Microprocessor and microcontroller hardware understanding in conjunction with software routines. Introduction to Programmable Logic Controllers (PLCs). Understanding of hardware communication standards and sequence of operation. 0946.00

ECT 33**Control Systems Networking for Building Automation**

3 units, 2 hours lecture, 3 hours lab (GR)

Prerequisite: E/ET 037 or ECT 037.

Acceptable for Credit: CSU

Not open for credit to students who have completed or are currently enrolled in E/ET 33.

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 lab (GR)

Recommended Preparation: ECT 026.

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 sequences, fault detection diagnostics, and measurement and validation techniques. 0946.00

ECT 35**Control Systems Integration and Design**

3 units, 2 hours lecture, 3 hours lab (GR)

Prerequisite: ECT 027.

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; introduction to control systems documentation practices; HVAC system schematics, I/O tables, network diagrams, logic diagrams and other drawings. 0946.00

ECT 36**Energy Issues, Policies, and Codes**

1.5 units, 1.5 hours lecture (GR)

Recommended Preparation: ECT 025.

Acceptable for Credit: CSU

Introduction to regional and global energy issues: Energy efficiency market sectors, impact of building energy use on environmental, social, and economic 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 lab (GR)

Acceptable for Credit: CSU

Not open for credit to students who have completed or are currently enrolled in E/ET 37.

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

ECT 40**Introduction to Control System Networking**

1 unit, 1 hour lecture (GR or P/NP)

Prerequisite: ECT 021.

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 or P/NP)

Acceptable for Credit: CSU

Study of the physical interaction of climate (humidity, temperature, wind, sun, rain, snow, etc.) and buildings: Psychrometrics; indoor air quality; indoor thermal comfort; heat transfer; air infiltration; solar insolation; heating and cooling load calculation; building energy and environmental performance factors. 0946.00
AA/AS area 1;

ECT 211**Mechanical and Electrical Codes**

1.5 units, 1.5 hours lecture (GR or P/NP)

Recommended Preparation: ECT 012.

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, 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 lab (GR)

Corequisite: ECT 022.

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 022.

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 MATH 210D.

Selected topics in mathematics with specific application to the HVACR 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. The course is designed specifically to reinforce practice with HVACR example problems. 0946.00

ECT 466A**Occupational Work Experience in Environmental Control Technology**

1 - 4 units, 3.43 - 17.15 hours lab (GR)

Acceptable for Credit: CSU

Course study under this section may be repeated sixteen times.

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

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 in 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;
(C-ID: 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 or P/NP)

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 or P/NP)

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 or P/NP)

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, F; IGETC area 4;

ETHST 50**Introduction to Race, Class 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)

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)

Acceptable for Credit: CSU, UC

This course is equivalent to two years of high school study.

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: FREN 001A.

Acceptable for Credit: CSU, UC

Continuation of French 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: FREN 001B.

Acceptable for Credit: CSU, UC

Eligible for credit by examination.

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 49

Independent Study in French

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

Acceptable for Credit: CSU, UC

UC transferability is determined by UC faculty after transfer, please see a counselor for more information.

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in French Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 1102.00

Geography (GEOG)

The Department of Earth and Human Sciences consists of disciplines such as anthropology, geography, geology, and other physical sciences.

GEOG 1

Physical Geography

3 units, 3 hours lecture (GR)

Acceptable for Credit: CSU, UC

Eligible for credit by examination.

Basic elements of the earth's physical systems and processes: Earth-sun relations, weather, climate, water, plate tectonics, landforms, soils, and ecosystems and their interrelationships and global distribution patterns. 2206.00

AA/AS area 1; CSU area B1, D; IGETC area 4;

(C-ID: GEOG 110)

GEOG 1L

Physical Geography Laboratory

1 unit, 3 hours lab (GR or P/NP)

Prerequisite: GEOG 001 or.

Corequisite: GEOG 001.

Acceptable for Credit: CSU, UC

Practical application of basic concepts and principles of physical geography: Earth-sun relations, 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;

(C-ID: GEOG 140)

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;

(C-ID: GEOG 130)

Geology (GEOL)

The Department of Earth and Human Sciences consists 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;

(C-ID: GEOL 100)

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 lab (GR or P/NP)

Recommended Preparation: GRART 111 or 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

GRART 34

Adobe Illustrator Basics

3 units, 2.5 hours lecture, 1.5 hours lab (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 applications; exploration through hands-on projects. 1030.00

GRART 35

Advanced Adobe Illustrator

3 units, 2.5 hours lecture, 1.5 hours lab (GR or P/NP)

Recommended Preparation: GRART 034.

Acceptable for Credit: CSU

Application of vector 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

GRART 36

Adobe Photoshop Basics

3 units, 2.5 hours lecture, 1.5 hours lab (GR or P/NP)

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 37

Advanced Photoshop

3 units, 2.5 hours lecture, 1.5 hours lab (GR or P/NP)

Recommended Preparation: GRART 036.

Acceptable for Credit: CSU

Implementation of imaging software (Adobe Photoshop) utilized in graphic arts and photography: Tonal manipulations, image editing, color correction, file resolution, sharpening, filters, and output methods utilized in hands-on projects, advanced Photoshop techniques. 1030.00

GRART 42**Web Graphics (Dreamweaver)**

3 units, 2.5 hours lecture, 1.5 hours lab (GR or P/NP)

Prerequisite: GRART 036.

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

GRART 43**Web Graphics and Animation**

3 units, 2.5 hours lecture, 1.5 hours lab (GR or P/NP)

Recommended Preparation: GRART 034.

Acceptable for Credit: CSU

Introduction to software applications used in web and mobile design: Creating graphics and animation for screen display. 1030.00

GRART 111**Elements and Principles of Graphic Design**

3 units, 2 hours lecture, 3 hours lab (GR or P/NP)

Recommended Preparation: GRART 032 or GRART 230.

Acceptable for Credit: CSU

Introduction to elements, principles and techniques of graphic design: Elements of point, line, space and volume; principles of balance, unity, and emphasis; image generation techniques of proportion, contrast, visual impact, rhythm, and illusion; use of graphics software for project presentation. 1030.00

GRART 112**Creative Process and Solutions**

3 units, 2 hours lecture, 3 hours lab (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 lab (GR or P/NP)

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 lab (GR or P/NP)

Prerequisite: GRART 032.

Recommended Preparation: GRART 034 or GRART 036.

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

GRART 115**Website Design**

3 units, 2.5 hours lecture, 1.5 hours lab (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

GRART 121**Applied Graphic Design 1**

3 units, 1 hour lecture, 6 hours lab (GR or P/NP)

Prerequisite: GRART 113.

Recommended Preparation: GRART 111 or GRART 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 lab (GR or P/NP)

Acceptable for Credit: CSU

Project-oriented class for the practical application of design theory, color 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 lab (GR)

Prerequisite: GRART 034.

Recommended Preparation: GRART 111 or GRART 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 hours lecture, 3 hours lab (GR or P/NP)

Recommended Preparation: ART 020.

Acceptable for Credit: CSU

Fundamental principles of animation taught hand drawn techniques: Motion, Laws of Physics, expressions in acting, and general movement of objects, nature, and human forms for beginners; application of twelve universal principles of animation, timing and spacing, hands-on motion exercises, use of professional animation software. 1030.00

GRART 151**Graphics in Motion Intermediate Animation**

3 units, 2 hours lecture, 3 hours lab (GR or P/NP)

Prerequisite: GRART 150 or Instructor's approval.

Acceptable for Credit: CSU

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 lab (GR or P/NP)

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 hours lecture, .75 hours lab (GR)

Recommended Preparation: Basic keyboarding skills.

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

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 components of the graphic arts industry and role of the graphic designer: Historical aspect of graphic design; human communications; print documents; computer applications; design fundamentals and aesthetics; includes file management practices and introduction to illustration and image manipulation software relevant to the web design and graphic design industries. Recommended for majors and non-majors seeking a career path in Applied Graphic Design. 1030.00

GRART 299**Survey Course for Digital Media/CIS [Graphic Arts]**

.5 units, .25 hours lecture, .75 hours lab (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 lab (GR)

Acceptable for Credit: CSU

Course study under this section may be repeated sixteen times.

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

GRART 501**Graphic Arts Open Lab**

0 units, 17.50 - 70.00 hours lab (SP or P/NP)

Course study under this section may be repeated ten times.

Access to the Graphic Arts computer and design labs: Supervised tutoring in graphic software, desktop publishing, graphic design, and electronic imaging. 1030.00

Health Education (HLTED)

The Health Education program at Laney College is under the Kinesiology, Sport Fitness 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

AA/AS area 2; CSU area E;

HLTED 6

Stress and Healthy Adaptation

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

Acceptable for Credit: CSU, UC

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. 0837.00

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.

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

Course study under this section may be repeated twelve times for recertification.

Theory and detailed demonstration of the first aid care of the injured: Assessment and intervention of an individual's 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)

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 Europe to 1500

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

Acceptable for Credit: CSU, UC

History of Europe to 1500: Prehistoric, Ancient, Medieval, and Renaissance periods to 1500. 2205.00

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

(C-ID: HIST 170)

HIST 2B

History of Europe Since 1500

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

Acceptable for Credit: CSU, UC

History of Europe since 1500: Reformations, 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 or P/NP)

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

World History Since 1500

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, religious, 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 or P/NP)

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: HIST130)

HIST 7B**History of the United States Since 1865**

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

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 or P/NP)

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;

Humanities (HUMAN)

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. 1510.00

AA/AS area 3; CSU area C2; IGETC area 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. 1510.00

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 area 3B;

HUMAN 30A

Human Values/Ethics

3 units, 3 hours lecture (GR)

Acceptable for Credit: CSU, UC

Analysis of concepts of good and right in our society and of criteria of conduct: Various religious, philosophic, scientific, and aesthetic aspects of moral behavior integrated with reason and emotion of the individual. 1599.00

AA/AS area 3; CSU area C2; IGETC area 3B;

(C-ID: PHIL 120)

HUMAN 30B

Human Values/Aesthetics

3 units, 3 hours lecture (GR)

Acceptable for Credit: CSU, UC

HUMAN 30A is not prerequisite to HUMAN 30B.

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. 1510.00

AA/AS area 3; CSU area C2; IGETC area 3B;

HUMAN 40**Religions of the World**

3 units, 3 hours lecture (GR)

Acceptable for Credit: CSU, UC

Comparative study of the world's great religions: Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, and Islam; original sources stressed. 1599.00

AA/AS area 3; CSU area C2; IGETC area 3B;

HUMAN 49**Independent Study in Humanities**

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

Acceptable for Credit: CSU, UC

UC transferability is determined by UC faculty after transfer, please see a counselor for more information.

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Humanities. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 4903.00

AA/AS area 3; CSU area C2; IGETC area 3B;

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)

Acceptable for Credit: CSU, UC

This course is equivalent to two years of high school study.

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: JAPAN 001A.

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: JAPAN 001B .

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: JAPAN 050A.

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;

Journalism (JOURN)

The Journalism Department offers practical news experience and academic preparation for students entering the workforce or seeking transfer to four-year institutions. We offer both AA and AA-T degrees that provide foundational training in journalism. Our journalism students embrace multimedia as an essential part of storytelling.

JOURN 18A

News Production I

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

Recommended Preparation: JOURN 021 or ENGL 001A.

Acceptable for Credit: CSU

Basics of reporting: News-gathering, interviewing, accuracy, note-taking and transcription of notes, writing the news story; the lede, the body, conclusion for campus newspaper, integration of articles in various multimedia platforms, and utilization of photographs in context. 0602.00

(C-ID: JOURN 130)

JOURN 18B

News Production II

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

Prerequisite: JOURN 018A.

Acceptable for Credit: CSU

Continuation of JOURN 18A: Intermediate level news-gathering, interviewing, accuracy, note-taking and transcription of notes, writing the news story; the lede, the body, conclusion for campus newspaper, integration of articles in various multimedia platforms, and utilization of photographs in context. 0602.00

(C-ID: JOUR 131)

JOURN 18C

News Production III

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

Prerequisite: JOURN 018B.

Acceptable for Credit: CSU

Continuation of JOURN 18B: Advanced level of news-gathering, interviewing, accuracy, note-taking and transcription of notes, writing the news story; the lede, the body, conclusion for campus newspaper, integration of articles in various multimedia platforms, and utilization of photographs in context. 0602.00

JOURN 18D

News Production IV

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

Prerequisite: JOURN 018C.

Acceptable for Credit: CSU

Continuation of JOURN 18C: Advanced level of news-gathering, interviewing, accuracy, note-taking and transcription of notes, writing the news story; the lede, the body, conclusion for campus newspaper, integration of articles in various multimedia platforms, and utilization of photographs in context. 0602.00

JOURN 20

Photojournalism I

3 units, 2 hours lecture, 3 hours lab (GR)

Prerequisite: PHOTO 011 or PHOTO 071.

Acceptable for Credit: CSU, UC

Not open for credit to students who have completed or are currently enrolled in PHOTO 20.

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. 0602.00

(C-ID: JOUR 160)

JOURN 21**Newswriting**

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

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 4c;

(C-ID: JOURN 110)

JOURN 33**Smartphone Reporting**

3 units, 2 hours lecture, 3 hours lab (GR or P/NP)

Recommended Preparation: JOURN 021.

Acceptable for Credit: CSU

Introduction to smartphone reporting: Use of video, photos, audio, and text to convey interactive news and feature stories using an iPhone or Android smartphone; creating content for social media. 0602.00

JOURN 49**Independent Study in Journalism**

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

Acceptable for Credit: CSU, UC

UC transferability is determined by UC faculty after transfer, please see a counselor for more information.

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Journalism. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 0602.00

JOURN 62**Survey of Mass Media**

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

Acceptable for Credit: CSU, UC

Not open for credit to students who have completed or are currently enrolled in COMM 19. Eligible for credit by examination.

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; CSU area D; IGETC area 4;

(C-ID: JOURN 100)

JOURN 69**Multimedia Reporting for Journalists**

3 units, 2.5 hours lecture, 1.5 hours lab (GR)

Acceptable for Credit: CSU

Introduction to multimedia storytelling in Journalism: Use of video, photos, audio, and text to convey interactive news and feature stories through the Internet and other electronic media; techniques in digital research, critical thinking, and synthesis. 0602.00

JOURN 70**Data Journalism**

3 units, 2 hours lecture, 3 hours lab (GR or P/NP)

Acceptable for Credit: CSU

Exploration in investigative journalism: Gathering, analysis and presentation of data for storytelling. 0602.00

Kinesiology (KIN)

The Kinesiology, Sport Fitness, Health Education 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

.5 units, 2 hours lab (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
CSU area E;

KIN 1B

Swimming II - Beginning

.5 units, 2 hours lab (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, basic aquatic orientation and initial skill development of the four main strokes; Freestyle, Backstroke, Breaststroke, and Butterfly. 0835.00
CSU area E;

KIN 1C

Swimming III - Intermediate

.5 units, 2 hours lab (GR or P/NP)

Prerequisite: Pass a deep water test and swim 25-50yds 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 stroke development of the four competitive strokes: Freestyle, Backstroke, Breaststroke, and Butterfly. 0835.00
CSU area E;

KIN 1D

Swimming IV - Competitive

.5 units, 2 hours lab (GR or P/NP)

Prerequisite: Pass a deep water test and swim 50yds 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
CSU area E;

KIN 2**Lap Swimming**

.5 units, 2 hours lab (GR or P/NP)

Prerequisite: Pass 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
CSU area E;

KIN 3**Long Distance Swimming**

.5 units, 2 hours lab (GR or P/NP)

Prerequisite: Pass 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
CSU area E;

KIN 4**Swimming for Fitness**

.5 units, 2 hours lab (GR or P/NP)

Prerequisite: Pass 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
CSU area E;

KIN 5**Swim Training For Competition**

.5 units, 2 hours lab (GR or P/NP)

Prerequisite: Pass 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
CSU area E;

KIN 14B**Water Polo II - Beginning**

1 unit, 4 hours lab (GR or P/NP)

Prerequisite: To be deep water safe. Swim 2 laps with out stopping and tread water for 1 min.

Acceptable for Credit: CSU, UC

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.

Activity class: Introduction to water polo: Basic skills in passing, shooting, and aquatic skills. Includes game strategy and rules.
0835.00
CSU area E;

KIN 14C**Water Polo III - Intermediate**

.5 units, 2 hours lab (GR or P/NP)

Prerequisite: To be deep water safe. Swim 2 laps with out stopping and tread water for 1 min.

Acceptable for Credit: CSU, UC

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.

Activity class: Development of intermediate water polo skills; including passing, shooting, and other playing skills. Includes game strategy and rules. 0835.00

CSU area E;

KIN 19A**Aquatic Exercise I - Fundamentals**

.5 units, 2 hours lab (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

CSU area E;

KIN 19B**Aquatic Exercise II - Beginning**

.5 units, 2 hours lab (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

CSU area E;

KIN 19C**Aquatic Exercise III - Intermediate**

.5 units, 2 hours lab (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 aquatic skills and vertical movement exercises utilizing the low impact environment of the pool. 0835.00

CSU area E;

KIN 19D**Aquatic Exercise IV - Experienced**

.5 units, 2 hours lab (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

CSU area E;

KIN 47A**Stationary Cycling for Fitness I - Fundamentals**

.5 units, 2 hours lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Activity class: Indoor cycling class designed to improve aerobic fitness and endurance. 0835.00

CSU area E;

KIN 47B**Stationary Cycling for Fitness II - Beginning**

.5 units, 2 hours lab (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
CSU area E;

KIN 47C**Stationary Cycling for Fitness III - Intermediate**

.5 units, 2 hours lab (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
CSU area E;

KIN 51A**Yoga I - Fundamentals**

.5 units, 2 hours lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Activity class: Introduction to yoga stretches and postures, conscious breathing patterns and relaxation techniques. Demonstration of modifications for injuries. 0835.00
CSU area E;

KIN 51B**Yoga II - Beginning**

.5 units, 2 hours lab (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
CSU area E;

KIN 51C**Yoga III - Intermediate**

.5 units, 2 hours lab (GR or P/NP)

Recommended Preparation: .

Acceptable for Credit: CSU, UC

Activity class: Development of intermediate yoga stretches, postures, core strengthening, relaxation techniques, and personal practice. 0835.10
CSU area E;

KIN 70A**Speed Training I - Fundamentals**

.5 units, 2 hours lab (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
CSU area E;

KIN 70B**Speed Training II - Beginning**

.5 units, 2 hours lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Activity class: Beginning level development of an individual's speed and power for applications to athletic activity in various sports. 0835.00

CSU area E;

KIN 70C**Speed Training III - Intermediate**

.5 units, 2 hours lab (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

CSU area E;

KIN 70D**Speed Training IV - Experienced**

.5 units, 2 hours lab (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

CSU area E;

KIN 74A**Badminton I - Fundamentals**

.5 units, 2 hours lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Activity class: Basic fundamentals and skills in badminton. 0835.00

CSU area E;

KIN 74B**Badminton II - Beginning**

.5 units, 2 hours lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Activity class: Beginning principles and fundamentals in badminton. 0835.00

CSU area E;

KIN 74C**Badminton III - Intermediate**

.5 units, 2 hours lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Activity class: Intermediate fundamentals and skills in badminton. 0835.00

CSU area E;

KIN 74D**Badminton IV - Competitive**

.5 units, 2 hours lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Activity class: Competitive strategies and skills in badminton. 0835.00

CSU area E;

KIN 76A**Baseball I - Fundamentals**

.5 - 1 units, 2 - 3 hours lab (GR)

Recommended Preparation: High School or Organized Baseball Experience.

Acceptable for Credit: CSU, UC

Fundamental skills in baseball: Offensive, defensive, pitching, catching. 0835.00
CSU area E;

KIN 76B**Baseball II - Beginning**

1 unit, 4 hours lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Activity class: Beginning level development of baseball skills. 0835.00
CSU area E;

KIN 76C**Baseball III - Intermediate**

.5 units, 2 hours lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Activity class: Intermediate level development of baseball skills 0835.00
CSU area E;

KIN 76D**Baseball IV - Competitive**

.5 units, 2 hours lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Activity class: Competitive level development of baseball skills. 0835.00
CSU area E;

KIN 77A**Offensive Baseball I - Fundamentals**

.5 units, 2 hours lab (GR)

Recommended Preparation: High School or Organized Baseball Experience.

Acceptable for Credit: CSU, UC

Introduction to offensive baseball skills: Hitting, base running. 0835.00
CSU area E;

KIN 80A**Basketball I - Fundamentals**

.5 units, 2 hours lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Activity class: Basic fundamentals and skills in basketball. 0835.00
CSU area E;

KIN 80B**Basketball II - Beginning**

.5 units, 2 hours lab (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
CSU area E;

KIN 80C**Basketball III - Intermediate**

.5 units, 2 hours lab (GR or P/NP)

Recommended Preparation: Intermediate level of Basketball experience.

Acceptable for Credit: CSU, UC

Activity class: Intermediate introduction of basketball fundamentals, introductory concepts of offense and defense. 0835.00
CSU area E;

KIN 80D**Basketball IV - Competitive**

.5 units, 2 hours lab (GR or P/NP)

Recommended Preparation: Intermediate level of basketball skills.

Acceptable for Credit: CSU, UC

Activity Class: Introduction to competitive level basketball techniques through practice drills. 0835.00
CSU area E;

KIN 89A**Football - Offensive I - Fundamentals**

1 unit, 1 hour lecture, 1 hour lab (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
CSU area E;

KIN 89B**Football - Offensive II - Beginning**

1 unit, 1 hour lecture, 1 hour lab (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
CSU area E;

KIN 90A**Football - Defensive I - Fundamentals**

1 unit, 1 hour lecture, 1 hour lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Activity class: Current concepts of defense are examined using game footage, practice, and computer assisted analysis.
0835.00
CSU area E;

KIN 90B**Football - Defensive II - Beginning**

1 unit, 1 hour lecture, 1 hour lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Activity class: Current concepts of defense are examined using game footage, practice, and computer assisted analysis.
Concepts are examined and applied to attack opponent's defensive strategies. Strategy, techniques, game rules, development drills, strength and conditioning programs are covered. 0835.00
CSU area E;

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 lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Basic theory and techniques through lecture and practice drills. 0835.00

CSU area E;

KIN 96**Football Theory and Practice II**

2 units, 1 hour lecture, 3 hours lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Advanced theory and techniques through lecture, practice drills, and game situations. 0835.00

CSU area E;

KIN 103A**Soccer I - Fundamentals**

.5 units, 2 hours lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Activity Class: Covers the fundamental techniques of soccer, terminology, rules, and history. Practice, skills drills, and class competitions are provided to enhance skill development and game strategy. 0835.00

CSU area E;

KIN 103B**Soccer II - Beginning**

.5 units, 2 hours lab (GR or P/NP)

Recommended Preparation: Recommended: 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

CSU area E;

KIN 103C**Soccer III - Intermediate**

.5 units, 2 hours lab (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

CSU area E;

KIN 107B**Tennis II - Beginning**

1 unit, 4 hours lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Activity Class: Fundamentals and Beginning Skills in Tennis. 0835.00

CSU area E;

KIN 110A**Track and Field I - Fundamentals**

.5 units, 2 hours lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Activity class: Fundamentals and skills in track and field. 0835.00

CSU area E;

KIN 110B**Track and Field II - Beginning**

.5 units, 2 hours lab (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

CSU area E;

KIN 110C**Track and Field III - Intermediate**

.5 units, 2 hours lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Activity class: Intermediate level track and field skills; Sprinting, the jumps, the throws, hurdling and middle/long distance running necessary for track and field competition 0835.00

CSU area E;

KIN 110D**Track and Field IV - Experienced**

.5 units, 2 hours lab (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

CSU area E;

KIN 111A**Aerobics of Jogging I - Fundamentals**

.5 units, 2 hours lab (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

CSU area E;

KIN 111B**Aerobics of Jogging II - Beginning**

.5 units, 2 hours lab (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

CSU area E;

KIN 111C**Aerobics of Jogging III - Intermediate**

.5 units, 2 hours lab (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

CSU area E;

KIN 111D**Aerobics of Jogging IV - Experienced**

.5 units, 2 hours lab (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

CSU area E;

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

KIN 150**Introduction to Kinesiology**

3 units, 3 hours lecture (GR)

Acceptable for Credit: CSU, UC

Eligible for credit by examination.

Introduction to interdisciplinary approach to the study of human movement: Overview of motor learning/control, motor development, biomechanics, exercise physiology, and social psychological foundations. 1270.00

(C-ID: KIN 100)

Labor Studies (LABST)

LABST 10

American Labor Movement

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

Acceptable for Credit: CSU, UC

History of the American Labor Movement from Colonial times to the present: First unions, beginnings of national union structures, rise of AFL, development of 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 relationship between the parties engaged in collective bargaining: Research; analysis; computing costs; 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 closing 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 in the collective bargaining process: Investigation techniques and procedures, resolving issues at the Grievance Committee level; arbitration as a means of resolution. 0516.00

LABST 21

Workplace Organizing

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

Acceptable for Credit: CSU

Comprehensive survey of workplace organizing: Emphasis on legal background and current legal issues; group psychology; employer and union campaign strategies. 0516.00
AA/AS area 2;

LABST 30

Labor Law

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

Acceptable for Credit: CSU

Development of the basic legal frameworks governing labor-management relations in union, non-union, and public sectors: Rights to organize and bargain collectively; legal framework of grievance/arbitration procedures; overview of protective and income security legislation and agencies. 0516.00

LABST 49**Independent Study in Labor Studies**

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

Acceptable for Credit: CSU, UC

UC transferability is determined by UC faculty after transfer, please see a counselor for more information.

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Labor Studies. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 0516.00

LABST 201**Stewards' Training**

1 unit, 1 hour lecture (GR or P/NP)

Study of rights, responsibilities and duties of union shop stewards: grievance handling and dispute resolutions; interviewing and investigation techniques; grievance presentation. 0516.00

LABST 202**Union Organizing**

1 unit, 1 hour lecture (GR or P/NP)

Organizing strategies: Managerial and union perspectives; evaluating various approaches; the National Labor Relations Act; other public sector laws. 0516.00

LABST 456H**Occupational Work Experience in Labor Studies**

1 - 4 units, 3.43 - 17.15 hours lab (GR)

Acceptable for Credit: CSU

Course study under this section may be repeated three times.

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. 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). 0516.00

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 methods of effective tutoring: Responsibilities, questioning and modeling techniques, learning style 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)

Prerequisite: LRNRE 030.

Acceptable for Credit: CSU

Course study under this section may be repeated three times.

Methods of effective tutoring: Questioning and modeling techniques, learning styles and strategies, study skills and strategies, leading small group sessions, cultural awareness, tutoring in specific subject areas and problem solving. 0802.10

LRNRE 235

Professional Skills for Career Technical Students

1 unit, 1 hour lecture (GR or P/NP)

Corequisite: COUN 207C.

Designed for Career Technical Education students, focus on building professional skills: technical reading and writing, English language, customer service, and career-specific research. 4999.00

LRNRE 272

Computer Access Projects

.5 - 2 units, 1.5 - 6 hours lab (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. Open-entry/open-exit course Recommended for students with disabilities.. Non-degree applicable. Course study under this section may be repeated as necessary per Title 5, Sec 56029. 4930.30

LRNRE 273

Improving Learning Potential Using Assistive Technology I

.5 - 2 units, 1.5 - 6 hours lab (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**

.5 - 3 units, .5 - 2 hours lecture, .5 - 3 hours lab (GR or P/NP)

Non-degree applicable. Students with learning disabilities may exceed repeat limits with prior Disabled Students Programs and Services Counselor approval. Course study under this section may be repeated ninety-nine times.

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**

.5 - 1 units, .5 - 1 hours lecture (GR or P/NP)

Non-degree applicable. Recommended for students with learning disabilities. 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. Referral by Disability Resource Center recommended. 4930.32

LRNRE 294B**Learning Strategies in Mathematics**

1 unit, 1 hour lecture (GR or P/NP)

Non-degree applicable. Recommended for students with learning disabilities. Course study under this section may be repeated three times.

Math strategies and problem solving skills to maximize student success in mathematics classes: Referral by Disability Resource Center recommended. 4930.32

LRNRE 294C**Learning Strategies in Writing**

1 unit, 1 hour lecture (GR or P/NP)

Non-degree applicable. Recommended for students with learning disabilities. 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: Referral by Disability Resource Center recommended. 4930.32

LRNRE 294D**Learning Strategies in Reading**

1 unit, 1 hour lecture (GR or P/NP)

Non-degree applicable. Recommended for students with learning disabilities. 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: Referral by Disability Resource Center recommended. 4930.32

LRNRE 501**Supervised Peer Tutoring**

0 units, 17.50 - 262.50 hours lab (P/NP)

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, 18.03 hours lecture (SP or P/NP)

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, 18.03 hours lecture (SP or P/NP)

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

Legal and Community Interpreting (LCI)

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 Translation and Interpretation – Spanish

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

Recommended Preparation: POSCI 021, SPAN 002B, SPAN 022B.

Principles of translation and interpretation: Introduction to the three modes of interpretation (consecutive, simultaneous and sight); essential terminology used in court proceedings, health services institutions, and educational environments. Translator and Interpreter code of ethics; protocol; differences between the U.S. and Latin American systems; the linguistic, cultural and professional expectations in the field of translation and interpreting; professional opportunities in the different fields. 2140.00

LCI 202

Sight Translation-Spanish

4 units, 4 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, sight translation practice with documents in English and from a variety of Spanish-speaking countries. 2140.00

LCI 203

Consecutive Interpretation-Spanish

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

Introduction to principles of consecutive interpretation: Development of oral interpretation skills, vocabulary used in legal, health services, and educational instances, and examination of characteristics of Spanish used by participants in the different official contexts and fields; skills include note-taking. 2140.00

LCI 204

Simultaneous Interpretation-Spanish

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

Prerequisite: LCI 201 and LCI 202.

Principles of simultaneous interpretation: Skills and practices, terminology used in different fields, lexical characteristics of Spanish used by participants in the legal, health services, and educational institutions. 2140.00

LCI 206

Preparation for the California Court Interpreter Exam

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

Prerequisite: LCI 201.

Recommended Preparation: LCI 202, LCI 203, LCI 204, POSCI 021.

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

Library and Information Studies (LIS)

LIS 511

Research Skills I

0 units, 3.01 hours lecture (SP or P/NP)

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, 3.01 hours lecture (SP or P/NP)

Prerequisite: LIS 511.

Course study under this section may be repeated three times.

Continuation of LIS 511: Identifying search terms, locating information sources, and evaluating information sources. 4930.14

LIS 513

Research Skills III

0 units, 3.01 hours lecture (SP or P/NP)

Prerequisite: LIS 512.

Course study under this section may be repeated three times.

Continuation of LIS 512: Presenting research and data, citations, and academic integrity. 4930.14

Machine Technology (MACH)

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 lab (GR or P/NP)

Acceptable for Credit: CSU

Fundamentals of Computer-Aided Design (CAD) using SolidWorks software: Application of SolidWorks in creating manufacturing models and documents including solid part models, assembly models and engineering drawings. 0956.30

MACH 30

Introduction to CNC Programming

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

Prerequisite: MACH 210.

Acceptable for Credit: CSU

Introduction to programming of Computer Numerical Control (CNC) machines using standard programming methods: Safety procedures, tool and work setups, and mill and lathe operation. 0956.30

MACH 31

Advanced CNC and CAD/CAM Programming

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

Prerequisite: MACH 030.

Acceptable for Credit: CSU

Advanced programming of Computer Numerical Control (CNC) machines using CAD/CAM software: Mastercam for mill 2D, including high speed toolpaths, and lathe operations. 0956.30

MACH 32

Multi-Axis CNC Machining

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

Prerequisite: MACH 031.

Acceptable for Credit: CSU

Multi-axis programming of Computer Numerical Control (CNC) machines using CAD/CAM software: Mastercam for mill 3D, 4 and 5 axis indexed and simultaneous milling, and lathe operations with live tooling and C-/Y-axis control. 0956.30

MACH 75

Geometric Dimensioning and Tolerancing

2 units, 2 hours lecture (GR or P/NP)

Prerequisite: MACH 205 or MACH 210.

Acceptable for Credit: CSU

Interpretation of print specifications and inspection criteria related to ASME Y14.5 -2018 Geometric Dimensioning and Tolerancing standard: Language and methodology used by industry to define the shapes of, and relationships between, part features in design, manufacture and quality control. 0956.80

MACH 200

Special Projects Laboratory

1 - 4 units, 3 - 12 hours lab (GR or P/NP)

Prerequisite: MACH 210.

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 specifications in drawings ("blueprints") for parts, assemblies and weldments; Introduction to ASME Y 14.5 Geometric Dimensioning and Tolerancing (GD&T) standard. 0956.30

MACH 206**Industrial Hydraulics and Pneumatics**

2 units, 1 hour lecture, 3 hours lab (GR or P/NP)

Introduction to theory and operation of hydraulic and pneumatic systems: Hydraulic and pneumatic principles, components, symbols, and applications from systems development and troubleshooting perspectives; Operation and interaction of hydraulic and pneumatic components in circuits; Maintenance and troubleshooting procedures for systems, system components and manufacturing assemblies. 0945.00

MACH 207**Theory, Operation and Maintenance of Mechanical Drives**

3 units, 2 hours lecture, 3 hours lab (GR or P/NP)

Prerequisite: MACH 210.

Introduction to theory, operation and maintenance of mechanical drive components and power transmission systems: Troubleshooting, preventive maintenance, repair of rotary and linear motion components, including bearings, couplings, belt drives, chain drives, gear drives, conveyors, clutches, brakes, adjustable speed drives and linear motion devices, as well as topics such as lubrication and alignment. 0945.00

MACH 208**Theory, Operation, and Maintenance of Industrial Pumps**

3 units, 2 hours lecture, 3 hours lab (GR or P/NP)

Prerequisite: MACH 210.

Introduction to theory, operation, and maintenance of pumps: Pumping systems, troubleshooting, component repair and replacement (including bearings and seals) and alignment for variety of industrial pumps in water, wastewater and processing applications. 0945.00

MACH 210**Machine Technology I**

5 units, 3 hours lecture, 6 hours lab (GR or P/NP)

Eligible for credit by examination.

Introduction to the theory and operation of machine tools: Shop safety, blueprint reading and engineering drawings, precision measurement, layout, tool grinding, speed and feed calculations, drill press operation, lathe setup and operation and mill setup and operation. 0956.30

MACH 211**Dimensional Metrology**

3 units, 1.5 hours lecture, 4.5 hours lab (GR or P/NP)

Eligible for credit by examination.

Standards and techniques used in dimensional measurement of physical objects: 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 212**Introduction to Quality Assurance**

3 units, 2.5 hours lecture, 1.5 hours lab (GR or P/NP)

Eligible for credit by examination.

Introduction and demonstration of quality assurance techniques and processes: Techniques used by quality control (QC) technicians in manufacturing companies; emphasis on cost of quality, defect prevention and analysis, problem solving, continuous improvement, principles of calibration, inspection planning, audits, and statistical process control. Course aligns with the American Society of Quality (ASQ) Certification. 0956.80

MACH 214**Ultraprecision and Micromachining**

4 units, 2 hours lecture, 6 hours lab (GR or P/NP)

Prerequisite: MACH 031.

Advanced topics in machining and metrology for demanding applications requiring the highest precision and the smallest features: Handling small delicate parts, kinematic design principles, vacuum and adhesive workholding, micromilling, diamond turning, and non-contact optical measurement methods, such as microscopy and interferometry. 0956.30

MACH 220**Machine Technology II**

5 units, 3 hours lecture, 6 hours lab (GR or P/NP)

Prerequisite: MACH 210.

Continuation of MACH 210: Internal lathe operations; lathe workholding devices; four jaw chucks, mill head tramming and other indicator work; vertical mill setup, operation, and use of milling accessories; carbide tooling selection and geometries; introduction to Geometric Dimensioning and Tolerancing, including inspection methods. 0956.30

MACH 230**Machine Technology III**

5 units, 3 hours lecture, 6 hours lab (GR or P/NP)

Prerequisite: MACH 220.

Continuation of MACH 220: Advanced topics such as industrial maintenance machining, machine tool maintenance, machine building, precision toolmaking, tool and cutter grinding, die- and moldmaking, gear cutting and theory; student selects multiple projects from those offered based on their area of interest; projects involve multiple machining operations, processing with multiple machine tools and multi-part assemblies; more in-depth coverage of properties of materials, including heat treatment, and Geometric Dimensioning and Tolerancing (GD&T), including inspection methods. 0956.30

MACH 255**Survey Course for the Skilled Trades**

.5 units, 1.5 hours lab (P/NP)

Introduction to the skilled trades Machining: Topics include safety, career opportunities, and hands on experience. Part of a four part series trades survey class including Welding 255, Carpentry 255, Wood Technology 255. 0956.30

MACH 466L**Occupational Work Experience in Machine Technology**

1 - 4 units, 3.43 - 17.15 hours lab (GR or P/NP)

Acceptable for Credit: CSU

Course study under this section may be repeated twelve times.

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 & Supervision (M/SVN)

The program of study combines management theory with day-to-day practical application. Coursework focuses on leadership, team building, communication skills, and applying managerial principles for changing environment and diverse staff.

M/SVN 60

Introduction to Management

3 units, 3 hours lecture (GR)

Acceptable for Credit: CSU

Not open to students who have completed or are currently enrolled in BUS 9.

Introduction to management: Basic responsibilities of management including roles, functions, and primary responsibilities within an organization. Not open to students who have completed or are currently enrolled in BUS 009. 0506.30

M/SVN 64

Organization and Management

3 units, 3 hours lecture (GR)

Acceptable for Credit: CSU

Organizational theory and its application in today's management: Responsibility in planning, organizing, directing, controlling and coordinating people and activities. Management by objectives and evaluation of its strengths and weaknesses. Leadership and development of leaders. 0506.30

M/SVN 82

Essentials of Managerial Communications

3 units, 3 hours lecture (GR)

Acceptable for Credit: CSU

Principles and forms of effective written and oral communications: Ability to convey ideas, and generic communications related to supervisory-management problems. 0506.30

M/SVN 456I

Occupational Work Experience in Management and Supervision

1 - 4 units, 3.43 - 17.15 hours lab (GR)

Acceptable for Credit: CSU

Course study under this section may be repeated up to sixteen times.

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. 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). 0506.30

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 220G

Technical Mathematics with Trigonometry (Lab)

1 unit, 3 hours lab (GR)

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)

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 253

Pre-Algebra

3 units, 3 hours lecture (GR)

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)

Not open to students who have completed MATH 253.

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. 1702.00

MATH 503

Supervised Tutoring in Mathematics

0 units, 17.50 - 1260.00 hours lab (SP or P/NP)

Open entry/Open exit. Students are referred by a counselor or instructor based on assessed academic needs. Course study under this section may be repeated a thousand times.

Supervised tutoring in Mathematics: either individually or in small groups, to assist students enrolled in Mathematics course(s). Students are referred by a counselor or instructor based on assessed academic needs. Course may be repeated.
Open Entry/Open Exit. 4930.09

MATH 504

Workforce Math

0 units, 30.10 - 54.01 hours lecture (SP or P/NP)

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

MATH 513**Support for Statistics**

0 units, 35.00 hours lecture (SP or P/NP)

Corequisite: MATH 013.

Course study under this section may be repeated three times.

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 515**Support for Pre-Calculus**

0 units, 35.00 hours lecture (SP or P/NP)

Corequisite: MATH 001.

Course study under this section may be repeated three times.

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 516**Support for Trigonometry**

0 units, 17.50 hours lecture (SP or P/NP)

Corequisite: MATH 050.

Course study under this section may be repeated three times.

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 1**Pre-Calculus**

4 units, 4 hours lecture (GR)

Prerequisite: MATH 203 or MATH 211D or MATH 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: MATH 050.

Acceptable for Credit: CSU, UC

Advanced algebra and analytic geometry: Linear, quadratic, polynomial, rational, exponential and logarithmic functions, 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 quadratic surfaces. 1701.00
AA/AS area 4b; CSU area B4; IGETC area 2A;

MATH 3A**Calculus I**

5 units, 5 hours lecture (GR)

Prerequisite: MATH 002 or MATH 001 and MATH 050 or appropriate placement through multiple measures assessment process .

Acceptable for Credit: CSU, UC

Theorems on limits and continuous functions, derivatives, differentials, applications: Fundamental theorem 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: MATH 003A.

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: MATH 003B.

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: MATH 003A.

Acceptable for Credit: CSU, UC

Linear Algebra: Gaussian and Gauss-Jordan elimination, matrices, determinants, vectors in R^2 and 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: MATH 003B, MATH 003E.

Recommended Preparation: MATH 003C.

Acceptable for Credit: CSU, UC

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.

Ordinary differential equations: First-order, second-order, and higher order equations; separable and exact equations, series solutions, Laplace transformations, system of differential equations. Math 3E plus Math 3F are equivalent to Math 3D. Not open for credit to students who have completed or are currently enrolled in Math 3D. 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)

Prerequisite: MATH 003B.

Acceptable for Credit: CSU, UC

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: MATH 203 or MATH 206 or MATH 211D or MATH 230 or MATH 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. 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: MATH 203 or MATH 230 or MATH 240 or MATH 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 combinations. 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: MATH 001 or MATH 002.

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: MATH 016A or MATH 003A.

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**

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

Acceptable for Credit: CSU, UC

UC transferability is determined by UC faculty after transfer, please see a counselor for more information.

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Mathematics Studies. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 1701.00

MATH 50**Trigonometry**

3 units, 3 hours lecture (GR)

Prerequisite: MATH 203 or MATH 211D or MATH 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 100**Mathematics for Artificial Intelligence**

5 units, 5 hours lecture (GR)

Acceptable for Credit: CSU

Probability, Statistics, Linear Algebra, and Calculus for AI: Descriptive and Inferential Statistics, Vector Spaces, Decomposition and Diagonalization, SVD (Singular Value Decomposition) and PCA (Principal Component Analysis), Single Variable and Partial Differentiation, Gradient Descent Optimization. 1701.00
AA/AS area 4b;

MATH 118**Foundations in Data Science**

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

Prerequisite: MATH 203 or Placement through multiple-measures assessment process.

Recommended Preparation: MATH 013 or CIS 006.

Acceptable for Credit: CSU

Not open for credit to students who have completed or are currently enrolled in CIS 118.

Foundations of Data Science: Collecting data, sampling; observational and experimental studies; tables and graphs; histograms; measures of center, spread, and correlation; probability; random variables; normal distributions; confidence intervals; hypothesis testing; Regression; ethical issues; algorithm design, flow charting, and debugging; elements of good programming style. 1701.00
AA/AS area 4b; CSU area B4;

MATH 201**Elementary Algebra**

5 units, 5 hours lecture (GR)

Prerequisite: MATH 225 or MATH 250 or MATH 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: MATH 201 or MATH 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**

5 units, 5 hours lecture (GR)

Prerequisite: MATH 201 or MATH 210D or Appropriate placement through multiple-measures assessment process .

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 lab (GR)

Prerequisite: MATH 225 or MATH 253 or placement through multiple-measures assessment process.

Open-entry/open-exit course. Sequentially aligned to MATH 210A, 210B, 210C, and 210D. 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. 1701.00

MATH 210B**Elementary Algebra (Lab)**

1 unit, 3 hours lab (GR)

Open-entry/open-exit course. Sequentially aligned to MATH 210A, 210B, 210C, and 210D. 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. 1701.00

MATH 210C**Elementary Algebra (Lab)**

1 unit, 3 hours lab (GR)

Open-entry/open-exit course. Sequentially aligned to MATH 210A, 210B, 210C, and 210D. 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. 1701.00

MATH 210D**Elementary Algebra (Lab)**

1 unit, 3 hours lab (GR)

Open-entry/open-exit course. Sequentially aligned to MATH 210A, 210B, 210C, and 210D. 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. 1701.00

MATH 211A**Intermediate Algebra (Lab)**

1 unit, 3 hours lab (GR)

Prerequisite: MATH 201 or MATH 210D or placement through multiple-measures assessment process.

Open-entry/open-exit course. Sequentially aligned to MATH 211A, 211B, 211C, and 211D. 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. 1701.00
AA/AS area 4b;

MATH 211B**Intermediate Algebra (Lab)**

1 unit, 3 hours lab (GR)

Open-entry/open-exit course. Sequentially aligned to MATH 211A, 211B, 211C, and 211D. 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. 1701.00
AA/AS area 4b;

MATH 211C**Intermediate Algebra (Lab)**

1 unit, 3 hours lab (GR)

Open-entry/open-exit course. Sequentially aligned to MATH 211A, 211B, 211C, and 211D. 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. 1701.00
AA/AS area 4b;

MATH 211D**Intermediate Algebra (Lab)**

1 unit, 3 hours lab (GR)

Open-entry/open-exit course. Sequentially aligned to MATH 211A, 211B, 211C, and 211D. 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. 1701.00
AA/AS area 4b;

MATH 213**Support for Statistics**

2 units, 2 hours lecture (P/NP)

Corequisite: MATH 013.

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: MATH 001.

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 unit, 1 hour lecture (P/NP)

Corequisite: MATH 050.

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)**

.5 units, 1.5 hours lab (GR)

Recommended Preparation: MATH 253.

Selected topics in algebra useful for the vocations: Signed numbers, exponents, roots, order of operations; applications to the trades. 1701.00

MATH 220B**Technical Mathematics with Algebra - Part 2 (Lab)**

.5 units, 1.5 hours lab (GR)

Selected topics in algebra useful for the vocations: Algebraic expressions, solving linear equations, formulas, ratio and proportion, word problems; applications to the trades. 1701.00

MATH 220C**Technical Mathematics with Algebra - Part 3 (Lab)**

.5 units, 1.5 hours lab (GR)

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)**

.5 units, 1.5 hours lab (GR)

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)**

.5 units, 1.5 hours lab (GR)

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)**

.5 units, 1.5 hours lab (GR)

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;

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 five 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 44A

Virtual Production I

3 units, 2 hours lecture, 3 hours lab (GR)

Recommended Preparation: MEDIA 077 or MEDIA 075.

Acceptable for Credit: CSU

3D Virtual Film and TV Production: Motion Capture, Cinematography, Lighting, Props, Art Direction, Technical and Visual aspects of 3D Virtual Production, including pre-production, storyboards, blocking, lighting, sets and props; technical skills, including Realtime 3D engines, workflows, camera functions and movement, industry terminology, duties; responsibilities of the camera, lighting and art teams. 0699.00

MEDIA 44B

Virtual Production II

3 units, 2 hours lecture, 3 hours lab (GR)

Recommended Preparation: MEDIA 044A.

Acceptable for Credit: CSU

3D Virtual Film and TV Production: Motion Capture, Cinematography, Lighting, Props, Art Direction, Technical and Visual aspects of Virtual Production, including pre-production, storyboards, blocking, lighting, locations and props; technical skills, including Realtime 3D engines, workflows, camera functions and movement, safe use of equipment, on-set protocol, industry terminology, duties; responsibilities of the camera, lighting, motion, and art teams. 0699.00

MEDIA 44C

Virtual Production III: Cinematography

3 units, 2 hours lecture, 3 hours lab (GR)

Recommended Preparation: MEDIA 044A, MEDIA 044B.

Acceptable for Credit: CSU

Advanced 3D Virtual Film and TV Production: Cinematography, Lighting, Technical and Visual aspects of Virtual Production, including pre-production, storyboards, blocking, lighting, locations; technical skills, including Realtime 3D engines, workflows, camera functions and movement, safe use of equipment, on-set protocol, industry terminology, duties; responsibilities of the camera, lighting, motion capture, and art teams. 0699.00

MEDIA 44D

Virtual Production IV: Capstone

3 units, 2 hours lecture, 3 hours lab (GR)

Recommended Preparation: MEDIA 044A, MEDIA 044B, MEDIA 044C.

Acceptable for Credit: CSU

Advanced 3D Virtual Film and TV Production: Cinematography, Lighting, Audio, Storytelling, Technical and Visual aspects of Virtual Production, including pre-production, storyboards, blocking, lighting, locations; technical skills, including Realtime 3D engines, VFX workflows, motion and face capture, camera functions and movement, safe use of equipment, on-set protocol, industry terminology, duties; responsibilities of the camera, lighting, motion, and 3D art teams. 0699.00

MEDIA 49

Independent Studies in Media

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

Acceptable for Credit: CSU, UC

UC transferability is determined by UC faculty after transfer, please see a counselor for more information.

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Media. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 0604.20

MEDIA 70**XR Design: Virtual Reality**

3 units, 2 hours lecture, 3 hours lab (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

MEDIA 72**3D Modeling for AR/VR**

3 units, 2 hours lecture, 3 hours lab (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

MEDIA 75**Augmented Reality**

3 units, 2 hours lecture, 3 hours lab (GR)

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

MEDIA 77**Virtual Cinema**

3 units, 2 hours lecture, 3 hours lab (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

MEDIA 80**Advanced AR/VR Unity Training**

3 units, 2 hours lecture, 3 hours lab (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

MEDIA 100A**Broadcast Media Announcing and Performance**

3 units, 2 hours lecture, 3 hours lab (GR or P/NP)

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 4c;

MEDIA 100B**Broadcast Media Announcing and Performance**

3 units, 2 hours lecture, 3 hours lab (GR or P/NP)

Recommended Preparation: 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 4c;

MEDIA 101A**Acting/Directing for Film and Digital Media**

3 units, 2 hours lecture, 3 hours lab (GR or P/NP)

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 Film and Digital Media**

3 units, 2 hours lecture, 3 hours lab (GR or P/NP)

Prerequisite: MEDIA 101A.

Acceptable for Credit: CSU, UC

Continuing practice of acting and directing techniques for the screen performance environment: Development of media analysis and criticism skills; creation of an acting and directing performance reel; expanding the performer's range of emotional, intellectual, physical, and vocal expressiveness for the camera. 0604.20

MEDIA 102A**Broadcast Journalism I**

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

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 lab (GR)

Acceptable for Credit: CSU

Eligible for credit by examination.

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 lab (GR or P/NP)

Recommended Preparation: MEDIA 104.

Acceptable for Credit: CSU

Eligible for credit by examination.

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 lab (GR)

Acceptable for Credit: CSU

Eligible for credit by examination.

Theory and operation of audio production equipment for media professionals: Theoretical and aesthetic aspects of sound, acoustics, recording, editing and mixing pertaining to broadcast, film, DVD and other media production 0604.20

MEDIA 112**Media Freelancing and Entrepreneurship**

3 units, 2 hours lecture, 3 hours lab (GR or P/NP)

Recommended Preparation: MEDIA 104 and MEDIA 111.

Acceptable for Credit: CSU

Eligible for credit by examination.

Overview of the legal, professional and personal requirements for a successful career as a media entrepreneur (audio/video) or freelancer: Complete 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 lab (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

MEDIA 120**Making Documentaries**

3 units, 2 hours lecture, 3 hours lab (GR or P/NP)

Recommended Preparation: MEDIA 104, 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 lab (GR or P/NP)

Recommended Preparation: MEDIA 104 and MEDIA 115.

Acceptable for Credit: CSU

Completion of a quality music video: Pre-production, production and post-production skills, emphasis on professional attitude, 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)

Recommended Preparation: MEDIA 104 or MEDIA 111 or MEDIA 120 or MEDIA 130.

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

MEDIA 130**Final Cut Pro I: Beginning Nonlinear Editing for Video, Broadcast and Digital Cinematography**

3 units, 2 hours lecture, 3 hours lab (GR or P/NP)

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

MEDIA 131**Final Cut Pro II: Intermediate Nonlinear Editing for Video, Broadcast and Digital Cinematography**

3 units, 2 hours lecture, 3 hours lab (GR or P/NP)

Prerequisite: 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

MEDIA 132**Final Cut Pro III: Advanced Nonlinear Editing for Video, Broadcast, and Digital Photography**

3 units, 2 hours lecture, 3 hours lab (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

MEDIA 135**Premiere Pro 1: Nonlinear Editing for Video, Broadcast and Digital Cinematography**

3 units, 2 hours lecture, 3 hours lab (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 136**Basic Video Editing/Multiple Platforms**

3 units, 2 hours lecture, 3 hours lab (GR or P/NP)

Acceptable for Credit: CSU

Introduction to editing: Basic nonlinear editing techniques, use of current industry standard editing applications. 0604.20

MEDIA 138**DaVinci Resolve: Video Editing**

3 units, 2 hours lecture, 3 hours lab (GR or P/NP)

Acceptable for Credit: CSU

Video Editing with DaVinci Resolve: Editing fundamentals and aesthetics, motion graphics, color grading, audio mixing, video compression, reel development, for all platforms to include Windows and Mac. 0604.20

MEDIA 139**DaVinci Resolve: Advanced Video Editing**

3 units, 2 hours lecture, 3 hours lab (GR or P/NP)

Prerequisite: MEDIA 138.

Acceptable for Credit: CSU

Continuation of Media 138: Professional editing and aesthetics; motion graphics with built in Fusion page; secondary color grading; audio finishing with Fairlight page; media management; reel refinement, for all platforms to include Windows and Mac. 0604.20

MEDIA 140**After Effects: Motion Graphics for Video, Broadcast and Digital Cinematography**

3 units, 2 hours lecture, 3 hours lab (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. 0604.20

MEDIA 150**Pro Tools: Sound Design/Aesthetics for Video, Broadcast and Digital Cinematography**

3 units, 2 hours lecture, 3 hours lab (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. 0604.20

MEDIA 155**Basic Sound Recording and Music Video**

3 units, 2 hours lecture, 3 hours lab (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**Sound Mixing and Mastering**

3 units, 2 hours lecture, 3 hours lab (GR or P/NP)

Recommended Preparation: MEDIA 111, MEDIA 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 lab (GR or P/NP)

Recommended Preparation: MEDIA 104 or MEDIA 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 lab (GR or P/NP)

Prerequisite: One year industry experience and Instructor's approval.

Recommended Preparation: MEDIA 165.

Acceptable for Credit: CSU

Eligible for credit by examination.

Continuation of MEDIA 165: Designing an AV solution, vendor selection, estimates and job-costing, building & managing projects, maintaining & troubleshooting, AV business management. 0699.00

MEDIA 299**Survey Course for Digital Media/CIS [Film/Video/Audio]**

.5 units, .25 hours lecture, .75 hours lab (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 lab (GR)

Acceptable for Credit: CSU

Course study under this section may be repeated three times.

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). 0604.20

MEDIA 460B**Occupational Work Experience In Audio Visual**

1 unit, 3.43 - 17.15 hours lab (GR)

Acceptable for Credit: CSU

Course study under this section may be repeated three times.

Supervised employment providing opportunities in audio visual 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). 0604.20

MEDIA 538**DaVinci Resolve: Video Editing**

0 units, 35.00 hours lecture, 52.50 hours lab (SP or P/NP)

Course study under this section may be repeated three times.

Video Editing with DaVinci Resolve : Editing fundamentals and aesthetics, motion graphics, color grading, audio mixing, video compression, reel development, for all platforms to include Windows and Mac. 0604.20

MEDIA 539**DaVinci Resolve: Advanced Video**

3.00 units, 35.00 hours lecture, 52.50 hours lab (SP or P/NP)

Prerequisite: MEDIA 538.

Course study under this section may be repeated three times.

Continuation of MEDIA 538: Professional editing and aesthetics, motion graphics with built in Fusion page, secondary color grading, audio finishing with Fairlight page, media management, reel refinement, for all platforms to include Windows and Mac. 0604.20

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 the United States involvement 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, E; 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)

Acceptable for Credit: CSU, UC

M/LAT 30A is not prerequisite to M/LAT 30B.

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 or P/NP)

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, F; IGETC area 4;

M/LAT 32**African Heritage of Latin America**

3 units, 3 hours lecture (GR)

Acceptable for Credit: CSU, UC

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. Not open for credit to students who have completed or are currently enrolled in AFRAM 18. 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, F; 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)

Acceptable for Credit: CSU, UC

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.

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 010A.

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, 4c, 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)

Acceptable for Credit: CSU, UC

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 38**Introduction to Curanderismo: Sacred Healing Traditions and Practices of Mexico and the Southwest United States**

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

Acceptable for Credit: CSU, UC

Overview of Curanderismo and traditional Mesoamerican healing practices using an interdisciplinary approach: Analysis of history, Indigenous healing systems, ceremonies, ancestral remedies, and healing techniques used to integrate mind, body and spirit. 1101.05

AA/AS area 2, 5; CSU area C2; IGETC area 3B;

M/LAT 39**Place-Based Histories and Practices of Traditional Healing Systems in Mexico**

2 - 6 units, 1 - 5 hours lecture, 3 hours lab (GR or P/NP)

Acceptable for Credit: CSU

Overview of ecology, curanderismo and traditional healing systems in selected regions of Mexico: Analysis of Mesoamerican history, biodiversity, Indigenous healing systems, ceremonies, ancestral remedies, and healing practices used to integrate mind, body and spirit and promote wellness. 2201.30

M/LAT 49**Independent Study in Mexican/Chicanx/Latinx Studies**

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

Acceptable for Credit: CSU, UC

UC transferability is determined by UC faculty after transfer, please see a counselor for more information.

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Mexican and Latin-American Studies. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 2203.00

MUSIC (MUSIC)

See Also- COMMERCIAL MUSIC (MUSIC-CM)

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 8A

Music History: Antiquity Through the Renaissance

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

Acceptable for Credit: CSU, UC

Development of music and musical thought from Mesopotamia to early 1600's: 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)

Acceptable for Credit: CSU, UC

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)

Acceptable for Credit: CSU, UC

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)

Acceptable for Credit: CSU, UC

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

Introduction to Chinese Opera

3 units, 3 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 Cultural Revolution. 1004.00
AA/AS area 3; CSU area C1; IGETC area 3A;

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 critical analysis of unique American music: Environments from which its many forms have emerged and its role in social history; development of blues, folk, jazz, rock, and other popular music forms in the twentieth century. 1004.00
AA/AS area 3, 5; CSU area C1; IGETC area 3A;

MUSIC 15B**Jazz, Blues, and Popular Music in the American Culture**

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

Acceptable for Credit: CSU, UC

Study of contemporary music scene with in-depth investigation of trends in artistic expression: Music as a revolutionary force, the role of the music industry, analysis of performances and interviews. 1004.00
AA/AS area 3, 5; CSU area C1; IGETC area 3A;

MUSIC 32**Chinese Orchestra**

1 unit, 4 hours lab (GR or P/NP)

Other: Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.

Acceptable for Credit: CSU, UC

Course study under this section may be repeated three times.

Introduction to theory, practice, and historical background of Chinese music: Study and performance of Chinese orchestral instruments leading to public performance. 1004.00

MUSIC 49**Independent Study in Music**

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

Acceptable for Credit: CSU, UC

UC transferability is determined by UC faculty after transfer, please see a counselor for more information.

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Music. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 1004.00

MUSIC 51A**Music History I: Antiquity to 1750**

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

Acceptable for Credit: CSU, UC

Survey of music history and literature from antiquity to 1750: Cultural, intellectual and social influences, in-depth examination of the development of Western European music through analysis and synthesizing of historical details and stylistic elements of the musical trends of the era. 1004.00
AA/AS area 3; CSU area C1; IGETC area 3A;
(C-ID: MUS 105)

MUSIC 51B**Music History II: 1750 to Present**

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

Acceptable for Credit: CSU

Survey of music history and literature from 1750 to the present: Cultural, intellectual and social influences, examination of the development of Western European music through analysis and synthesizing of historical details and stylistic elements of the musical trends of the era. 1004.00
AA/AS area 3; CSU area C1; IGETC area 3A;
(C-ID: MUS 106)

MUSIC 52A**Orchestra**

1 unit, 4 hours lab (GR or P/NP)

Other: Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.

Acceptable for Credit: CSU, UC

Course study under this section may be repeated three times.

Study and performance of orchestral music: Selections from standard works from the Western Classical repertoire and modern pieces leading to public performance. 1004.00

MUSIC 53A**Music of Latin America and the Caribbean**

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

Acceptable for Credit: CSU, UC

Survey of music from Latin America and the Caribbean: History, cultures, forms, and evolving styles; contribution of Latin American and Caribbean music to the rest of the world. 1004.00

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

MUSIC 53B**Music of China**

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

Acceptable for Credit: CSU, UC

Survey of music from China: History, cultures, forms, and evolving styles; contribution of Chinese music to the rest of the world. 1004.00

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

MUSIC 54**Chinese Small Ensemble**

1 unit, 4 hours lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Course study under this section may be repeated three times.

Study and performance of Chinese music for small ensemble: Interpretation, ensemble technique, and traditions of China and the Chinese Diaspora. 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 notation 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)

Recommended Preparation: Recommended concurrent enrollment in Music Skills I (MUSIC 121) and one of the following: Elementary Piano (MUSIC 130), Intermediate Piano Literature (MUSIC 134) or Jazz Piano (MUSIC 148).

Acceptable for Credit: CSU, UC

Composition and analysis of music from history and world music cultures: Analysis, history and cultural significance of rhythm and meter as exemplified in music literature and music of oral tradition; basic properties of sound; intervals; diatonic scales and triads; diatonic chords, basic cadential formulas and phrase structure; dominant seventh; figured bass symbols; and non-harmonic tones. History of notation and practice will be discussed as students develop skills in handwritten notation. 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 MUSIC 121, Recommended concurrent enrollment in Music Skills II (MUSIC 122) and one of the following: Elementary Piano (MUSIC 130), Intermediate Piano Literature (MUSIC 134) or Jazz Piano (MUSIC 148).

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)

Other: Recommended concurrent enrollment in Music Skills III (MUSIC 123) and one of the following: Elementary Piano (MUSIC 130), Intermediate Piano Literature (MUSIC 134) or Jazz Piano (MUSIC 148).

Recommended Preparation: MUSIC 102 and MUSIC 122.

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 MUSIC 123, Recommended concurrent enrollment in Music Skills IV (MUSIC 124) and one of the following: Elementary Piano (MUSIC 130), Intermediate Piano Literature (MUSIC 134) or Jazz Piano (MUSIC 148).

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 mediant, Neapolitan and augmented-sixth chords, 9th, 11th and 13th chords, altered chords and dominants; and 20th 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, 3 hours lab (GR or P/NP)

Other: Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.

Recommended Preparation: Concurrent participation in at least one of the following ensembles: Orchestra 030A, Chinese Orchestra 032, Chorus 125, Jazz Orchestra 126, Jazz Combos 127, or Pop Music Ensemble 151; and enrollment in at least one of the following major preparation courses: Theory I 101, Theory II 102, Theory III 103, Theory IV 104, Music Skills I 121, Skills II 122, Skills III 123, or Skills IV 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, 3 hours lab (GR or P/NP)

Other: Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.

Recommended Preparation: MUSIC 105 , Concurrent participation in at least one of the following ensembles: 030A, 032, 125, 126, 127, or 151; 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; 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, 3 hours lab (GR or P/NP)

Other: Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.

Recommended Preparation: MUSIC 106, Concurrent participation in at least one of the following ensembles: 030A, 032, 125, 126, 127, or 151; 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; 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, 3 hours lab (GR or P/NP)

Other: Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.

Recommended Preparation: MUSIC 107, Concurrent participation in at least one of the following ensembles: 030A, 032, 125, 126, 127, or 151; 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 fingerstyle techniques, reading music, basic chord symbols, strums, and simple song accompaniments; progressive development of skills needed for solo performance; achievement is evaluated through a juried performance. 1004.00

(C-ID: MUS 160)

MUSIC 113**Beginning Percussion I**

1 unit, 3 hours lab (GR or P/NP)

Other: Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.

Recommended Preparation: Concurrent participation in at least one of the following ensembles: Orchestra 030A, Chinese Orchestra 032, Chorus 125, Jazz Orchestra 126, Jazz Combos 127, or Pop Music Ensemble 151; and enrollment in at least one of the following major preparation courses: Theory I 101, Theory II 102, Theory III 103, Theory IV 104, Music Skills I 121, Skills II 122, Skills III 123, or Skills IV 124 .

Acceptable for Credit: CSU, UC

Individualized study of 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 orchestral percussion; progressive development of skills needed for solo performance; achievement is evaluated through a juried performance. 1004.00

MUSIC 114**Beginning Percussion II**

1 unit, 3 hours lab (GR or P/NP)

Other: Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.

Recommended Preparation: Concurrent participation in at least one of the following ensembles: Orchestra 030A, Chinese Orchestra 032, Chorus 125, Jazz Orchestra 126, Jazz Combos 127, or Pop Music Ensemble 151; and enrollment in at least one of the following major preparation courses: Theory I 101, Theory II 102, Theory III 103, Theory IV 104, Music Skills I 121, Skills II 122, Skills III 123, or Skills IV 124 .

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.; progressive development of skills needed for solo performance; achievement is evaluated through a juried performance. 1004.00

MUSIC 115**Beginning Percussion III**

1 unit, 3 hours lab (GR or P/NP)

Other: Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.

Recommended Preparation: MUSIC 114, Concurrent participation in at least one of the following ensembles: Orchestra 030A, Chinese Orchestra 032, Chorus 125, Jazz Orchestra 126, Jazz Combos 127, or Pop Music Ensemble 151; and enrollment in at least one of the following major preparation courses: Theory I 101, Theory II 102, Theory III 103, Theory IV 104, Music Skills I 121, Skills II 122, Skills III 123, or Skills IV 124.

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; progressive development of skills needed for solo performance; achievement is evaluated through a juried performance. 1004.00

MUSIC 116**Beginning Percussion IV**

1 unit, 3 hours lab (GR or P/NP)

Other: Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.

Recommended Preparation: MUSIC 115, Concurrent participation in at least one of the following ensembles: Orchestra 030A, Chinese Orchestra 032, Chorus 125, Jazz Orchestra 126, Jazz Combos 127, or Pop Music Ensemble 151; and enrollment in at least one of the following major preparation courses: Theory I 101, Theory II 102, Theory III 103, Theory IV 104, Music Skills I 121, Skills II 122, Skills III 123, or Skills IV 124.

Acceptable for Credit: CSU, UC

Individualized study of level IV percussion techniques and theory: odd meters, Brazilian, Cuban, Caribbean, brush technique; progressive development of skills needed for solo performance; achievement is evaluated through a juried performance. 1004.00

MUSIC 117**Voice I**

1 unit, 3 hours lab (GR or P/NP)

Other: Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.

Recommended Preparation: Concurrent participation in at least one of the following ensembles: Orchestra 030A, Chinese Orchestra 032, Chorus 125, Jazz Orchestra 126, Jazz Combos 127, or Pop Music Ensemble 151; and enrollment in at least one of the following major preparation courses: Theory I 101, Theory II 102, Theory III 103, Theory IV 104, Music Skills I 121, Skills II 122, Skills III 123, or Skills IV 124.

Acceptable for Credit: CSU, UC

Individualized study of beginning vocal techniques and theory: Posture, breathing, phonation, resonance, and preparation of lyrics; progressive development of skills needed for solo performance; achievement evaluated through a juried performance. 1004.00

(C-ID: MUS 160)

MUSIC 118**Voice II**

1 unit, 3 hours lab (GR or P/NP)

Other: Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.

Recommended Preparation: MUSIC 117, Concurrent participation in at least one of the following ensembles: 030A, 032, 125, 126, 127, or 151; 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: Postures other than standing, vowel color, vocal range, intonation, and changes of register; progressive development of skills needed for solo performance; achievement evaluated through a juried performance. 1004.00

MUSIC 119**Voice III**

1 unit, 3 hours lab (GR or P/NP)

Other: Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.

Recommended Preparation: MUSIC 118, Concurrent participation in at least one of the following ensembles: 030A, 032, 125, 126, 127, or 151; 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 beginning vocal techniques and theory: Anatomy of registers and pitch, consonants, pharyngeal adjustment, vibrato, and special registers in women and men; progressive development of skills needed for solo performance; achievement evaluated through a juried performance. 1004.00

(C-ID: MUS 160)

MUSIC 120**Voice IV**

1 unit, 3 hours lab (GR or P/NP)

Other: Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.

Recommended Preparation: MUSIC 119, Concurrent participation in at least one of the following ensembles: 030A, 032, 125, 126, 127, or 151; 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; progressive development of skills needed for solo performance; achievement evaluated through a juried performance. 1004.00

(C-ID: MUS 160)

MUSIC 121**Music Skills I**

1 unit, 4 hours lab (GR or P/NP)

Prerequisite: Instructor's Approval or MUSIC 100 and MUSIC 101 and MUSIC 102 and MUSIC 103 and MUSIC 104.

Corequisite: MUSIC 100 and MUSIC 101 and MUSIC 102 and MUSIC 103 and MUSIC 104.

Other: Recommended 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: MUS 125)

MUSIC 122**Music Skills II**

1 unit, 4 hours lab (GR or P/NP)

Prerequisite: MUSIC 121 or Instructor's Approval.

Other: Recommended concurrent enrollment in Music Theory II (MUSIC 102) 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).

Recommended Preparation: MUSIC 101.

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 lab (GR or P/NP)

Prerequisite: MUSIC 122 or Instructor's Approval.

Corequisite: MUSIC 103 or Instructor's Approval.

Other: Recommended concurrent enrollment in Music Theory III (MUSIC 103) 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

Continuation of MUSIC 122: Application and development of the 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 lab (GR or P/NP)

Prerequisite: MUSIC 123 or Instructor's Approval.

Corequisite: MUSIC 104 or Instructor's Approval.

Other: Recommended concurrent enrollment in Music Theory IV (MUSIC 104) 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

Continuation of MUSIC 123: Application and development the 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 lab (GR or P/NP)

Other: Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.

Acceptable for Credit: CSU, UC

Course study under this section may be repeated three times.

Study and interpretation of a wide variety of accompanied and unaccompanied choral literature: Participation in public choral performance. 1004.00

(C-ID: MUS 180)

MUSIC 126**Jazz Orchestra**

1 unit, 4 hours lab (GR or P/NP)

Other: Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.

Acceptable for Credit: CSU, UC

Course study under this section may be repeated three times.

Study and performance of Jazz Orchestra literature. Participation in public performance required. 1004.00

(C-ID: MUS 180)

MUSIC 127**Jazz Combos**

1 unit, 4 hours lab (GR or P/NP)

Other: Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.
Acceptable for Credit: CSU, UC
Course study under this section may be repeated three times.

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 lab (GR or P/NP)

Other: Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.
Acceptable for Credit: CSU, UC
Course study under this section may be repeated three times.

Intermediate level chorus: Study and interpretation of accompanied and unaccompanied choral literature. 1004.00
(C-ID: MUS 180)

MUSIC 129**Jazz Orchestra Repertoire**

1 unit, 4 hours lab (GR or P/NP)

Other: Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.
Acceptable for Credit: CSU, UC
Course study under this section may be repeated three times.

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, 3 hours lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Individualized study of 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. Achievement is evaluated through a juried performance. 1004.00

MUSIC 131**Elementary Piano Method II**

1 unit, 3 hours lab (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. Achievement is evaluated through a juried performance. 1004.00

MUSIC 132**Elementary Piano Method III**

1 unit, 3 hours lab (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. Achievement is evaluated through a juried performance. 1004.00

MUSIC 133**Elementary Piano Method IV**

1 unit, 3 hours lab (GR or P/NP)

Recommended Preparation: 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. Achievement is evaluated through a juried performance. 1004.00

MUSIC 134**Intermediate Piano Literature I**

1 unit, 3 hours lab (GR or P/NP)

Recommended Preparation: MUSIC 133.

Acceptable for Credit: CSU, UC

Individualized study of 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 performance. Achievement is evaluated through a juried performance. 1004.00

MUSIC 135**Intermediate Piano Literature II**

1 unit, 3 hours lab (GR or P/NP)

Recommended Preparation: MUSIC 134.

Acceptable for Credit: CSU, UC

Individualized study of level II 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. Achievement is evaluated through a juried performance. 1004.00

MUSIC 136**Intermediate Piano Literature III**

1 unit, 3 hours lab (GR or P/NP)

Recommended Preparation: MUSIC 135.

Acceptable for Credit: CSU, UC

Individualized study of level III 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. Achievement is evaluated through a juried performance. 1004.00

MUSIC 137**Intermediate Piano Literature IV**

1 unit, 3 hours lab (GR or P/NP)

Recommended Preparation: MUSIC 136.

Acceptable for Credit: CSU, UC

Individualized study of level IV 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. Achievement is evaluated through a juried performance. 1004.00

MUSIC 138**Jazz Piano I**

1 unit, 3 hours lab (GR or P/NP)

Other: Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.

Recommended Preparation: MUSIC 130 or MUSIC 134, Concurrent participation in at least one of the following ensembles: 030A, 032, 125, 126, 127, or 151; 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 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; achievement evaluated through a juried performance. 1004.00

MUSIC 139**Jazz Piano II**

1 unit, 3 hours lab (GR or P/NP)

Other: Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.

Recommended Preparation: MUSIC 138, Concurrent participation in at least one of the following ensembles: 030A, 032, 125, 126, 127, or 151; 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 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 9th chords and 4-note voicings, improvisation on simple chord progressions; class performances. Progressive development of skills needed for solo performance; achievement evaluated through a juried performance. 1004.00

MUSIC 140**Jazz Piano III**

1 unit, 3 hours lab (GR or P/NP)

Other: Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.

Recommended Preparation: MUSIC 139, Concurrent participation in at least one of the following ensembles: 030A, 032, 125, 126, 127, or 151; 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 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.; pProgressive development of skills needed for solo performance; achievement evaluated through a juried performance. 1004.00

MUSIC 141**Jazz Piano IV**

1 unit, 3 hours lab (GR or P/NP)

Other: Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.

Recommended Preparation: MUSIC 140, Concurrent participation in at least one of the following ensembles: 030A, 032, 125, 126, 127, or 151; 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 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.; pProgressive development of skills needed for solo performance; achievement evaluated through a juried performance. 1004.00

MUSIC 142**Instrumental Ensemble**

1 unit, 4 hours lab (GR or P/NP)

Other: Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.
Acceptable for Credit: CSU, UC
Course study under this section may be repeated three times.

Study of instrumental ensemble literature: Ensemble playing devoted to the performance of small chamber works for brass, percussion, strings, and woodwind instruments. 1004.00
(C-ID: MUS 180)

MUSIC 144**Intermediate Jazz Combos**

1 unit, 4 hours lab (GR or P/NP)

Other: Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition .
Acceptable for Credit: CSU, UC
Course study under this section may be repeated three times.

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 lab (GR or P/NP)

Other: Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition .
Acceptable for Credit: CSU, UC
Course study under this section may be repeated three times.

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: MUS 180)

MUSIC 146**Advanced Choral Repertoire**

1 unit, 4 hours lab (GR or P/NP)

Other: Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.
Acceptable for Credit: CSU, UC
Course study under this section may be repeated three times.

Advanced level study and interpretation of accompanied and unaccompanied choral literature. 1004.00
(C-ID: MUS 180)

MUSIC 150**Applied Music**

1 unit, 3 hours lab (GR)

Other: Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.
Recommended Preparation: Concurrent participation in at least one of the following ensembles: 030A, 032, 125, 126, 127, or 151; 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
Course study under this section may be repeated three times.

Individualized study of the appropriate techniques and repertoire for the specific instrument or voice being studied: Progressive development of skills needed for solo performance; achievement evaluated through a juried performance. 1004.00
(C-ID: MUS 160)

MUSIC 151**Pop Music Ensemble**

1 unit, 4 hours lab (GR or P/NP)

Other: Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition. Acceptable for Credit: CSU, UC
Course study under this section may be repeated three times.

Study and performance of commercial music and arrangements: Designed for singers and instrumentalists interested in performing pop music in a band. 1004.00
(C-ID: MUS 185)

MUSIC 225A**Introduction to Choral Performance and Repertoire**

1 unit, 4 hours lab (GR or P/NP)

Other: Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.

Introduction to study and interpretation of accompanied and unaccompanied choral literature: Participation in public performance required. 1004.00

MUSIC 225B**Beginning Level Choral Performance and Repertoire**

1 unit, 4 hours lab (GR or P/NP)

Other: Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.

Beginning level study and interpretation of accompanied and unaccompanied choral literature: Participation in public performance required. 1004.00

MUSIC 225C**Intermediate Choral Performance and Repertoire**

1 unit, 4 hours lab (GR or P/NP)

Other: Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.

Intermediate level study and interpretation of accompanied and unaccompanied choral literature: Participation in public performance required. 1004.00

MUSIC 225D**Advanced Choral Performance and Repertoire**

1 unit, 4 hours lab (GR or P/NP)

Other: Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.

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 lab (GR or P/NP)

Other: Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.

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**

1 unit, 4 hours lab (GR or P/NP)

Other: Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.

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**

1 unit, 4 hours lab (GR or P/NP)

Other: Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.

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**

1 unit, 4 hours lab (GR or P/NP)

Other: Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.

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**

1 unit, 4 hours lab (GR or P/NP)

Other: Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.

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

MUSIC 233A**Introduction to Technique and Solo Repertoire**

1 unit, 3 hours lab (GR or P/NP)

Other: Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.

Introduction to technique and performance issues of solo repertoire: Exploration of technical considerations related to solo repertoire, as assigned by the instructor. 1004.00

MUSIC 233B**Beginning Technique and Solo Repertoire**

1 unit, 3 hours lab (GR or P/NP)

Other: Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.

Recommended Preparation: MUSIC 233A.

Continuation of MUSIC 233A: Exploration of technical considerations related to solo repertoire at a beginning level, as assigned by the instructor. 1004.00

MUSIC 233C**Intermediate Technique and Solo Repertoire**

1 unit, 3 hours lab (GR or P/NP)

Other: Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.

Recommended Preparation: MUSIC 233B.

Continuation of MUSIC 233B: Exploration of technical considerations related to solo repertoire at an intermediate level, as assigned by the instructor. 1004.00

MUSIC 233D**Advanced Technique and Solo Repertoire**

1 unit, 3 hours lab (GR or P/NP)

Other: Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.

Recommended Preparation: MUSIC 233C.

Continuation of MUSIC 233C: Exploration of technical considerations related to repertoire at an advanced level, as assigned by the instructor. 1004.00

MUSIC 234A**Introduction to Technique and Ensemble Repertoire**

1 unit, 4 hours lab (GR or P/NP)

Other: Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.

Introduction to technique and performance issues of ensemble repertoire: Exploration of technical considerations related to ensemble repertoire, as assigned by the instructor. 1004.00

MUSIC 234B**Beginning Technique and Ensemble Repertoire**

1 unit, 4 hours lab (GR or P/NP)

Other: Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.

Recommended Preparation: MUSIC 234A.

Continuation of MUSIC 234A: Exploration of technical considerations related to beginning level ensemble repertoire, as assigned by the instructor. 1004.00

MUSIC 234C**Intermediate Technique and Ensemble Repertoire**

1 unit, 4 hours lab (GR or P/NP)

Other: Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.

Recommended Preparation: MUSIC 234B.

Continuation of MUSIC 234B: Exploration of technical considerations related to intermediate ensemble repertoire, as assigned by the instructor. 1004.00

MUSIC 234D**Advanced Technique and Ensemble Repertoire**

1 unit, 4 hours lab (GR or P/NP)

Other: Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.

Recommended Preparation: MUSIC 234C.

Continuation of MUSIC 234C: Exploration of technical considerations related to advanced ensemble repertoire, as assigned by the instructor. 1004.00

MUSIC 502**Support for Music Theory**

0 units, 52.50 hours lecture (SP or P/NP)

Continuing study of music theory: Composition and analysis of music, rhythm and meter, intervals; diatonic scales and triads; diatonic chords, basic cadential formulas and phrase structure; dominant seventh; figured bass symbols; and non-harmonic tones. 1004.00

MUSIC 521**Support for Music Skills**

0 units, 70.00 hours lab (SP or P/NP)

Continuing Study of Music Skills: Solfege, Dictation, and Ear Training. 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 or P/NP)

Acceptable for Credit: CSU, UC

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.

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)

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

Introduction to the cultural and philosophical perspectives of Death: 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)

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: PHIL 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;

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.

PHOTO 11

Introduction to Black/White Film Photography

3 units, 2.5 hours lecture, 1.5 hours lab (GR or P/NP)

Acceptable for Credit: CSU, UC

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 Printing

3 units, 2.5 hours lecture, 1.5 hours lab (GR)

Prerequisite: PHOTO 011.

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 lab (GR or P/NP)

Prerequisite: PHOTO 011.

Acceptable for Credit: CSU

Artistic alternatives: Experimental and creative 19th century photographic processes. 1012.00

PHOTO 20

Photojournalism I

3 units, 2 hours lecture, 3 hours lab (GR)

Prerequisite: PHOTO 011 or PHOTO 071.

Acceptable for Credit: CSU

Not open for credit to students who have completed or are currently enrolled in JOURN 20.

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 lab (GR)

Prerequisite: PHOTO 020 or Instructor's approval .

Acceptable for Credit: CSU

Not open for credit for students who have completed PHOTO 31A.

Continuation of PHOTO 20: Focus on practice in press and online publications, employ the camera as reporting and communications tool, emphasizing photographic composition for impact, clarity and creativity. 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)

Acceptable for Credit: CSU

Students must have a working knowledge of the camera and computer operations.

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 030A.

Acceptable for Credit: CSU

Students must have a working knowledge of the camera and computer operations.

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 030B.

Acceptable for Credit: CSU

Students must have a working knowledge of the camera and computer operations.

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 I**

3 units, 2.5 hours lecture, 1.5 hours lab (GR)

Acceptable for Credit: CSU

Students must have a working knowledge of computers. Not open for credit to students who have completed PHOTO 70.

Basic theory and practical application to digital photography: camera operation, image adjustment and file management, use of standard industry editing software (Lightroom). 1012.00

PHOTO 72**Introduction to Digital Photography II**

3 units, 2.5 hours lecture, 1.5 hours lab (GR)

Acceptable for Credit: CSU

Continuation of PHOTO 71: Intermediate use of digital camera components; reinforcing and elaborating on skills developed in introductory course; intermediate manipulation of images; focus on two current photo-editing programs for post-production. 1012.00

PHOTO 74A**Beginning DSLR and Lighting for Professional Production I**

3 units, 2.5 hours lecture, 1.5 hours lab (GR)

Prerequisite: PHOTO 071.

Acceptable for Credit: CSU

Not open for credit to students who have completed or are concurrently enrolled in PHOTO 220A. Students must have a working knowledge of the DSLR camera and computer operations.

Beginning professional level DSLR and processing skills: Theory of production of photos for portraiture, editorial, event, and tabletop products, camera capture, fundamental techniques, lighting, shadow, highlights, introduction to commercial assignments. 1012.00

PHOTO 74B**Beginning DSLR and Lighting for Professional Production II**

3 units, 2.5 hours lecture, 1.5 hours lab (GR)

Prerequisite: PHOTO 074A.

Acceptable for Credit: CSU

Not open for credit to students who have completed PHOTO 220B and/or 220C. Students must have a working knowledge of the DSLR camera and computer operations.

Continuation of PHOTO 74A: Application of production of photos for portraiture, editorial, event, and tabletop products, camera capture, fundamental techniques, lighting, shadow, highlights, introduction to studio location assignments, introduction and organization of a professional portfolio. 1012.00

PHOTO 75A**Intermediate DSLR and Lighting for Professional Production I**

3 units, 2.5 hours lecture, 1.5 hours lab (GR)

Prerequisite: PHOTO 071 and PHOTO 074A.

Acceptable for Credit: CSU

Not open for credit to students who have completed or are concurrently enrolled in PHOTO 230A. Students must have a working knowledge of the DSLR camera and computer operations.

Intermediate professional level DSLR and post-production skills: Theory of production of photos for portraiture, editorial, event, and tabletop products, camera capture, fundamental techniques, lighting, shadow, highlights, continuation of commercial assignments, Introduction to business practices, marketing, and customer service. 1012.00

PHOTO 75B**Intermediate DSLR and Lighting for Professional Production II**

3 units, 2.5 hours lecture, 1.5 hours lab (GR)

Prerequisite: PHOTO 071.

Recommended Preparation: PHOTO 075A.

Acceptable for Credit: CSU

Not open for credit to students who have completed PHOTO 230B and/or 230C. Students must have a working knowledge of the DSLR camera and computer operations.

Continuation of PHOTO 75A: Introduction to using self-direction to apply the theory of production of photos for portraiture, editorial, event, and tabletop products, camera capture, intermediate techniques, lighting, shadow, highlights, continuation of commercial assignments, Introduction to business practices, marketing, and customer service, developing the selective portfolio. 1012.00

PHOTO 76A**Advanced Professional Photography I**

3 units, 2.5 hours lecture, 1.5 hours lab (GR)

Prerequisite: PHOTO 071 and PHOTO 075A.

Acceptable for Credit: CSU

Not open for credit to students who have completed PHOTO 240A. Students must have a working knowledge of the DSLR camera and computer operations.

Advanced professional level DSLR and processing skills: Introduction to building personal style, self-direction, self-production, production management, synthesizing theory to create unique visual images; developing photographic specialties, continuation of commercial assignments, continuation of business practices, marketing, and customer service. 1012.00

PHOTO 76B**Advanced Professional Photography II**

3 units, 2.5 hours lecture, 1.5 hours lab (GR)

Prerequisite: PHOTO 071.

Recommended Preparation: PHOTO 076A.

Acceptable for Credit: CSU

Not open for credit to students who have completed PHOTO 230C and/or 240C. Students must have a working knowledge of the DSLR camera and computer operations.

Continuation of PHOTO 76A: Advanced professional level DSLR and processing skills: Introduction to building personal style, self-direction, production management, synthesizing theory to create unique visual images; continuation of commercial assignments, continuation of business practices, marketing, and customer service, creation of unique portfolio for specific markets. 1012.00

PHOTO 180**HDSLR Workflow for Digital Photography and Cinematography**

3 units, 2 hours lecture, 3 hours lab (GR)

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, 2.5 hours lecture, 1.5 hours lab (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. 0612.20

PHOTO 200**Special Projects Laboratory**

1 - 2 units, 3 - 6 hours lab (GR or P/NP)

Formerly PHOTO 251.

Special projects laboratory for Photography: Opportunity for students to work on specific projects to develop expertise in field of study. 1012.00

PHOTO 299**Survey Course for Digital Media/CIS [Photography]**

.5 units, .25 hours lecture, .75 hours lab (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 unit, 3 - 12 hours lab (GR)

Acceptable for Credit: CSU

Course study under this section may be repeated three times.

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

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 lab (GR)

Corequisite: MATH 003A.

Acceptable for Credit: CSU, UC

Comprehensive study of major topics of physics: Motion, forces, gravity, energy, momentum, rotation, equilibrium, fluids, oscillations, waves, sound, and thermodynamics for students majoring in the biological or 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 lab (GR)

Prerequisite: PHYS 003A.

Acceptable for Credit: CSU, UC

Comprehensive study of major topics of physics: Electric and magnetic forces, fields, and energy, DC and AC circuits, light, relativity, quantum physics, atoms, molecules, and nuclei for students majoring in the biological or 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 lab (GR)

Prerequisite: MATH 003A and MATH 003B.

Corequisite: MATH 003B.

Recommended Preparation: PHYS 010.

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, 5C;

(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 lab (GR)

Prerequisite: PHYS 004A and MATH 003B and MATH 003C.

Corequisite: MATH 003C.

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 B4, B3, B1; IGETC area 5A, 5C;

(C-ID: PHYS 210, PHYS 200S when taken w/PHYS 4A + 4C)

PHYS 4C**General Physics with Calculus**

5 units, 4 hours lecture, 3 hours lab (GR)

Prerequisite: PHYS 004B and MATH 003C and MATH 003E and MATH 003F.

Corequisite: MATH 003E and MATH 003F.

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, 5C;

(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)

Recommended Preparation: MATH 201 or MATH 210D or MATH 202.

Acceptable for Credit: CSU, UC

Not open for credit to students who have completed or are currently enrolled in PHYS 2A-2B, 3A-3B, or 4A-4B-4C.

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;

PHYS 49**Independent Study in Physics**

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

Acceptable for Credit: CSU, UC

UC transferability is determined by UC faculty after transfer, please see a counselor for more information.

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Physics. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 1902.00

Political Science (POSCI)

Political Science concerns itself with the study of government and politics at the local, state, national and international levels. It examines such important phenomena as power, political parties, voting and political behavior, international relations, bureaucratic administration and public policy. Through political science courses at Laney College, students learn about the interaction of individuals and institutions within political systems.

POSCI 1

Government and Politics in the United States

3 units, 3 hours lecture (GR 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 of 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 nation-state system, problems of nationalism and imperialism with emphasis on development since World War II, and the 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 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 and 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**

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

Acceptable for Credit: CSU, UC

UC transferability is determined by UC faculty after transfer, please see a counselor for more information.

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Political Science. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 2207.00

POSCI 50**Student Leadership**

1 unit, 1 hour lecture (GR or P/NP)

Acceptable for Credit: CSU

Introduction to the principles and types of leadership: Historical overview of student leadership, models of leadership, bureaucracy, decision-making processes at a college. 2207.00

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)

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)

Acceptable for Credit: CSU, UC

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.

Exploration and analysis of the multifaceted aspects of human sexuality: Psychological, physiological, anatomical, sociological, legal, medical, educational, and cultural experiences of sex, gender, sexual orientations, birth control devices, and pregnancy, while emphasizing diversity. Not open to students who have completed or are currently enrolled in BIOL 27 or HLTED 27. 2001.00
AA/AS area 2; CSU area D, E; IGETC area 4;
(C-ID: PSY 130)

PSYCH 24**Abnormal Psychology**

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

Prerequisite: PSYCH 001A.

Recommended Preparation: ENGL 001A.

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, UC

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

PSYCH 28**Introduction to Research Methods in Psychology**

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

Prerequisite: PSYCH 001A and MATH 013.

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**

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

Acceptable for Credit: CSU, UC

UC transferability is determined by UC faculty after transfer, please see a counselor for more information.

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Psychology. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 2001.00

Social Science (SOCSC)

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;

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)

Recommended Preparation: ENGL 001A or ENGL 001AS.

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, 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 or P/NP)

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;
(C-ID: SOCI 160)

SOC 13

Sociology of the Family

3 units, 3 hours lecture (GR)

Acceptable for Credit: CSU, UC

Social factors which contribute to marriage and family: Changing historic, economic, and socio-cultural forces that shape intimate and familial relationships 2208.00
AA/AS area 2; CSU area D; IGETC area 4;
(C-ID: SOCI 130)

SOC 49**Independent Study in Sociology**

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

Acceptable for Credit: CSU, UC

UC transferability is determined by UC faculty after transfer, please see a counselor for more information.

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Sociology.

Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 2208.00

SOC 120**Introduction to Research Methods**

3 units, 3 hours lecture (GR)

Prerequisite: SOC 001.

Recommended Preparation: MATH 013.

Acceptable for Credit: CSU, UC

Introduction to empirical research for the social sciences: Nature of theory, hypotheses, variables, ethics of research; application of qualitative and quantitative 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)

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)

Acceptable for Credit: CSU, UC

This course is equivalent to two years of high school study.

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: SPAN 001A.

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 I

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

Prerequisite: SPAN 001B.

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 II

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

Prerequisite: SPAN 002A.

Acceptable for Credit: CSU, UC

Course is conducted entirely in Spanish.

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; course is conducted in Spanish. 1105.00

AA/AS area 3; CSU area C2; IGETC area 3B, 6A;

(C-ID: SPAN 210)

SPAN 22A**Spanish for Bilingual Speakers I**

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

Prerequisite: Spanish native speaker proficiency or the equivalent intermediate level.

Acceptable for Credit: CSU, UC

Course is conducted entirely in Spanish. This course is equivalent to two years of high school study.

Spanish language and culture 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. Cultural topics of Spain, Latin America, and Latinos in the US are emphasized in the class. This course is equivalent to two years of high school study. 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: SPAN 022A.

Acceptable for Credit: CSU, UC

Course is conducted entirely in Spanish.

Continuation of SPAN 22A: Intermediate and advanced intermediate Spanish for students whose native language is Spanish; critical reading and discussion of selected readings in Spanish with emphasis on reading development, orthography, grammar, lexical expansion and composition. 1105.00

AA/AS area 3; CSU area C2; IGETC area 3B, 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 030A.

Acceptable for Credit: CSU

Continuation of SPAN 30 A: Use of modern colloquial Spanish in conversation, and elementary grammar. 1105.00

AA/AS area 3; CSU area C2;

SPAN 33A**Beginning Conversational Nuaatl**

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

Acceptable for Credit: CSU, UC

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

AA/AS area 3; CSU area C2;

SPAN 33B**Intermediate Conversational Nuaatl**

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

Prerequisite: SPAN 033A.

Acceptable for Credit: CSU, UC

Continuation of SPAN 33A: Study and comprehension of the Nuaatl language applied to cultural practices; speaking, translating, and interpreting an indigenous language at the intermediate level. 2140.00

AA/AS area 3; CSU area C2;

SPAN 33C**Advanced Conversational Nuaatl**

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

Prerequisite: SPAN 033B.

Acceptable for Credit: CSU, UC

Continuation of SPAN 33B. Study and comprehension of the Nuaatl 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 Nuaatl Language I**

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

Acceptable for Credit: CSU, UC

Development and application of language skills and cultural exploration of the Nuaatl (Aztec) speaking world: Study and practice in understanding, speaking, reading and writing Nuaatl (Aztec); readings in contemporary and old Mexican (Nuaatl) life and culture. 1199.00
AA/AS area 3; CSU area C2; IGETC area 6A;

SPAN 36B**Introduction to Aztec-Mexica Culture and Nuaatl Language II**

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

Prerequisite: SPAN 036A.

Acceptable for Credit: CSU, UC

Continuation of SPAN 36A: Further development and application of language skills and cultural exploration of the Nuaatl (Aztec) speaking world; Study and practice in understanding, speaking, reading and writing Nuaatl (Aztec); readings in contemporary and old Mexican (Nuaatl) life and culture. 1199.00
AA/AS area 3; CSU area C2; IGETC area 3B, 6A;

SPAN 40**Hispanic Civilization and Culture**

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

Recommended Preparation: SPAN 002A or SPAN 022A.

Acceptable for Credit: CSU, UC

Eligible for credit by examination.

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**

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

Acceptable for Credit: CSU, UC

UC transferability is determined by UC faculty after transfer, please see a counselor for more information.

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Spanish. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 1105.00

SPAN 53A**Beginning Mam Language and Culture**

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

Acceptable for Credit: CSU, UC

This course is equivalent to two years of high school study.

Development of Mam language conversational and oral skills: Study and comprehension of the Mam language applied to cultural practices; study and practice in understanding, speaking, reading, and writing Mam. This course is equivalent to two years of high school study. 1105.00
AA/AS area 3; CSU area C2; IGETC area 6A;

SPAN 53B**Intermediate Mam Language and Culture**

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

Prerequisite: SPAN 053A.

Acceptable for Credit: CSU, UC

Continuation of SPAN 53A: Study and comprehension of the Mam language applied to cultural practices; speaking, translating, and interpreting an indigenous language at the intermediate level. 1105.00

AA/AS area 3; CSU area C2; IGETC area 3A, 6A;

SPAN 53C**Advanced Mam Language and Culture**

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

Prerequisite: SPAN 053B.

Acceptable for Credit: CSU, UC

Continuation of SPAN 53B: Study and comprehension of the Mam language applied to cultural practices; speaking, translating, and interpreting an indigenous language at the advanced level. 1105.00

AA/AS area 3; CSU area C2; IGETC area 3A, 4, 6A;

Sports Fitness (SPFT)

The Kinesiology, Health Education 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, aquatics and some sports conditioning. Class participation should generate a higher level of fitness for each student.

SPFT 7A

Swim X-Fit I - Fundamentals

.5 units, 2 hours lab (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
CSU area E;

SPFT 7B

Swim X-Fit II - Beginning

.5 units, 2 hours lab (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
CSU area E;

SPFT 7C

Swim X-Fit III - Intermediate

.5 units, 2 hours lab (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
CSU area E;

SPFT 7D

Swim X-Fit IV - Experienced

.5 units, 2 hours lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Activity course: Development of experienced fitness levels utilizing a hybrid of swimming, vertical aquatic training, strength and core activities to create a high intensity workout. 0835.10
CSU area E;

SPFT 9

Swimming Conditioning

1 unit, 4 hours lab (GR or P/NP)

Other: Conditional Enrollment: Pass deep-water test (Tread 2:00) 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: Application of competitive swim training techniques, increase cardio-respiratory endurance, muscular strength, and muscular endurance. 0835.00
CSU area E;

SPFT 33**Aerobics**

.5 units, 2 hours lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Not open for credit to students who have completed or are currently enrolled in KIN 33.

Activity class: Development of personal fitness with a focus on cardiovascular and respiratory fitness through various group exercise activities. 0835.00

CSU area E;

SPFT 34**Step Aerobics**

.5 units, 2 hours lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Not open for credit to students who have completed or are currently enrolled in KIN 34.

Activity class: Development of personal fitness using a step platform and step combinations that focus on developing the cardiovascular system. 0835.00

CSU area E;

SPFT 35**Bootcamp**

.5 units, 2 hours lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Not open for credit to students who have completed or are currently enrolled in KIN 35.

Activity class: Functional fitness, circuit training style exercise program for individuals interested in developing and improving their total physical and mental health, including cardiovascular fitness, muscular strength and endurance, flexibility, nutrition and weight management, and stress control. 0835.00

CSU area E;

SPFT 36**Aerobic Circuits**

.5 units, 2 hours lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Not open for credit to students who have completed or are currently enrolled in KIN 36.

Activity class: Development of personal fitness with an emphasis on the cardiovascular, muscular and respiratory systems through a variety of exercise activities. 0835.00

CSU area E;

SPFT 37A**Core and Restore I - Fundamentals**

.5 units, 2 hours lab (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. 0835.00

CSU area E;

SPFT 37B**Core and Restore II - Beginning**

.5 units, 2 hours lab (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. 0835.00

CSU area E;

SPFT 37C**Core and Restore III - Intermediate**

.5 units, 2 hours lab (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
CSU area E;

SPFT 37D**Core and Restore IV - Experienced**

.5 units, 2 hours lab (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
CSU area E;

SPFT 54A**Cross Fitness I - Fundamentals**

1 unit, 3 hours lab (GR or P/NP)

Not open for credit to students who have completed or are currently enrolled in KIN 54A.

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 lab (GR or P/NP)

Not open for credit to students who have completed or are currently enrolled in KIN 54B.

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 lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Not open for credit to students who have completed or are currently enrolled in KIN 54C.

Activity class: Intermediate training that employs resistive exercises which will improve lifetime fitness and overall body fitness with an emphasis on weights. 0835.00
CSU area E;

SPFT 54D**Cross Fitness IV - Experienced**

1 unit, 3 hours lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Not open for credit to students who have completed or are currently enrolled in KIN 54D.

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
CSU area E;

SPFT 59A**Strength Training for Sports I - Fundamentals**

.5 units, 2 hours lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Not open for credit to students who have completed or are currently enrolled in KIN 59A.

Activity class: Fundamental introduction to strength training for a specific sport. 0835.00
CSU area E;

SPFT 59B**Strength Training for Sports II - Beginning**

.5 units, 2 hours lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Not open for credit to students who have completed or are currently enrolled in KIN 59B.

Activity class: Beginning level strength training for a specific sport. 0835.00

CSU area E;

SPFT 59C**Strength Training for Sports III - Intermediate**

.5 units, 2 hours lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Not open for credit to students who have completed or are currently enrolled in KIN 59C.

Activity class: Intermediate level strength training for a specific sport. 0835.00

CSU area E;

SPFT 59D**Strength Training for Sports IV - Competition**

.5 units, 2 hours lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Not open for credit to students who have completed or are currently enrolled in KIN 59D.

Activity class: Competitive level strength training for a specific sports. 0835.00

CSU area E;

SPFT 67A**Sports Training I - Fundamentals**

.5 units, 2 hours lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Not open for credit to students who have completed or are currently enrolled in KIN 67A.

Activity class: Fundamental level of sport specific fitness training to increase sport performance. 0835.00

CSU area E;

SPFT 67B**Sports Training II - Beginning**

.5 units, 2 hours lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Not open for credit to students who have completed or are currently enrolled in KIN 67B.

Activity class: Fundamental level of sport specific fitness training to increase sport performance. 0835.00

CSU area E;

SPFT 67C**Sports Training III - Intermediate**

.5 units, 2 hours lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Not open for credit to students who have completed or are currently enrolled in KIN 67C.

Activity class: Intermediate level of sport specific fitness training to increase sport performance. 0835.00

CSU area E;

SPFT 67D**Sport Training IV - Experienced**

.5 units, 2 hours lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Not open for credit to students who have completed or are currently enrolled in KIN 67D.

Activity class: Competition level of sport specific fitness training to increase sport performance. 0835.00

CSU area E;

SPFT 86A**Flag Football I - Fundamentals**

1 unit, 3 hours lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Not open for credit to students who have completed or are currently enrolled in KIN 86A.

Activity class: Basic principles and skills in flag football. 0835.00

CSU area E;

SPFT 86B**Flag Football II - Beginning**

1 unit, 3 hours lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Not open for credit to students who have completed or are currently enrolled in KIN 86B.

Activity class: Beginning development of flag football skills. 0835.00

CSU area E;

SPFT 86C**Flag Football III - Intermediate**

1 unit, 3 hours lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Not open for credit to students who have completed or are currently enrolled in KIN 86C.

Activity class: Intermediate development of flag football skills. 0835.00

CSU area E;

SPFT 86D**Flag Football IV - Competitive**

1 unit, 3 hours lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Not open for credit to students who have completed or are currently enrolled in KIN 86D.

Activity class: Advanced development of flag football skills. 0835.00

CSU area E;

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, 3 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; IGETC area 3A;

(C-ID: THTR 111)

THART 11

Principles and Theory of Improvisation

3 units, 2 hours lecture, 3 hours lab (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

Script analysis for theatrical production: Principles, theories and techniques of play script analysis. 1007.00

(C-ID: THTR 114)

THART 21

Acting I

3 units, 2 hours lecture, 3 hours lab (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 lab (GR)

Prerequisite: THART 021.

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 lab (GR)

Other: Conditional Enrollment: Audition/Interview.

Acceptable for Credit: CSU, UC

Theatrical production and performance: Practical and creative experience 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 lab (GR)

Prerequisite: THART 031.

Other: Conditional Enrollment: Audition/Interview.

Acceptable for Credit: CSU, UC

Continuation of THART 31: More extensive practical and creative experiences 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 lab (GR)

Prerequisite: THART 032.

Other: Conditional Enrollment: Audition/Interview.

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 lab (GR)

Prerequisite: THART 033.

Acceptable for Credit: CSU, UC

Continuation of THART 33: Continuation of 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 lab (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 lab (GR)

Acceptable for Credit: CSU, UC

Study and execution stage lighting: Emphasis on equipment, control, color and their relationship to design. 1006.00
(C-ID: THTR 173)

THART 49**Independent Study in Theatre Arts**

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

Acceptable for Credit: CSU, UC

UC transferability is determined by UC faculty after transfer, please see a counselor for more information.

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in theater arts.

Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 1007.00

Welding (WELD)

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 - 4 units, 3 - 12 hours lab (GR or P/NP)

Course study under this section may be repeated three times.

Designed for advanced students: Upgrading of specific welding skills and selected welding projects. 0956.50

WELD 203A

Beginning Gas Tungsten Arc Welding (TIG)

3 units, 2 hours lecture, 4 hours lab (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 lab (GR or P/NP)

Prerequisite: 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 lab (GR or P/NP)

Prerequisite: 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 lab (GR or P/NP)

Prerequisite: WELD 203A.

Students must provide their own personal protective equipment (PPE). A fee will be charged for third-party laboratory testing. Course study under this section may be repeated one hundred times.

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 lab (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 lab (GR or P/NP)

Prerequisite: Instructor approval or WELD 204A.

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 lab (GR or P/NP)

Prerequisite: 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

WELD 204D**Wire Feed Welding (Certification)**

3 units, 2 hours lecture, 4 hours lab (GR or P/NP)

Prerequisite: WELD 204A.

A fee will be charged for third-party laboratory testing. Students may be charged a material fee. Students must provide their own personal protective equipment (PPE). Course study under this section may be repeated one hundred times.

Wire Feed Welding qualification (certification) : GMAW, self-shielded and gas-shielded (FCAW/FCAW-G) : 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 205**Introduction to Welding**

3 units, 2 hours lecture, 4 hours lab (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 lab (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. 0956.50

WELD 211B**Shielded Metal Arc Welding II (Stick/E6010)**

3 units, 2 hours lecture, 4 hours lab (GR or P/NP)

Prerequisite: 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 lab (GR or P/NP)

Prerequisite: 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**Shielded Metal Arc Welding (Certification)**

3 units, 2 hours lecture, 4 hours lab (GR or P/NP)

Prerequisite: WELD 211A.

A fee will be charged for third-party laboratory testing. Students may be charged a material fee. Students must provide their own personal protective equipment (PPE). Course study under this section may be repeated one hundred times.

Shielded Metal Arc Welding (SMAW) Certification: Safe welding practices, personal protective equipment (PPE), material safety data sheets (MSDS), Code, defects, equipment and welder qualifications procedures. Laboratory includes welder qualification (certification) testing under AWS D1.1 and practice. 0956.50

WELD 215**Welding for ECT Technicians**

1.5 units, 1 hour lecture, 1.5 hours lab (GR)

Corequisite: ECT 013.

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 lab (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 lab (GR or P/NP)

Prerequisite: WELD 221A.

Students must provide their own personal protective equipment (PPE).

Continuation of WELD 221A: Expansion of out-of-position welding and welding thicker materials. 0956.50

WELD 230**Introduction to Welding Metallurgy**

2 units, 2 hours lecture (GR or P/NP)

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 lab (GR)

Prerequisite: WELD 211A, WELD 211B, WELD 211C or WELD 203A, WELD 203B, WELD 203C.

Students must provide their own personal protective equipment (PPE).

Theory and practical application of pipe joint preparation and design; API (American Petroleum Institute) and AWS (American Welding Society) welding codes specification for pipe and pipe fittings, analysis of joint configuration, plasma and flame cutting of pipes, wire and electrodes selections, pipe welding blue print and welding symbols, SMAW, and GTAW of pipe joints, non-destructive and destructive test and qualitative concepts of evaluation as found in industry standards. 0956.50

WELD 231C**Pipe Welding with SMAW (6G + 2G)**

3 units, 2 hours lecture, 4 hours lab (GR or P/NP)

Prerequisite: WELD 231B.

Theory and practical application of pipe joint preparation and design: Open-root 6G and 2G, analysis of joint configuration, plasma and flame cutting of pipes, electrode selections, pipe welding print and welding symbols, SMAW pipe joints, non-destructive and destructive test and qualitative concepts of evaluation as found in industry standards. 0956.50

WELD 240**Introduction to Weld Inspection**

2 units, 2 hours lecture, 2 hours lab (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**

.5 units, 1.5 hours lab (P/NP)

Corequisite: MACH 255, CARP 255, WDETC 255.

Introduction to the skilled trades WELDING: covers safety, career opportunities, and hands on experience. Part of a four part series trades survey class including Machining 255, Carpentry 255, Wood Technology 255. 0956.50

WELD 466M**Occupational Work Experience in Welding Technology**

1 - 4 units, 3.43 - 17.15 hours lab (GR)

Acceptable for Credit: CSU

Course study under this section may be repeated sixteen times.

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 (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 them with the problem-solving tools that relate to four-dimensional wood-based construction.

WDTEC 10

Wood Technology I

3 units, 3 hours lecture (GR)

Prerequisite: WDTEC 011.

Corequisite: WDTEC 10L, WDTEC 011.

Acceptable for Credit: CSU

Introduction to the technology of woodworking trades: Discussion and demonstration (SOP-safe operating procedures) 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 10L

Wood Technology Laboratory I

4 units, 12 hours lab (GR)

Corequisite: WDTEC 010 and WDTEC 011.

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 lab (GR)

Corequisite: WDTEC 010, WDTEC 10L.

Acceptable for Credit: CSU

Drafting, layout, and detailing for the woodworking trades: Interpreting and producing shop drawings, applying joinery appropriate to various quality standard grades, solid wood forms, and geometric constructions. 0952.50

WDTEC 20

Wood Technology II

3 units, 3 hours lecture (GR)

Prerequisite: WDTEC 010, WDTEC 10L, WDTEC 011.

Corequisite: WDTEC 020L, WDTEC 021.

Acceptable for Credit: CSU

Continuation of WDTEC 010: 32mm cabinet-making systems; complex forms; machine maintenance; wood bending; advanced construction problems and techniques; finishing; hardware; adhesives and abrasives, hand tool conditioning and use; and related class projects. 0952.50

WDTEC 20L

Wood Technology Laboratory II

4 units, 12 hours lab (GR)

Prerequisite: WDTEC 010, WDTEC 10L, WDTEC 011.

Corequisite: WDTEC 020, WDTEC 021.

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 lab (GR)

Prerequisite: WDTEC 010, WDTEC 10L, WDTEC 011.

Corequisite: WDTEC 020, WDTEC 020L.

Acceptable for Credit: CSU

Continuation of WDTEC 11: Interpreting and producing shop drawings, applying joinery appropriate to various quality standard grades, solid wood forms, and geometric constructions; using the computer as a tool for designing, drawing, generating cut lists, detailing cabinets plans, performing panel optimization plans, and cost/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 lab (GR)

Prerequisite: WDTEC 020, WDTEC 020L, WDTEC 021.

Acceptable for Credit: CSU

Fundamentals of computer-assisted design (CAD), computer-assisted machining (CAM), fabrication techniques, and methodology: Theory, practice, and application with CAD/CAM software and CNC machinery commonly used in the contemporary woodworking industry. 0952.50

WDTEC 40**Advanced CAD/CAM Techniques in the Cabinet-Making Industry**

4 units, 2 hours lecture, 6 hours lab (GR)

Prerequisite: WDTEC 030.

Advanced principles of computer-assisted design (CAD), computer-assisted machining (CAM), fabrication techniques, and methodology: Theory, practice, and application with CAD/CAM software and CNC machinery commonly used in the contemporary woodworking industry. 0952.50

WDTEC 200**Special Projects Laboratory**

1 - 2 units, 3 - 6 hours lab (GR)

Prerequisite: Student must have completed at least 1 semester of WDTEC courses.

Open laboratory: Upgrading of specific wood technology skills and selected wood technology projects. 0952.50

WDTEC 210A**Traditional Japanese Hand Tools and Joinery I**

2 units, 1 hour lecture, 3 hours lab (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 lab (GR or P/NP)

Prerequisite: WDTEC 210A.

Skills, tools and information acquired in WDTEC 210A are put to use in the construction of a series of projects based on traditional Japanese joinery construction: Specialty tools, chamfer, rabbet, and plow planes, kebiki, azebiki saws, yariganna (spear planes) and more refined techniques of sharpening, planing and joinery construction. 0952.50

WDTEC 210C**Traditional Japanese Hand Tools and Joinery III**

2 units, 1 hour lecture, 3 hours lab (GR or P/NP)

Prerequisite: WDTEC 210B.

Continuation of WDTEC 210B: Development and presentation of advanced projects, with exploration of more substantial and mature joinery work 0952.50

WDTEC 210D**Small Yard and Garden Structures**

2 units, 1 hour lecture, 3 hours lab (GR or P/NP)

Prerequisite: WDTEC 210C.

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 223**CAL-OSHA 30-Hour General Industry Training**

2 units, 2 hours lecture (GR)

CAL-OSHA 30-hour general industry training: Industry Standards for regulations covered by the Occupational Safety and Health Administration (OSHA) Standards for the General Industry 29 CFR 1926. 0952.50

WDTEC 255**Survey Course for the Skilled Trades**

.5 units, 1.5 hours lab (P/NP)

Introduction to the skilled trades Wood Technology: topics include safety, career opportunities, and hands on experience. Part of a four part series trades survey class including Welding 255, Carpentry 255, Machine Technology 255. 0952.50

WDTEC 271**Artisans in Wood I**

4 units, 2 hours lecture, 6 hours lab (GR or P/NP)

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 466N**Occupational Work Experience in Wood Technology**

1 - 4 units, 3.43 - 17.15 hours lab (GR)

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. 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). 0952.50

Programs

Architecture

Architecture - A.S. Degree

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

Program Learning Outcomes

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

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

SUBJECT #	TITLE	UNITS
First Semester (9 units):		9.0
ARCH 010	Introduction to Architecture	2.0
ARCH 013	Architectural Drafting and Design I	4.0
*Students should be aware that ARCH 211 is a prerequisite for this course		
ARCH 104A	Beginning Computer Aided Drafting (CAD)	3.0
Second Semester (10 units):		10.0
ARCH 023	Architectural Drafting and Design II	4.0
CONMT 020	Blueprint Reading and Interpretation	3.0
ARCH 125	Digital Tools for Architecture and Design	3.0
Third Semester (9 units):		9.0
ARCH 033	Architectural Drafting and Design III	4.0
CONMT 032	Materials and Methods of Construction	3.0
ARCH 121A	Beginning REVIT--Building Information Modeling (BIM)	2.0
Fourth Semester (6 units):		6.0
ARCH 043	Architectural Drafting and Design IV	4.0
ARCH 121B	Advanced REVIT--Building Information Modeling (BIM)	2.0
Total Major Units:		34.0
General Education Requirements:		18.0

Refer to Associate Degree Requirements tab for more information.

Electives to meet 60 units:

Total Units	60.0
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Recommended But Not Required	0.0
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ARCH 035	Perspective, Shades and Shadows I	2.0
ARCH 045	Perspective, Shades and Shadows II	2.0
ARCH 107	Architectural History and Theory	3.0
ARCH 111	Sustainable Design Applications	3.0
ART 060	Beginning Painting: Watercolor	2.0
ART 176	Beginning Sculpture	3.0
COMM 001A	Introduction to Speech	3.0
COMM 045	Public Speaking	3.0
ENGL 001A	Composition and Reading	4.0
ENGL 001B	Composition and Reading	4.0
PHOTO 011	Introduction to Black/White Film Photography	3.0
PHYS 003A	General Physics	5.0
PHYS 004A	General Physics with Calculus	5.0

Architecture - Certificate of Achievement

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

Program Learning Outcomes

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

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

SUBJECT #	TITLE	UNITS
First Semester (9 units):		9.0
ARCH 010	Introduction to Architecture	2.0
ARCH 013	Architectural Drafting and Design I	4.0
* Students should be aware that ARCH 211 is a prerequisite for this course		
ARCH 104A	Beginning Computer Aided Drafting (CAD)	3.0
Second Semester (10 units):		10.0
ARCH 023	Architectural Drafting and Design II	4.0
CONMT 020	Blueprint Reading and Interpretation	3.0
ARCH 125	Digital Tools for Architecture and Design	3.0

Third Semester (5 units)		5.0
CONMT 032	Materials and Methods of Construction	3.0
ARCH 121A	Beginning REVIT--Building Information Modeling (BIM)	2.0
Fourth Semester (2 units):		2.0
ARCH 121B	Advanced REVIT--Building Information Modeling (BIM)	2.0
Total Units:		26.0
Recommended but not required		0.0
ARCH 033	Architectural Drafting and Design III	4.0
ARCH 035	Perspective, Shades and Shadows I	2.0
ARCH 043	Architectural Drafting and Design IV	4.0
ARCH 045	Perspective, Shades and Shadows II	2.0
ARCH 107	Architectural History and Theory	3.0
ARCH 111	Sustainable Design Applications	3.0
ART 060	Beginning Painting: Watercolor	2.0
ART 176	Beginning Sculpture	3.0
COMM 001A	Introduction to Speech	3.0
COMM 045	Public Speaking	3.0
ENGL 001A	Composition and Reading	4.0
ENGL 001B	Composition and Reading	4.0
PHOTO 011	Introduction to Black/White Film Photography	3.0
PHYS 003A	General Physics	5.0
PHYS 004A	General Physics with Calculus	5.0

Art

Ceramics - A.A. Degree

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, artist, or as a technician.

A student will have skills to obtain entry level positions as an educator/technician or sole proprietor for a business.

Career Opportunities

start own business; employed as production potter; ceramicist; technician at a school or community center; teach at community center; add to teaching credential abilities.

Program Learning Outcomes

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

1. Demonstrate ability to load, fire, and unload, gas, and electric kilns
2. Formulate and mix glazes as well as test and evaluate the results.
3. Produce work using the potter's wheel as well as creating work using hand building techniques.

SUBJECT #	TITLE	UNITS
Core Courses (23 units):		23.0
ART 020	Beginning Drawing & Composition	3.0
ART 165	Beginning Figure Sculpture	3.0
ART 080	Beginning Ceramics	3.0
ART 081	Continuing Ceramics	3.0
ART 082	Intermediate Ceramics	3.0
ART 003	History of Western Art: Renaissance to Contemporary Art	3.0
ART 084	Special Projects: Ceramics	2.0
ART 083	Advanced Ceramics	3.0
Design Course (Select one of the following) (3 units):		3.0
ART 046	2-D Visual Design	3.0
ART 047	3-D Visual Design	3.0
ART 040	Color Dynamics: The Interaction of Color	3.0
Electives (min 3 units):		3.0
ART 001	Introduction to Art History	3.0
ART 002	History of Western Art: Prehistoric Through the Middle Ages	3.0
ART 005	History of Asian Art (Past to Present)	3.0
ART 007	History of African American Art (Past to Present)	3.0
ART 137	Beginning Figure Drawing and Composition	3.0
ART 141	Eco Art Matters-Beginning	3.0
ART 100	Beginning Printmaking	3.0
ART 035	Beginning Portraiture	2.0
ART 176	Beginning Sculpture	3.0
Total Major Units:		29.0
General Education Requirements		18.0

Refer to Associate Degree Requirements tab for more information.

Electives to meet 60 units

Total Units

60.0

Digital Fabrication Technology - Art - Certificate of Achievement

This certificate was created to help students develop professional skills in computer and software driven fabrication. This program takes a multi-material approach to fabricating all kinds of parts, installations, and sculptures. There is an emphasis on learning software skills that aid in the automation of manufacturing along with the hand skills required for finishing projects and creating works of art.

Career Opportunities

fabricator, manager, technician, artist, designer, CAD designer, educator

Program Learning Outcomes

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

1. Solve problems for the iterative process of design and fabrication.
2. Execute planning, measurement, and analysis of a project.
3. Create works using digital fabrication independently of instruction
4. Work collaboratively with Highschool students and community partners.

SUBJECT #	TITLE	UNITS
Required Fundamental Courses (8 units)		8.0
ART 047	3-D Visual Design	3.0
ART 176	Beginning Sculpture	3.0
CARP 224A	Digital Fabrication I	2.0
Computer Assisted Design (CAD) (3-4 units)		3.0-4.0
ENGIN 022	Engineering Graphics	3.0
ARCH 125	Digital Tools for Architecture and Design	3.0
WDETC 030	CAD/CAM Techniques in the Cabinet-Making Industry	4.0
ARCH 104A	Beginning Computer Aided Drafting (CAD)	3.0
Application of Fundamentals (7 units)		7.0
CARP 224B	Digital Fabrication II	2.0
ART 071	Continuing Sculpture	2.0
ART 080	Beginning Ceramics	3.0
Continued Fundamentals (6 units)		6.0
WDETC 010	Wood Technology I	3.0
WELD 205	Introduction to Welding	3.0
Cooperative Education (Minimum 2 Units)		2.0
ART 466C	Occupational Work Experience in Art	1.0-4.0
Total Units:		26.0-27.0
Recommended Courses (Not Required)		0.0
ART 046	2-D Visual Design	3.0
ART 082	Intermediate Ceramics	3.0

Foundations of Art -Certificate of Proficiency

A foundational studio arts certificate focusing on 2D and 3D visual arts practice. Courses in Painting, Drawing and Ceramics are included to complete the certificate.

Career Opportunities

art studio technician, studio artist, art studio assistant.

Program Learning Outcomes

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

1. Ability to compose and design two and three dimensional works of art.
2. Determine correct material choice for specified processes for both two dimensional and three dimensional works.
3. Use the studio safely and effectively for both two and three dimensional practices.

SUBJECT #	TITLE	UNITS
Core Courses (6 units):		6.0
ART 208	Foundations of Ceramics	2.0
ART 205	Fundamentals of Painting	2.0
ART 202	Fundamentals of Drawing	2.0
Total Units:		6.0

Studio Arts -AA-T Degree

The Associate in Arts in Studio Arts for Transfer Degree, (AA-T Studio Arts) 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:

- 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 "P") or better for each course in the major or area of emphasis.
- No more than 60 semester units are required.

The Associate in Arts in Studio Arts for Transfer Degree, (AA-T Studio Arts) 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.

Program Learning Outcomes

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

1. 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.
2. Produce artworks in various media reflecting an understanding of line, shape, value, texture, space, color, scale, proportion, balance, mood, movement, mass, and emphasis.
3. Assemble a portfolio of strong drawings, painting, sculpture, or digital media that demonstrate skill and understanding of techniques in various media

SUBJECT #	TITLE	UNITS
Core Curriculum (12 units)		12.0
ART 003	History of Western Art: Renaissance to Contemporary Art	3.0
ART 020	Beginning Drawing & Composition	3.0
ART 046	2-D Visual Design	3.0
ART 047	3-D Visual Design	3.0
Art History: Select one course (3 units)		3.0
ART 002	History of Western Art: Prehistoric Through the Middle Ages	3.0
ART 005	History of Asian Art (Past to Present)	3.0
ART 004	History of Modern Art (1800 to Present)	3.0
Studio Art: Select three courses (9 units)		9.0
ART 137	Beginning Figure Drawing and Composition	3.0
OR		
ART 022	Intermediate Drawing and Composition	3.0
ART 040	Color Dynamics: The Interaction of Color	3.0
ART 050	Beginning Painting	3.0
ART 080	Beginning Ceramics	3.0
ART 100	Beginning Printmaking	3.0
ART 165	Beginning Figure Sculpture	3.0
ART 176	Beginning Sculpture	3.0
Total Major Units		24.0
CSU and IGTEC requirements		37.0-39.0
Total Units		60.0

Biology

Biomanufacturing - Certificate of Achievement

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 technicians, 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

Program Learning Outcomes

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

1. Setup and manipulate laboratory equipment, carry out experimental procedures and identify possible sources of error.
2. Maintain a laboratory notebook according to standard scientific guidelines or write clear, well-documented lab reports using the language of science.
3. 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.

SUBJECT #	TITLE	UNITS
First Semester (4-7 units):		4.0-7.0
BIOL 075	Fundamentals of Biotechnology	2.0
BIOL 78 can be taken in lieu of all the following courses: BIOL 75, BIOL 76		
CHEM 030A	Introductory General Chemistry	4.0
OR		
CHEM 001A	General Chemistry	5.0
Second Semester (7-10 units):		7.0-10.0
BIOL 076	Principles of Biomanufacturing	3.0
BIOL 78 can be taken in lieu of all the following courses: BIOL 75, BIOL 76		
OR		
BIOL 078	Applied Biomanufacturing Technology with Laboratory	5.0
BIOL 78 can be taken in lieu of all the following courses: BIOL 75, BIOL 76		
OR		
BIOL 003	Microbiology	5.0
OR		
BIOL 073	Cell Culture Principles and Techniques	4.0
Total Units:		13.0-15.0
Recommended: any transfer level MATH course		

Biomanufacturing Production - A.S. Degree

The Associates 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

Program Learning Outcomes

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

1. PLO # 1 Set up and manipulate laboratory equipment, carry out experimental procedures and identify possible sources of error as well as practice laboratory safety guidelines relating to working with laboratory equipment.
2. PLO # 2 Communicate using industry standard documentation of laboratory notebooks, SOPs or batch records or write clear well documented lab reports as appropriate.
3. PLO # 3 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.

SUBJECT #	TITLE	UNITS
First Semester (4-7 units):		4.0-7.0
BIOL 075	Fundamentals of Biotechnology	2.0
BIOL 78 can be taken in lieu of all the following courses: BIOL 75, BIOL 76		
CHEM 030A	Introductory General Chemistry	4.0
OR		
CHEM 001A	General Chemistry	5.0
Second Semester (7-10 units):		7.0-10.0
BIOL 003	Microbiology	5.0
OR		
BIOL 073	Cell Culture Principles and Techniques	4.0
BIOL 076	Principles of Biomanufacturing	3.0
BIOL 78 can be taken in lieu of all the following courses: BIOL 75, BIOL 76		
BIOL 078	Applied Biomanufacturing Technology with Laboratory	5.0
BIOL 78 can be taken in lieu of all the following courses: BIOL 75, BIOL 76		
Third Semester (7 units):		7.0
BIOL 072A	Biotech Instrumentation: Good Manufacturing Practices and Safe Chemical Handling	1.0
BIOL 072B	Biotech Instrumentation: Clean Room	1.0
BIOL 072C	Biotech Instrumentation: PCR	1.0
BIOL 072D	Biotech Instrumentation: Protein Purification and Quality Control	1.0
BIOL 074	Scientific Communication	3.0
Fourth Semester (7 units):		7.0
BIOL 077	Business and Regulatory Practices in Biomanufacturing	3.0

Total Major Units:	27.0-29.0
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General Education Requirements:	18.0-0.0
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Refer to Associate Degree Requirements tab for more information.

Electives to meet 60 units:

Total Units:	60.0
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Recommended: any transfer level MATH course

Quality and Regulatory Practices in Biotechnology - Certificate of Completion

The Certificate of Completion in in Quality and Regulatory Practices in Biotechnology (CCT BIOL) prepares students to work in a regulated field. Students will explore concepts related to quality control and quality assurance. Key concepts for product safety and quality include the roles of governmental oversight and regulation during discovery, development and manufacturing of products in validation, documentation and regulatory compliance. Students will gain sufficient mastery of the Quality Book of Knowledge to take the CQIA exam administered by the American Society for Quality (ASQ)

Career Opportunities

Quality Job titles that align with Certifications include Analyst Initiates and coordinates quality-related data from production, service or process improvement activities and reports these data using statistical techniques. Average salary: \$69,98 Associate: Involved in quality improvement projects but not necessarily full time. Does not necessarily have primary responsibility for traditional quality management, assurance or control activities. Average salary: \$59,036 Auditor: Performs and reports on internal or external quality system audits. Average salary: \$76,979 • Average with certification: \$79,264 • Average without certification: \$71,555 Other titles: Calibration Technician, Reliability/Safety Engineer, Inspector, Specialist, SSupplier Quality Engineer/Professional Technician

Program Learning Outcomes

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

1. Apply knowledge gained in sufficient mastery of the Quality Body of Knowledge to pass the Certified Quality Improvement Associate exam

Students must complete a minimum of 89.25 hrs

SUBJECT #	TITLE	UNITS
Core Courses:		89.3-105.0
BIOL 574	Quality Practices in Biotechnology	36.8-52.5
BIOL 577	Business and Regulatory Practices in Biomanufacturing	52.5

Competency Requirement:

Teacher or department will determine if student has met the competencies of the program and document it.

Total Core Hours:	89.3-105.0
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Science - A.S. Degree

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.

Program Learning Outcomes

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

1. Synthesize multiple concepts, integrating and connecting scientific information
2. Analyze and critically evaluate scientific information
3. Properly use scientific equipment, following appropriate safety guidelines

SUBJECT #	TITLE	UNITS
Select a minimum of 18 units from at least two disciplines		18.0
Biology Courses:		
BIOL 001A	General Biology	5.0
BIOL 001B	General Biology	5.0
BIOL 002	Human Anatomy	5.0
BIOL 003	Microbiology	5.0
BIOL 004	Human Physiology	5.0
BIOL 020A	Human Anatomy and Physiology	5.0
BIOL 020B	Human Anatomy and Physiology	5.0
Chemistry Courses:		
CHEM 001A	General Chemistry	5.0
CHEM 001B	General Chemistry	5.0
CHEM 030A	Introductory General Chemistry	4.0
CHEM 030B	Introductory Organic and Biochemistry	4.0
Mathematics Courses:		
MATH 003A	Calculus I	5.0
MATH 003B	Calculus II	5.0
MATH 013	Introduction to Statistics	4.0
Physics Courses:		
PHYS 003A	General Physics	5.0
PHYS 003B	General Physics	5.0
PHYS 004A	General Physics with Calculus	5.0
PHYS 004B	General Physics with Calculus	5.0
PHYS 004C	General Physics with Calculus	5.0
Total Major Units		18.0-20.0
General Education Requirements:		18.0

Refer to Associate Degree Requirements tab for more information.

Electives to meet 60 units:

Total Major Units:

60.0

Business Cluster

Accounting - A.S. Degree

The Accounting Associate of Science program offers courses that provide students interested in accounting with a solid foundation of the industry's knowledge and required skills. Students are prepared for entry-level accounting positions. If transferring to a 4-year university, please see a counselor for more information.

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.

Program Learning Outcomes

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

1. Ethics and Personal Responsibility: Apply legal and ethical principles in business decision making.
2. Critical Thinking: Analyze business situations and recommend a solutions or plans for improvement.
3. Computational Skills: Prepare financial statements for a publicly held enterprise and analyze results.

SUBJECT #	TITLE	UNITS
Required core courses (11 units)		11.0
BUS 001A	Financial Accounting	4.0
BUS 001B	Managerial Accounting	4.0
BUS 002	Introduction to Business Law	3.0
Select at least 8 units from the following: (min 8 units)		8.0
BUS 004	Cost Accounting	3.0
BUS 021	Payroll Accounting	2.0
BUS 024	Computerized Accounting Principles	3.0
BUS 209	Fundamentals of Income Tax	4.0
BUS 239	QuickBooks	1.5
Select at least 4 units from the following: (min 4 units)		4.0
BUS 043B	Introduction to Microsoft Excel for Business Applications	4.0
BUS 206	Certified Bookkeeper Exam Review	4.0
Select at least 6 units from the following: (min 6 units)		6.0
BUS 005	Human Relations in Business	3.0
BUS 010	Introduction to Business	3.0
BUS 054	Small Business Management	3.0
BUS 201	Business Communications	3.0
* ENGL 1A or 1AS may be substituted for BUS 201.		
BUS 210	Financial Management and Investments	3.0
ECON 001	Principles of Economics (Macro-Economics)	3.0
ECON 002	Principles of Economics (Micro-Economics)	3.0
Total Major Units:		29.0
General Education requirements		18.0

Refer to Associate Degree Requirements tab for more information.

Electives to meet 60 units:	0.0
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Total Units:	60.0
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Accounting - Certificate of Achievement

The Accounting Certificate of Achievement program offers courses that provide students interested in accounting with a solid foundation of the industry's knowledge and required skills. Students are prepared for entry-level accounting positions. If transferring to a 4-year university, please see a counselor for more information.

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.

Program Learning Outcomes

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

1. Prepare financial statement for a publicly held enterprise and analyze results.
2. Design and complete professional assignments using computer applications as Microsoft Excel, QuickBooks, general ledger software to summarize business transactions.
3. Apply legal and ethical principles when preparing business and accounting reports.

SUBJECT #	TITLE	UNITS
Core Courses (8 units):		8.0
BUS 001A	Financial Accounting	4.0
BUS 001B	Managerial Accounting	4.0
Select at least 5 units from the following (min 5 units):		5.0
BUS 004	Cost Accounting	3.0
BUS 021	Payroll Accounting	2.0
BUS 206	Certified Bookkeeper Exam Review	4.0
BUS 209	Fundamentals of Income Tax	4.0
BUS 239	QuickBooks	1.5
Select one of the following (3-4 units):		3.0-4.0
BUS 002	Introduction to Business Law	3.0
BUS 010	Introduction to Business	3.0
BUS 201	Business Communications	3.0
* ENGL 1A or 1AS may be substituted for BUS 201.		
BUS 043B	Introduction to Microsoft Excel for Business Applications	4.0
Total Units:		16.0-17.0

Banking And Finance - A.S. Degree

The Banking and Finance program introduces students to broad range of banking and finance including asset and liability management, financial decision making, financial markets and institutions, and gain practical knowledge of the core principles of accounting and economics. Coursework will include: 1) an overview of banking system; 2) specific banking functions and the role of banking in the economy; 4) review legal and regulatory issues, including compliance; and 5) explore the Federal Reserve System's policies and operations.

Career Opportunities

personal banker; universal teller; operation banking manager; financial advisor, investment banker; bank manager

Program Learning Outcomes

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

1. Apply appropriate critical and problem solving skills to a banking situation dealing with services banks provide to the public
2. Critique the functions of money and evaluate which functions holds the greatest significance.
3. Investigate the technology advances in the bank's cash management systems, and evaluate the strength and weakness of each system.

SUBJECT #	TITLE	UNITS
Core Courses (18-19 units):		18.0-19.0
BNK/F 054	Principles of Banking	3.0
BNK/F 055	Money and Banking	3.0
BNK/F 056	Bank Management	3.0
BUS 001A	Financial Accounting	4.0
OR		
BUS 020	General Accounting	3.0
BUS 005	Human Relations in Business	3.0
ECON 001	Principles of Economics (Macro-Economics)	3.0
* MATH 201 or 210D or a more advanced Math course may be substituted for BUS 202.		
Select one course from the following (3-4 units):		3.0-4.0
BUS 038	Introduction to Microcomputers and Business Software	4.0
BUS 210	Financial Management and Investments	3.0
BUS 202	Business Mathematics	3.0
Total Major Units:		21.0-23.0
General Education Requirements:		18.0
Refer to Associate Degree Requirements tab for more information.		
Electives to meet 60 units:		
Total Units:		60.0

Banking And Finance - Certificate of Achievement

The Banking and Finance program introduces students to broad range of banking and finance including asset and liability management, financial decision making, financial markets and institutions, and gain practical knowledge of the core principles of accounting and economics. Coursework will include: 1) an overview of banking system; 2) specific banking functions and the role of banking in the economy; 4) review legal and regulatory issues, including compliance; and 5) explore the Federal Reserve System's policies and operations.

Career Opportunities

personal banker; universal teller; operation banking manager; financial advisor

Program Learning Outcomes

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

1. Apply appropriate critical and problem solving skills to a banking situation dealing with services banks provide to the public

2. Critique the functions of money and evaluate which functions holds the greatest significance.
3. Investigate the technology advances in the bank's cash management systems, and evaluate the strength and weakness of each system.

SUBJECT #	TITLE	UNITS
Core Courses (15-16 units):		15.0-16.0
BNK/F 054	Principles of Banking	3.0
BNK/F 055	Money and Banking	3.0
BNK/F 056	Bank Management	3.0
BUS 001A	Financial Accounting	4.0
OR		
BUS 020	General Accounting	3.0
ECON 001	Principles of Economics (Macro-Economics)	3.0
* MATH 201 or 210D or a more advanced Math course may be substituted for BUS 202		
Select one course from the following (3 units):		3.0
BUS 005	Human Relations in Business	3.0
BUS 210	Financial Management and Investments	3.0
BUS 202	Business Mathematics	3.0
Total Units:		18.0-19.0

Bookkeeping - Certificate of Achievement

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.

Program Learning Outcomes

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

1. Computational Skills: Input financial transactions and prepare financial statements.
2. Design and create a business spreadsheet using Microsoft Excel application to summarize business transactions.
3. Ethics and Personal Responsibility: Apply legal, accounting and ethical principles when preparing business reports.

SUBJECT #	TITLE	UNITS
Required core courses (5.5 units)		5.5
BUS 206	Certified Bookkeeper Exam Review	4.0
BUS 239	QuickBooks	1.5
Electives (select a min of 11 units):		11.0
BUS 001A	Financial Accounting	4.0

BUS 024	Computerized Accounting Principles	3.0
BUS 043B	Introduction to Microsoft Excel for Business Applications	4.0
BUS 209	Fundamentals of Income Tax	4.0

Total Units:	16.5
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Recommended but not required

BUS 001B	Managerial Accounting	4.0
BUS 004	Cost Accounting	3.0
BUS 020	General Accounting	3.0
BUS 021	Payroll Accounting	2.0

Business Administration - A.S. Degree

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

Successful completion of this program prepares students for entry to mid-level management positions in administrative services, hospitality, sales, marketing, general business, and HR management.

Program Learning Outcomes

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

1. Exhibit ethical and personal responsibilities when applying legal and ethical principles in business decisions.
2. Using critical thinking skills analyze a business situation and recommend a solution or plan by for improvement.
3. Analyze data and corporate financial statements to ensure maximum use of organizational resources to achieve goals.

SUBJECT #	TITLE	UNITS
Core Courses (20 units):		20.0
BUS 001A	Financial Accounting	4.0
BUS 002	Introduction to Business Law	3.0
BUS 010	Introduction to Business	3.0
BUS 020	General Accounting	3.0
** Students should either complete BUS 20 BEFORE BUS 1A; or only enroll in BUS 1A and substitute any other 3-4 unit accounting course to meet core requirement.		
BUS 038	Introduction to Microcomputers and Business Software	4.0
ECON 001	Principles of Economics (Macro-Economics)	3.0
Select one of the following (3-4 units):		3.0-4.0
BUS 201	Business Communications	3.0
ENGL 001A	Composition and Reading	4.0
* ENGL 1A is required for students who plan to transfer		
Total Major Units:		23.0-24.0
General Education Requirements:		18.0

Refer to Associate Degree Requirements tab for more information.

Electives to meet 60 units:

Total Units: 60.0

Recommended but not required:

M/SVN 060	Introduction to Management	3.0
M/SVN 061	Psychology of Management	3.0
M/SVN 064	Organization and Management	3.0

Business Administration - Certificate of Achievement

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

Program Learning Outcomes

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

1. Ethics and Personal Responsibility: Exhibit legal and ethical principles in business decision making.
2. Critical Thinking: Using critical thinking skills analyze a business situation and recommend a solution or plan by for improvement.
3. Computational Skills: Review and analyze data and corporate financial statements to maximize organizational resources to achieve goals.

SUBJECT #	TITLE	UNITS
Core Courses (17 units):		17.0
BUS 001A	Financial Accounting	4.0
BUS 010	Introduction to Business	3.0
BUS 020	General Accounting	3.0
** Students should either complete BUS 20 BEFORE BUS 1A; or only enroll in BUS 1A and substitute any other 3-4 unit accounting course to meet core requirement.		
BUS 038	Introduction to Microcomputers and Business Software	4.0
ECON 001	Principles of Economics (Macro-Economics)	3.0
Select one of the following:		3.0-4.0
BUS 201	Business Communications	3.0
ENGL 001A	Composition and Reading	4.0
* ENGL 1A is required for students who plan to transfer		
Total Units:		20.0-21.0
Recommended but not required:		0.0
BUS 002	Introduction to Business Law	3.0
ECON 002	Principles of Economics (Micro-Economics)	3.0

M/SVN 060	Introduction to Management	3.0
M/SVN 061	Psychology of Management	3.0
M/SVN 064	Organization and Management	3.0

Business Administration 2.0 - AS-T Degree

The Associate in Science in Business Administration 2.0 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 Business Administration 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 "P") in all courses required for the major or area of emphasis.
- No more than 60 semester units are required.

The Associate in Science in Business Administration 2.0 for Transfer Degree will also assist Business Administration 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

an transfer to a four-year university; administrative supervisor; financial analyst; business consultant

Program Learning Outcomes

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

1. Analyze a business situation and recommend a solution or plan for improvement, applying legal and ethical principles in business decision making.
2. Obtain information related to the profession using traditional and electronic sources. Synthesize the information into a business report.
3. Analyze data and prepare common business and personal financial reports.

SUBJECT #	TITLE	UNITS
Core Courses (17 units):		17.0
BUS 001A	Financial Accounting	4.0
BUS 001B	Managerial Accounting	4.0
BUS 002	Introduction to Business Law	3.0
ECON 001	Principles of Economics (Macro-Economics)	3.0
ECON 002	Principles of Economics (Micro-Economics)	3.0
Select both classes (7 units):		7.0
MATH 013	Introduction to Statistics	4.0
MATH 016A	Calculus for Business and the Life and Social Sciences	3.0
Required for degree (3 units):		3.0
BUS 010	Introduction to Business	3.0
Total Major Units:		27.0

IGETC or CSU GE-Breadth Education pattern:	37.0-39.0
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CSU Transferable General Elective Courses to meet 60

Total Units:	60.0
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Business Information Systems - A.S. Degree

The Business Information System (BIS) Associate of Science program offers courses that provide students interested in learning business applications and technical skills to keep business systems organized. Students are prepared for entry-to-mid level positions with a pathway to transfer to a 4-year institution or future career opportunities.

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.

Program Learning Outcomes

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

1. Information Competency: Obtain information related to the profession using traditional and electronic sources. Synthesize the information into written or oral business reports.
2. Critical Thinking: Analyze business situations and recommend solutions or plans for improvement.
3. Computational Skills: Analyze data and prepare common business and personal financial reports.

SUBJECT #	TITLE	UNITS
Core Courses (20 units):		20.0
BUS 005	Human Relations in Business	3.0
BUS 010	Introduction to Business	3.0
BUS 020	General Accounting	3.0
BUS 038	Introduction to Microcomputers and Business Software	4.0
BUS 043B	Introduction to Microsoft Excel for Business Applications	4.0
BUS 201	Business Communications	3.0
Total Major Units:		20.0
General Education Requirements:		18.0
Refer to Associate Degree Requirements tab for more information.		
Electives to meet 60 units:		
Total Units:		60.0
Recommended but not required:		0.0

BUS 021	Payroll Accounting	2.0
BUS 456D	Occupational Work Experience in Business Administration	1.0-4.0
ECON 002	Principles of Economics (Micro-Economics)	3.0

Business Information Systems - Certificate of Achievement

The Business Information System (BIS) Associate of Science program offers courses that provide students interested in learning business applications and technical skills to keep business systems organized. Students are prepared for entry-to-mid level positions with a pathway to transfer to a 4-year institution or future career opportunities.

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.

Program Learning Outcomes

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

1. Synthesize information into written or oral business reports.
2. Analyze business situations and recommend solutions or plans for improvement.
3. Analyze data and prepare common business and personal financial reports.

SUBJECT #	TITLE	UNITS
Core Courses (17 units):		17.0
BUS 005	Human Relations in Business	3.0
BUS 010	Introduction to Business	3.0
BUS 038	Introduction to Microcomputers and Business Software	4.0
BUS 043B	Introduction to Microsoft Excel for Business Applications	4.0
BUS 201	Business Communications	3.0
Total Units:		17.0
Recommended but not required:		
BUS 021	Payroll Accounting	2.0
BUS 456D	Occupational Work Experience in Business Administration	1.0-4.0
ECON 002	Principles of Economics (Micro-Economics)	3.0
BUS 202	Business Mathematics	3.0
BUS 020	General Accounting	3.0

Economics - AA-T Degree

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.

Program Learning Outcomes

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

1. Apply economic theories and economic reasoning to real life situations
2. Use analytical techniques to measure economic conditions related to the individual, business firms, industries, and economic systems.
3. Explain the role that households, business organizations, governments, and the international sector, play in free markets, command economies, and mixed economies.

SUBJECT #	TITLE	UNITS
Core Courses (13-15 units):		13.0-15.0
ECON 001	Principles of Economics (Macro-Economics)	3.0
ECON 002	Principles of Economics (Micro-Economics)	3.0
MATH 013	Introduction to Statistics	4.0
MATH 016A	Calculus for Business and the Life and Social Sciences	3.0
OR		
MATH 003A	Calculus I	5.0
List A: Select one course from the following (4-5 units):		4.0-5.0
MATH 003B	Calculus II	5.0
BUS 001A	Financial Accounting	4.0
BUS 001B	Managerial Accounting	4.0
CIS 001	Introduction to Computer Information Systems	4.0
List B: Select one course from the following (3-5 units):		3.0-5.0
MATH 003C	Calculus III	5.0
MATH 003E	Linear Algebra	3.0
Any List A course not already used.		
Total Major Units:		20.0-25.0
IGETC or CSU GE-Breadth Education Pattern:		37.0-39.0
CSU Transferable General Elective Courses to meet 60 units		
Total Units:		60.0

Entrepreneurship - Certificate of Achievement

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

Successful completion of this program prepares students for business development and planning, venture analysis, strategic management, and working in a small business setting or environment.

Program Learning Outcomes

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

1. Develop and prepare a comprehensive plan for a new business.
2. Evaluate the strengths and weakness in e-commerce versus a traditional business.
3. Prepare an income statement and balance sheet for a start up on business.

SUBJECT #	TITLE	UNITS
Core Courses (17.5 units):		17.5
BUS 002	Introduction to Business Law	3.0
BUS 043B	Introduction to Microsoft Excel for Business Applications	4.0
BUS 054	Small Business Management	3.0
BUS 070	Introduction to Marketing	3.0
BUS 076	E-Commerce/Entrepreneurship	3.0
BUS 239	QuickBooks	1.5
Electives: Select one of the following (3 units):		3.0
BUS 005	Human Relations in Business	3.0
BUS 020	General Accounting	3.0
Total Units:		20.5

Management and Supervision - A.S. Degree

The Management and Supervision Associate of Science program offers courses that provide students interested in management with a solid foundation of the knowledge, skills, and strategies to achieve organizational goals. Students are prepared for entry or mid-level positions with a pathway to transfer to a 4-year institution or future career opportunities.

Career Opportunities

Entry level managerial positions or administrative services managers.

Program Learning Outcomes

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

1. Evaluate how management significantly impacts organizational performance and success.
2. Develop communication skills to effectively address and resolve work related issues.
3. Diagnose appropriate motivational theories to actively engage and empower employees.

SUBJECT #	TITLE	UNITS
Core Courses (18 units):		18.0
BUS 005	Human Relations in Business	3.0

BUS 056	Human Resources Management	3.0
M/SVN 060	Introduction to Management	3.0
M/SVN 061	Psychology of Management	3.0
M/SVN 064	Organization and Management	3.0
M/SVN 082	Essentials of Managerial Communications	3.0

Select one of the following (4 units):	4.0
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BUS 038	Introduction to Microcomputers and Business Software	4.0
BUS 043B	Introduction to Microsoft Excel for Business Applications	4.0

Total Major Units:	22.0
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General Education Requirements:	18.0
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Refer to Associate Degree Requirements tab for more information.

Electives to meet 60 units:

Total Units:	60.0
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Management and Supervision - Certificate of Achievement

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

Completion of this program prepares students for an entry or mid-level supervisory, managerial, or administrative position.

Program Learning Outcomes

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

1. Evaluate how management significantly impacts organizational performance and success.
2. Develop communication skills to effectively address and resolve work related issues.
3. Diagnose appropriate motivational theories to actively engage and empower employees.

SUBJECT #	TITLE	UNITS
Core Courses (18 units):		18.0
BUS 005	Human Relations in Business	3.0
BUS 056	Human Resources Management	3.0
M/SVN 060	Introduction to Management	3.0
M/SVN 061	Psychology of Management	3.0
M/SVN 064	Organization and Management	3.0
M/SVN 082	Essentials of Managerial Communications	3.0
Total Units:		18.0
Recommended but not required:		
BUS 038	Introduction to Microcomputers and Business Software	4.0

Marketing And Sales - A.S. Degree

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

Successful completion of this program prepares students for careers in merchandising, professional sales, customer service representatives, planning and promotions, and advertising and public relations.

Program Learning Outcomes

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

1. Evaluate the variables of the marketing mix of a business.
2. Develop a sales plan using each of the stages of the selling process.
3. Apply college level critical thinking, research, and problem solving techniques for the completion of business based reports and writing assignments.

SUBJECT #	TITLE	UNITS
Core Courses (26 units):		26.0
BUS 001A	Financial Accounting	4.0
BUS 002	Introduction to Business Law	3.0
BUS 010	Introduction to Business	3.0
BUS 038	Introduction to Microcomputers and Business Software	4.0
BUS 072	Principles of Retailing	3.0
BUS 074	Introduction to Advertising	3.0
BUS 075	Salesmanship	3.0
M/SVN 060	Introduction to Management	3.0
Total Major Units:		26.0
General Education Requirements:		18.0
Refer to Associate Degree Requirements tab for more information.		
Electives to meet 60 units:		
Total Units:		60.0

Marketing and Sales - Certificate of Achievement

The Certificate of Achievement in Marketing and Sales 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

Successful completion of this program provides students for careers in merchandising, professional sales, customer service representative representatives, planning and promotions, and advertising and public relations.

Program Learning Outcomes

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

1. Evaluate the variables of the marketing mix of a business.
2. Develop a sales plan using each of the stages of the selling process.
3. Apply college level critical thinking, research, and problem solving techniques for the completion of business based reports and writing assignments.

SUBJECT #	TITLE	UNITS
Core Courses (18 units):		18.0
BUS 010	Introduction to Business	3.0
OR		
BUS 002	Introduction to Business Law	3.0
BUS 020	General Accounting	3.0
BUS 070	Introduction to Marketing	3.0
BUS 072	Principles of Retailing	3.0
BUS 074	Introduction to Advertising	3.0
BUS 075	Salesmanship	3.0
Total Units:		18.0

Retail Management - Certificate of Achievement

The Retail Management Certificate of Achievement program prepares students to become highly skilled and knowledgeable in a fast growing industry which provides promotional opportunities.

Career Opportunities

Successful completion of this program prepares students for an assistant buyer, assistant store manager, pricing and signing coordinator, and merchandising representative positions.

Program Learning Outcomes

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

1. Determine best operation procedures in choosing location, set-up and operations of a retail store in several different business situations.
2. Demonstrate decision-making skills, particularly in such areas as buying, pricing, financial management, and personnel relations.
3. Apply college level critical thinking, research, and problem solving techniques for the completion of business based reports and writing assignments.

SUBJECT #	TITLE	UNITS
Core Courses		20.5
BUS 005	Human Relations in Business	3.0
BUS 020	General Accounting	3.0
BUS 038	Introduction to Microcomputers and Business Software	4.0
BUS 056	Human Resources Management	3.0
BUS 070	Introduction to Marketing	3.0
BUS 072	Principles of Retailing	3.0
BUS 239	QuickBooks	1.5
Total Units:		20.5

Carpentry

Advanced Carpentry - A.S. Degree

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.

Program Learning Outcomes

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

1. Communicate effectively in the technical language of the Carpentry/Construction Trades, including written, verbal and mathematical computation skills.
2. 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.
3. Analyze building components in order to determine the proper execution of construction or repair.

SUBJECT #	TITLE	UNITS
Core Courses (37.5-38.5 units):		37.5-38.5
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	OSHA 30-Hour Construction Safety Training	2.0
CARP 229	Rough Framing	3.5
CARP 230	Stair Building and Framing	2.0
CARP 231	Roof Framing	3.0
CARP 232	Residential Plumbing for Carpenters	1.5
CARP 233	Residential Electrical For Carpenters	1.5
CARP 240A	Construction Rehabilitation / Kitchens	2.0
CARP 240B	Construction Rehabilitation / Bathrooms	2.0
CONMT 210	Residential Building Codes for Carpenters	3.0
CARP 207	Math for Construction Trades	3.0
OR		
MATH 221	Technical Mathematics	4.0

Total Major Units:	37.5-38.5
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General Education Requirements:	18.0
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Refer to Associate Degree Requirements tab for more information.

Elective Courses to meet 60 units:	
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Total Units:	60.0
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Advanced Carpentry - Certificate of Achievement

The Advanced Carpentry Certificate of Achievement 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 for the Advanced Carpentry certificate 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.

Career Opportunities

Jobs as journey level carpenters, home re-modelers and general contractors.

Program Learning Outcomes

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

1. Communicate effectively in the technical language of the Carpentry/Construction Trades, including written, verbal and mathematical computation skills.
2. 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.
3. Analyze building components in order to determine the proper execution of construction or repair.

SUBJECT #	TITLE	UNITS
Core Courses:		37.5-38.5
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	OSHA 30-Hour Construction Safety Training	2.0
CARP 229	Rough Framing	3.5
CARP 230	Stair Building and Framing	2.0
CARP 231	Roof Framing	3.0
CARP 232	Residential Plumbing for Carpenters	1.5
CARP 233	Residential Electrical For Carpenters	1.5
CARP 240A	Construction Rehabilitation / Kitchens	2.0
CARP 240B	Construction Rehabilitation / Bathrooms	2.0
CONMT 210	Residential Building Codes for Carpenters	3.0
CARP 207	Math for Construction Trades	3.0
OR		
MATH 221	Technical Mathematics	4.0
Total Units:		37.5-38.5

Carpentry - Certificate of Achievement

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.

Program Learning Outcomes

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

1. Communicate effectively in the technical language of the Carpentry/Construction Trades

2. 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.
3. Analyze building components in order to determine the proper execution of construction or repair.

SUBJECT #	TITLE	UNITS
Core Courses (22-23 units):		22.0-23.0
CARP 206	High Performance Building	3.5
CARP 210	Foundation and Forms Construction	3.5
CARP 211	Beginning Carpentry	3.5
CARP 223	OSHA 30-Hour Construction Safety Training	2.0
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	3.0
OR		
MATH 221	Technical Mathematics	4.0
Total Units:		22.0-23.0

High Performance Building - Certificate of Achievement

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

Program Learning Outcomes

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

1. Analyze and apply energy efficient and safe building techniques.
2. Communicate effectively in the technical language of the Carpentry/Construction Trades, including written, verbal and mathematical computation skills.
3. 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.

SUBJECT #	TITLE	UNITS
Required Courses:		9.5-12.5
CARP 206	High Performance Building	3.5
CARP 223	OSHA 30-Hour Construction Safety Training	2.0
CONMT 002	Green Rating Systems for the Built Environment	3.0
CARP 200	Special Projects Laboratory	1.0-4.0
* Students must complete at least 1 unit of this course.		
Total Units:		9.5-12.5

Communication

Associate In Arts In Communication Studies For Transfer - AA-T Degree

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

Program Learning Outcomes

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

1. Research and think critically about effective communication skills to influence and impact mass communication.
2. Speak clearly, listen effectively, resolve conflict, and deliver a message/presentation concisely, while using appropriate nonverbal communication, and voice shared goals to create, build and maintain relationships.
3. Use conflict resolution to strengthen groups and individual cohesion.
4. Analyze and reflect on interactions that are empathetic, non-defensive, therapeutic, and appreciative, while listening to others.

SUBJECT #	TITLE	UNITS
Complete the following core requirement courses:		9.0
COMM 045	Public Speaking	3.0
COMM 044	Argumentation	3.0
COMM 020	Interpersonal Communication Skills	3.0
Complete the following courses:		6.0
COMM 019	Survey of Mass Media	3.0
COMM 002A	The Fundamentals of Oral Interpretation of Literature	3.0
Select one course from the following:		3.0-4.0
ANTHR 003	Introduction to Social and Cultural Anthropology	3.0
PSYCH 001A	Introduction to General Psychology	3.0
SOC 001	Introduction to Sociology	3.0
ENGL 001B	Composition and Reading	4.0
ENGL 005	Critical Thinking in Reading and Writing	3.0
JOURN 021	Newsriting	3.0
Total Major Units:		18.0-19.0
IGETC or CSU GE-Breadth Education Pattern		37.0-39.0

CSU Electives to meet 60 units:**Total Units:****60.0****Communication Studies - Certificate of Achievement**

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 Studies CA prepares students for jobs related to the field of speech/communications.

Career Opportunities

Public service officer, law tech assistant, communications officer, commentator, speech writer.

Program Learning Outcomes

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

1. Research and think critically about the influence and impact of Mass Media on society.
2. Speak, listen and critically think to resolve conflict and get your message across as intended.
3. Deliver presentations that are clear in message and voice, using appropriate nonverbals.

SUBJECT #	TITLE	UNITS
Complete the following core requirement courses:		12.0
COMM 002A	The Fundamentals of Oral Interpretation of Literature	3.0
COMM 020	Interpersonal Communication Skills	3.0
COMM 044	Argumentation	3.0
COMM 045	Public Speaking	3.0
Total Units:		12.0

Language Arts - A.A. Degree

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.

Program Learning Outcomes

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

1. Speak clearly, listen effectively, resolve conflict, and deliver a message/presentation concisely, while using appropriate nonverbal communication, and voice shared goals to create, build and maintain relationships.
2. Use conflict resolution to strengthen groups and individual cohesion.
3. Research and think critically about effective communication skills to influence and impact mass communication.

4. Analyze and reflect on interactions that are empathetic, non-defensive, therapeutic, and appreciative, while listening to others.

SUBJECT #	TITLE	UNITS
Select a minimum of 18 units from the following:		18.0
Communication 1A, 1B, 2A, 2B, 15A, 15B, 19, 30A, 30B, 44, 45 3 each		
English 1A*, 1B*, 2, 5, 10A, 10B, 12, 17A, 17B, 20, 26, 30A, 30B, 31, 32A, 32B, 33A, 33B, 39, 43, 44A, 44B, 138, 210A, 210B, 211, 217A, 217B, 220, 226, 230A, 230B, 231, 232A, 232B, 233A, 233B, 238, 239, 243, 244A, 244B 3 each		
Chinese 1, 2, 3, 4, 40A, 40B 5 each		
French 1A, 1B, 2A, 30A, 30B 5 each		
Japanese 1A**, 50A, 50B 3 each		
Spanish 1A**, 1B**, 2A**, 2B**, 22A**, 22B**, 30A, 30B, 40, 60A, 60B 3 each		
Journalism 21, 55, 58, 62 3 each		
* 4 units ** 5 units		
Total Major Units:		18.0
General Education Requirements:		18.0
Refer to Associate Degree Requirements tab for more information.		
Electives to meet 60 units:		
Total Units:		60.0

Computer Information Systems

Android Programming - Certificate of Achievement

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. The program provides the analytical, methodological, and language skills required within the Information, Communication Technologies, and Computer Programming employment sectors.

Career Opportunities

Students completing this certificate program will be qualified for employment as entry-level app developers and quality assurance technicians.

Program Learning Outcomes

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

1. 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
2. Design and implement abstract data types using classes, encapsulation, inheritance, polymorphism, exceptions, events, multithreading, collections and generics
3. Create User Interfaces UIs using controls, layout managers, adaptors, menus and dialogs

SUBJECT #	TITLE	UNITS
Introduction to Programming		5.0
CIS 006	Introduction to Computer Programming	5.0
Object Oriented Programming		4.0
CIS 036A	Java Programming Language I	4.0
OR		
CIS 025	Object Oriented Programming Using C++	4.0
Database Programming		4.0
CIS 098	Database Programming with SQL	4.0
Android Programming		6.0
CIS 079A	Introduction to Application Design in Android	3.0
CIS 079B	Advanced Application Design in Android	3.0
Total Units:		19.0

CIS--Computer Programming - A.S. Degree

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

Program Learning Outcomes

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

1. 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.
2. Programming Skills: Demonstrate the ability to analyze a problem, using algorithms to create computer systems and appropriate problem solving using a programming language.
3. 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.

SUBJECT #	TITLE	UNITS
Introduction to Computer Science (5 units)		5.0
CIS 005	Introduction to Computer Science	5.0
Introductory Programming (Choose one of the following) (5 units)		5.0
CIS 006	Introduction to Computer Programming	5.0
OR		
CIS 061	Structure and Interpretation of Computer Programs	5.0
Programming Fundamentals (Choose one of the following) (4 units)		4.0
CIS 025	Object Oriented Programming Using C++	4.0
OR		
CIS 036A	Java Programming Language I	4.0
Advanced Programming (Choose one of the following) (4 units)		4.0
CIS 025B	C++ Programming Language II	4.0
OR		
CIS 036B	Java Programming Language II	4.0
OR		
CIS 020	Microcomputer Assembly Language	4.0
Electives (minimum 7 units)		7.0
BUS 001A	Financial Accounting	4.0
BUS 001B	Managerial Accounting	4.0
BUS 005	Human Relations in Business	3.0
BUS 020	General Accounting	3.0
BUS 024	Computerized Accounting Principles	3.0
CIS 006	Introduction to Computer Programming	5.0
CIS 020	Microcomputer Assembly Language	4.0
CIS 025	Object Oriented Programming Using C++	4.0
CIS 025B	C++ Programming Language II	4.0
CIS 027	Data Structures and Algorithms	4.0
CIS 036A	Java Programming Language I	4.0
CIS 036B	Java Programming Language II	4.0
CIS 061	Structure and Interpretation of Computer Programs	5.0
CIS 062	Introduction to Systems Analysis and Design	3.0
CIS 068A	iOS Programming	3.0
CIS 068B	Advanced iOS Programming	3.0

CIS 079A	Introduction to Application Design in Android	3.0
CIS 079B	Advanced Application Design in Android	3.0
CIS 081	Systems Analysis with UML	3.0
CIS 098	Database Programming with SQL	4.0
CIS 099	Database Administration with SQL	4.0
MATH 003A	Calculus I	5.0
ECON 002	Principles of Economics (Micro-Economics)	3.0
MATH 011	Discrete Mathematics	4.0
MATH 013	Introduction to Statistics	4.0
PHIL 010	Logic	3.0
Total Major Units		25.0
General Education Requirements:		18.0
Electives to meet 60 units:		
Total Units		60.0

Computer Information Science - A.S. Degree

The major in Computer Information Science prepares students for careers in the Information Technology field or over the lower-division requirements for a Bachelor's Degree in Computer Science at a four-year institution. 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.

Program Learning Outcomes

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

1. Solve problems and conduct experiments in basic computer science.
2. Student will be able to conduct computer system analysis for computer hardware and computer software applications.
3. Create and program algorithmic solutions to solve problems.

SUBJECT #	TITLE	UNITS
Introduction to Computer Science and Computer Systems		4.0-5.0
CIS 005	Introduction to Computer Science	5.0
OR		
CIS 001	Introduction to Computer Information Systems	4.0
Introduction to Programming		4.0-5.0
CIS 006	Introduction to Computer Programming	5.0
OR		
CIS 036A	Java Programming Language I	4.0
OR		

CIS 025	Object Oriented Programming Using C++	4.0
Advanced Programming and Computer Systems		7.0-10.0
(Choose two of the following) (7-10 units)		
CIS 020	Microcomputer Assembly Language	4.0
CIS 025B	C++ Programming Language II	4.0
CIS 036B	Java Programming Language II	4.0
CIS 027	Data Structures and Algorithms	4.0
CIS 061	Structure and Interpretation of Computer Programs	5.0
CIS 062	Introduction to Systems Analysis and Design	3.0
CIS 081	Systems Analysis with UML	3.0
Program Electives		7.0-10.0
(Choose 2 course from the following) (7-10 units) Any courses above not used can be eligible		
CIS 098	Database Programming with SQL	4.0
CIS 099	Database Administration with SQL	4.0
BUS 001A	Financial Accounting	4.0
BUS 001B	Managerial Accounting	4.0
BUS 005	Human Relations in Business	3.0
BUS 020	General Accounting	3.0
BUS 024	Computerized Accounting Principles	3.0
ECON 002	Principles of Economics (Micro-Economics)	3.0
MATH 013	Introduction to Statistics	4.0
PHIL 010	Logic	3.0
Total Major Units:		22.0-30.0
General Education Requirements:		18.0
Electives to meet 60 units:		
Total Units:		60.0

Computer Programming With C++ - Certificate of Achievement

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, Software Engineer.

Program Learning Outcomes

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

1. 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.
2. Programming Skills: 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.

SUBJECT #	TITLE	UNITS
Introduction to Programming and Introduction Object Oriented Programming		9.0
CIS 006	Introduction to Computer Programming	5.0
CIS 025	Object Oriented Programming Using C++	4.0
Advanced Programming Courses		8.0-9.0
Select 2 courses from the following:		
CIS 025B	C++ Programming Language II	4.0
CIS 027	Data Structures and Algorithms	4.0
CIS 061	Structure and Interpretation of Computer Programs	5.0
Choose at least 3 units from the following		3.0-5.0
Can use any of the above options not selected		
BUS 001A	Financial Accounting	4.0
BUS 005	Human Relations in Business	3.0
BUS 020	General Accounting	3.0
BUS 024	Computerized Accounting Principles	3.0
CIS 005	Introduction to Computer Science	5.0
CIS 020	Microcomputer Assembly Language	4.0
CIS 036A	Java Programming Language I	4.0
CIS 036B	Java Programming Language II	4.0
CIS 062	Introduction to Systems Analysis and Design	3.0
CIS 081	Systems Analysis with UML	3.0
CIS 098	Database Programming with SQL	4.0
CIS 099	Database Administration with SQL	4.0
ECON 002	Principles of Economics (Micro-Economics)	3.0
MATH 011	Discrete Mathematics	4.0
MATH 013	Introduction to Statistics	4.0
PHIL 010	Logic	3.0
Total Units:		20.0-23.0

Computer Programming With Java - Certificate of Achievement

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, Software Engineer.

Program Learning Outcomes

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

1. 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.
2. Programming Skills: Analyze a problem, using algorithms to create computer systems and appropriate problem solving using a programming language.
3. Solve Business Problems with Computers: Interpret and analyze a business information problem and design, code, compile, test and debug a program solution in Java using proper program syntax balancing efficiency and maintainability, and manage project tasks required for completion of a computer system development project.

SUBJECT #	TITLE	UNITS
Introduction to Programming and Introduction to Object Oriented Programming		9.0
CIS 006	Introduction to Computer Programming	5.0
CIS 036A	Java Programming Language I	4.0
Advanced Programming Courses		8.0-9.0
Select 2 courses from the following:		
CIS 027	Data Structures and Algorithms	4.0
CIS 036B	Java Programming Language II	4.0
CIS 061	Structure and Interpretation of Computer Programs	5.0
Choose at least 3 units from the following list.		3.0-5.0
Can use any course from above not used.		
BUS 001A	Financial Accounting	4.0
BUS 005	Human Relations in Business	3.0
BUS 020	General Accounting	3.0
BUS 024	Computerized Accounting Principles	3.0
CIS 005	Introduction to Computer Science	5.0
CIS 020	Microcomputer Assembly Language	4.0
CIS 025	Object Oriented Programming Using C++	4.0
CIS 025B	C++ Programming Language II	4.0
CIS 062	Introduction to Systems Analysis and Design	3.0
CIS 081	Systems Analysis with UML	3.0
CIS 098	Database Programming with SQL	4.0
CIS 099	Database Administration with SQL	4.0
ECON 002	Principles of Economics (Micro-Economics)	3.0
MATH 011	Discrete Mathematics	4.0
MATH 013	Introduction to Statistics	4.0
PHIL 010	Logic	3.0
Total Units:		20.0-23.0

Computer Systems Analysis - Certificate of Achievement

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.

Program Learning Outcomes

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

1. Explain the purpose of systems analysis and design, life cycle of systems design, iterative, and waterfall development processes, object oriented analysis and design.
2. 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.
3. 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.
4. Design high-level logical system characteristics (user interface design, design of data and information requirements), and prototype system artifacts to implement a solution.
5. Analyze and articulate economic, ethical, cultural, and legal issues and their feasibilities among alternative solutions.
6. Communicate effectively with various organizational stakeholders to collect information using a variety of techniques and to convey proposed solution characteristics to them.

SUBJECT #	TITLE	UNITS
Core Requirements		11.0
CIS 006	Introduction to Computer Programming	5.0
OR		
* Students planning to transfer to a Computer Science program, especially at UC Berkeley, should choose CIS 61.		
CIS 061	Structure and Interpretation of Computer Programs	5.0
CIS 062	Introduction to Systems Analysis and Design	3.0
CIS 081	Systems Analysis with UML	3.0
Choose 2 courses from the following		7.0-8.0
BNK/F 056	Bank Management	3.0
BUS 001A	Financial Accounting	4.0
BUS 001B	Managerial Accounting	4.0
BUS 005	Human Relations in Business	3.0
BUS 010	Introduction to Business	3.0
BUS 020	General Accounting	3.0
BUS 024	Computerized Accounting Principles	3.0
BUS 076	E-Commerce/Entrepreneurship	3.0
COMM 020	Interpersonal Communication Skills	3.0
CIS 025	Object Oriented Programming Using C++	4.0
CIS 036A	Java Programming Language I	4.0
ECON 002	Principles of Economics (Micro-Economics)	3.0
ENGL 005	Critical Thinking in Reading and Writing	3.0
GRART 115	Website Design	3.0
M/SVN 082	Essentials of Managerial Communications	3.0
MATH 013	Introduction to Statistics	4.0
PHIL 010	Logic	3.0

Systems analysts must understand the business that they are analyzing, so courses emphasizing business and organization are encouraged. Since many systems analysis jobs involve financial systems, an introductory accounting or micro-economics course (such as BUS 1, BUS 20, or ECON 2) is useful to a systems analysis career so can be used as an elective.

Total Units:

18.0-19.0

Database Management With SQL - Certificate of Achievement

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).

Program Learning Outcomes

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

1. Develop Data Models such as Class Diagrams or Entity Relationship Diagrams (ERDs) from business processes to support database analysis and design.
2. Create and modify a database and its tables using Structured Query Language's Data Definition Language (SQL-DDL) features.
3. Write programs that store and modify data in database tables using Structured Query Language's Data Manipulation Language (SQL-DML) features.

SUBJECT #	TITLE	UNITS
Core Requirements		13.0
CIS 006	Introduction to Computer Programming	5.0
OR		
CIS 061	Structure and Interpretation of Computer Programs	5.0
* Students planning to transfer to a Computer Science Program, especially at UC Berkeley, should choose CIS 61.		
CIS 098	Database Programming with SQL	4.0
CIS 099	Database Administration with SQL	4.0
Choose 1 course from the following		3.0-4.0
BUS 001A	Financial Accounting	4.0
BUS 005	Human Relations in Business	3.0
BUS 020	General Accounting	3.0
BUS 024	Computerized Accounting Principles	3.0
CIS 020	Microcomputer Assembly Language	4.0
CIS 025	Object Oriented Programming Using C++	4.0
CIS 025B	C++ Programming Language II	4.0
CIS 027	Data Structures and Algorithms	4.0
CIS 036A	Java Programming Language I	4.0
CIS 036B	Java Programming Language II	4.0
CIS 062	Introduction to Systems Analysis and Design	3.0

CIS 081	Systems Analysis with UML	3.0
ECON 002	Principles of Economics (Micro-Economics)	3.0
MATH 011	Discrete Mathematics	4.0
MATH 013	Introduction to Statistics	4.0

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 (such as MATH 3A, 11, or 13).

Total Units:

16.0-17.0

iOS Programming - Certificate of Achievement

The iOS 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 iOS Developer SDK. In addition to learning the fundamentals of programming for iOS devices, 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

Program Learning Outcomes

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

1. 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
2. Design and implement abstract data types using classes, encapsulation, inheritance and polymorphism
3. Create User Interfaces UIs using controls, layout managers, adaptors, menus and dialogs

SUBJECT #	TITLE	UNITS
Introductory Programming		5.0
CIS 006	Introduction to Computer Programming	5.0
Object Oriented Programming		4.0
CIS 036A	Java Programming Language I	4.0
OR		
CIS 025	Object Oriented Programming Using C++	4.0
Database Programming		4.0
CIS 098	Database Programming with SQL	4.0
iOS Programming		6.0
CIS 068A	iOS Programming	3.0
CIS 068B	Advanced iOS Programming	3.0
Total Units:		19.0

Construction Management

California Green & Sustainable Building Standards - Certificate of Achievement

The Certificate of Achievement in California Green & Sustainable Building fills the gap for students wanting to gain knowledge as it relates to the complex California energy building requirements. Students will learn concepts related to sustainable architecture, California Title 24 Part 6 & 11, green rating systems, and LEED exam preparation. Upon completion, students will be career ready for industry entry level, project/construction management positions.

Career Opportunities

project coordinator, project management positions, serve as LEED liaison for project seeking certification, work for general contractors, engineers or architects,

Program Learning Outcomes

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

1. Communicate in written, oral and visual forms to express the principles of sustainable management .
2. Analyze Title 24 Energy Compliance Documentation regarding the impact the building design
3. Analyze architectural, lighting, and HVAC design to determine their effectiveness at meeting or exceeding Title 24 Energy Code Requirements.

SUBJECT #	TITLE	UNITS
Core Courses (15 units):		15.0
CONMT 002	Green Rating Systems for the Built Environment	3.0
CONMT 003	California Title 24 Part 6 Nonresidential Energy Standards	3.0
CONMT 004	California Title 24 Part 6 Residential Energy Standards	3.0
CONMT 008	California Title 24, Part 11 CALGreen	3.0
ARCH 111	Sustainable Design Applications	3.0
Select one course from the following (1 unit):		1.0
CONMT 006	LEED Green Associate Exam Preparation	1.0
CONMT 007	LEED AP Exam Preparation	1.0
Total Units:		16.0

Construction Management - A.S. Degree and Certificate of Achievement

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.

Program Learning Outcomes

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

1. Communication Cite, list, and write effectively to communicate the intent of construction management and inspection services.
2. Critical Thinking Create a work plan, construct a project management plan of execution and design a schedule for execution of construction.
3. Technical Skills Create, assemble, and generate relevant, technical reports on real world projects and construction project simulations.

SUBJECT #	TITLE	UNITS
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First Semester		12.0
CONMT 010	Introduction to Construction Practices	3.0
CONMT 011	Construction Estimating I - Residential Projects	3.0
CONMT 012	Uniform Building Codes I	3.0
CONMT 020	Blueprint Reading and Interpretation	3.0

Second Semester		12.0
CONMT 018	Construction Project Management I	3.0
CONMT 021	Construction Estimating II - Commercial Projects	3.0
CONMT 022	Uniform Building Codes II	3.0
CONMT 031A	Computer Applications in Contracting-Scheduling	3.0

Third Semester		12.0
CONMT 019	Construction Project Management II	3.0
CONMT 031B	Computer Applications in Contracting-Business Management	3.0
CONMT 032	Materials and Methods of Construction	3.0

Select one course from the following:		
CONMT 030	State Contracting License Law	3.0
CONMT 040	Construction Contracts and Specifications	3.0

Total Major Units:		36.0
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If completing an AS, students must complete 18 GE Requirement units and Electives to meet 60 units:

Recommended but not required:	
BUS 1A, 20	
CHEM 1A, 30A, 50	
ENGL1A	
MATH 220A, 220B, 220C, 220D	
PHYS 4A, 10	

Cosmetology

Cosmetology - A.A. Degree

The Cosmetology program prepares students in all phases of cosmetology. The program consists of 1600 hours training in theoretical foundations, manipulative skills, business knowledge, professional and ethical practices and prepares students to take the California State Board of Cosmetology examination for licensure.

Admission Requirements: Contact the Cosmetology Department at (510) 464-3285 for supplementary application information and forms. First-time students are required to attend an orientation meeting. A grade of "C" or above is required in each prerequisite course to continue in the sequence of course offerings.

Transfer students will be accepted when space is available, providing they have not achieved more than 300 certified hours and apply within a one-year period of withdrawal from a previous school.

Upon completion of the 1600-hour program, students are eligible for the Cosmetology certificate and are qualified to apply for licensing through California State Board of Cosmetology.

Program Learning Outcomes

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

1. Provide professional hair, nail and skin care services.
2. Write an effective resume.
3. Pass California State Board Exam for cosmetology license.

SUBJECT #	TITLE	UNITS
FIRST SEMESTER		15.0-17.0
COSM 210	Cosmetology Theory I	5.0
COSM 210L	Cosmetology Laboratory I	7.0
OR		
COSM 210LE	Cosmetology Laboratory I	5.0
COSM 211	Manicuring and Pedicuring I	1.0
COSM 212	Chemical Services/Haircutting I	1.0
COSM 213	Hairstyling Services/Haircutting I	1.0
COSM 214	Haircolor Services/Haircutting I	1.0
COSM 215	Facials I	1.0
SECOND SEMESTER		15.0-17.0
COSM 220	Cosmetology Theory II	5.0
COSM 220L	Cosmetology Laboratory II	7.0
OR		
COSM 220LE	Cosmetology Laboratory II	5.0
COSM 221	Manicuring and Pedicuring II	1.0
COSM 222	Chemical Services/Haircutting II	1.0
COSM 223	Hairstyling Services/Haircutting II	1.0
COSM 224	Haircolor Services/Haircutting II	1.0
COSM 225	Facials II	1.0
THIRD SEMESTER		15.0-17.0
COSM 230	Cosmetology Theory III	5.0
COSM 230L	Cosmetology Laboratory III	7.0
OR		
COSM 230LE	Cosmetology Laboratory III	5.0

COSM 231	Manicuring and Pedicuring III	1.0
COSM 232	Chemical Services/Haircutting III	1.0
COSM 233	Hairstyling Services/Haircutting III	1.0
COSM 234	Haircolor Services/Haircutting III	1.0
COSM 235	Facials III	1.0

FOURTH SEMESTER	6.0-7.0
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only if completing the evening program

COSM 240LE	Cosmetology Laboratory IV	5.0
COSM 200	Special Projects: Laboratory	1.0-2.0

Total Major Units:	50.0-51.0
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General Education Requirements:	18.0
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Refer to Associate Degree Requirements tab for more information.

Electives to meet 60 units:

Total Units:	60.0
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Recommended but not required

BUS 020	General Accounting	3.0
BUS 054	Small Business Management	3.0
COMM 045	Public Speaking	3.0
PSYCH 006	Social Psychology	3.0
SOC 001	Introduction to Sociology	3.0

Cosmetology - Certificate of Achievement

The Cosmetology program prepares students in all phases of cosmetology. The program consists of 1600 hours training in theoretical foundations, manipulative skills, business knowledge, professional and ethical practices and prepares students to take the California State Board of Cosmetology examination for licensure.

Admission Requirements: Contact the Cosmetology Department at (510) 464-3285 for supplementary application information and forms. First-time students are required to attend an orientation meeting. A grade of "C" or above is required in each prerequisite course to continue in the sequence of course offerings.

Transfer students will be accepted when space is available, providing they have not achieved more than 300 certified hours and apply within a one-year period of withdrawal from a previous school.

Upon completion of the 1600-hour program, students are eligible for the Cosmetology certificate and are qualified to apply for licensing through California State Board of Cosmetology.

Program Learning Outcomes

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

1. Provide professional hair, nail and skin care services.
2. Write an effective resume.
3. Pass California State Board Exam for cosmetology license.

SUBJECT #	TITLE	UNITS
FIRST SEMESTER		15.0-17.0
COSM 210	Cosmetology Theory I	5.0

COSM 210L	Cosmetology Laboratory I	7.0
OR		
COSM 210LE	Cosmetology Laboratory I	5.0
COSM 211	Manicuring and Pedicuring I	1.0
COSM 212	Chemical Services/Haircutting I	1.0
COSM 213	Hairstyling Services/Haircutting I	1.0
COSM 214	Haircolor Services/Haircutting I	1.0
COSM 215	Facials I	1.0
SECOND SEMESTER		15.0-17.0
COSM 220	Cosmetology Theory II	5.0
COSM 220L	Cosmetology Laboratory II	7.0
OR		
COSM 220LE	Cosmetology Laboratory II	5.0
COSM 221	Manicuring and Pedicuring II	1.0
COSM 222	Chemical Services/Haircutting II	1.0
COSM 223	Hairstyling Services/Haircutting II	1.0
COSM 224	Haircolor Services/Haircutting II	1.0
COSM 225	Facials II	1.0
THIRD SEMESTER		15.0-17.0
COSM 230	Cosmetology Theory III	5.0
COSM 230L	Cosmetology Laboratory III	7.0
OR		
COSM 230LE	Cosmetology Laboratory III	5.0
COSM 231	Manicuring and Pedicuring III	1.0
COSM 232	Chemical Services/Haircutting III	1.0
COSM 233	Hairstyling Services/Haircutting III	1.0
COSM 234	Haircolor Services/Haircutting III	1.0
COSM 235	Facials III	1.0
FOURTH SEMESTER:		6.0-7.0
only if completing the evening program		
COSM 240LE	Cosmetology Laboratory IV	5.0
COSM 200	Special Projects: Laboratory	1.0-2.0
Total Major Units:		50.0-51.0
Recommended but not required		
BUS 020	General Accounting	3.0
BUS 054	Small Business Management	3.0
COMM 045	Public Speaking	3.0
PSYCH 006	Social Psychology	3.0
SOC 001	Introduction to Sociology	3.0

Counseling

College Preparation and Orientation - Certificate of Competency

The College Preparation and Orientation Certificate of Competency will provide students with experience with navigating the college student records system. Courses will cover college orientation, resources, time management skills and goal setting skills to incoming college students.

Career Opportunities

This is a non-credit certificate of completion

Program Learning Outcomes

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

1. Navigate the college system (student portal, email account and Passport system), for college policies, procedures, and various information.

SUBJECT #	TITLE	UNITS
Core Courses (min 4 hours)		4.0-8.0
COUN 521	College Readiness I	4.0-8.0
COUN 522	College Readiness II	4.0-8.0
Competency Requirement:		
Teacher or department will determine if student has met the competencies of the program and document it.		
Total Hours:		4.0-8.0

Culinary Arts

Advanced Culinary Techniques - Certificate of Achievement

The Advanced Culinary Techniques Certificate of Achievement is designed specifically for culinary industry workers. It is a program of Applied Professional Training meant for hospitality employees, seeking to advance their careers into upper management and/or ownership.

Through individual hands-on practice, team work and personalized guidance by instructors, the Laney College ACT CA program provides students the opportunity to perfect existing skill set, gain hands-on experience with modern international techniques, and gain managerial expertise.

Career Opportunities

Operational management and/or ownership: Executive Chef, Food and Beverage Director, General Manager, Business Owner.

Program Learning Outcomes

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

1. Apply the concepts and techniques of food safety, sanitation, personal hygiene, and professionalism in food handling, preparation, proper service techniques, and dining room management including the use of commercial equipment and tools.
2. Synthesize classical cooking terminology and station organization.
3. 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.

SUBJECT #	TITLE	UNITS
Core Courses:		13.0
CULIN 238	International Cuisine	7.0
CULIN 243	Principles of Food, Beverage, and Labor Controls	3.0
CULIN 242	Supervision in the Hospitality Industry	3.0
Total Units:		13.0

Baking And Pastry - A.S. Degree

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

Career opportunities with the Baking and Pastry degree include, but are not limited to: baker, cake decorator, pastry chef, dessert plater, caterer, recipe tester, candy maker, and chocolatier. Skills acquired in the certificate will also prepare students for business ownership in the culinary industry.

Program Learning Outcomes

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

1. Demonstrate food safety and sanitation practices while using baking and pastry related equipment.
2. Apply fundamental baking and pastry techniques and their variations to a wide range of classic and contemporary pastries, breads, cake candy and plated desserts.

3. Interpret recipes or formulas both orally and written and evaluate products based on ingredients, cost, method, timing, appearance, texture and overall eating quality.

SUBJECT #	TITLE	UNITS
First Semester (13 units):		13.0
CULIN 088	Introduction to Food and Culture	3.0
CULIN 203	Introduction to Baking Foundations	4.0
CULIN 204	Baking Fundamentals	4.0
CULIN 215	Culinary Math Fundamentals	1.0
CULIN 217	Formulas and Food Costs	1.0
Second Semester (9 units):		9.0
CULIN 205	Artisan Breads	5.0
CULIN 206	Cake Decorating	4.0
Third Semester (10 units):		10.0
CULIN 207	International Patisserie	5.0
CULIN 208	Coniserie (Candy and Chocolate Making)	5.0
Fourth Semester (8 units):		8.0
CULIN 228	Managing Food Sanitation	1.0
CULIN 209	Contemporary Plated Desserts	6.0
CULIN 236	Culinary Career Development	1.0
Total Major Units:		40.0
General Education Requirements:		18.0
Electives to meet 60 units:		
Total Units:		60.0

Baking And Pastry - Certificate of Achievement

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.

Program Learning Outcomes

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

1. Demonstrate food safety and sanitation practices while using baking and pastry related equipment.
2. Apply fundamental baking and pastry techniques and their variations to a wide range of classic and contemporary pastries, breads, cake candy and plated desserts.
3. Interpret recipes or formulas, both orally and written, and evaluate products based on ingredients, cost, method, timing, appearance, texture and overall eating quality.

SUBJECT #	TITLE	UNITS
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First Semester (13 units)		13.0
CULIN 088	Introduction to Food and Culture	3.0
CULIN 203	Introduction to Baking Foundations	4.0
CULIN 204	Baking Fundamentals	4.0
CULIN 215	Culinary Math Fundamentals	1.0
CULIN 217	Formulas and Food Costs	1.0
Second Semester (9 units):		9.0
CULIN 205	Artisan Breads	5.0
CULIN 206	Cake Decorating	4.0
Third Semester (10 units):		10.0
CULIN 207	International Patisserie	5.0
CULIN 208	Confiserie (Candy and Chocolate Making)	5.0
Fourth Semester (8 units):		8.0
CULIN 228	Managing Food Sanitation	1.0
CULIN 209	Contemporary Plated Desserts	6.0
CULIN 236	Culinary Career Development	1.0
Total Units:		40.0

Culinary Arts and Restaurant Management - A.S. Degree

Is food your art? Do you love the sound and smell of sizzling food? Do you enjoy “nourishing” people with the recipes you create? Deep down, do you secretly feel you could be the next Top Chef? If you answered yes to any of these questions, the Restaurant Management program could be the place for you!

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 numerous and diverse job classifications of this exciting and growing industry. Students have the opportunity to demonstrate their talents and capabilities in the operations and supervision of the food preparation facilities at Laney College. With classes in safety, leadership, math, nutrition, and operational efficiency, the Restaurant Management AS Degree and Certificate of Achievement integrate the techniques and knowledge needed for success in this dynamic industry.

Note: This program includes frequent application of fractions, decimals, and percentages. The department recommends, if needed, to take an introductory Mathematics course to assist with these concepts.

Career Opportunities

Career opportunities with the Culinary Arts & Restaurant Management certificate include, but are not limited to: 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 Product Developer, Food & Beverage Manager, and Cooking Instructor. Skills acquired in the certificate will also prepare students for business ownership such as Restaurateur, Food Truck Owner, and Independent Business Owner/Consultant.

Program Learning Outcomes

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

1. Apply the concepts and techniques of food safety, sanitation, personal hygiene, and professionalism in food handling, preparation, proper service techniques, and dining room management including the use of commercial equipment and tools.
2. Use classical cooking terminology and demonstrate station organization.
3. Apply procedures in order to run a cost effective food service establishment, including: menu analysis, labor cost, and human resource practices to manage restaurant staff.

SUBJECT #	TITLE	UNITS
First Semester (7 units):		7.0
CULIN 212	Introduction to Culinary Arts	4.0
CULIN 215	Culinary Math Fundamentals	1.0
CULIN 217	Formulas and Food Costs	1.0
CULIN 218	Ingredients and Equipment	1.0
Second Semester (7 units):		7.0
CULIN 228	Managing Food Sanitation	1.0
CULIN 223	Stocks, Soups and Sauces	1.0
CULIN 224	Principals of Heat Cooking	1.0
CULIN 227	Dynamic Heat Cooking	4.0
Third Semester (12 units):		12.0
CULIN 237	Garde Manger and Contemporary American Bistro Cooking	7.0
CULIN 232	Dining Room Service and Management	1.0
CULIN 235	Culinary Nutrition	3.0
CULIN 236	Culinary Career Development	1.0
Fourth Semester (13 units):		13.0
CULIN 238	International Cuisine	7.0
CULIN 243	Principles of Food, Beverage, and Labor Controls	3.0
CULIN 242	Supervision in the Hospitality Industry	3.0
Total Major Units:		39.0
General Education Requirement:		18.0
Electives to meet 60 units:		
Total Units:		60.0
Recommended but not required		
CULIN 203	Introduction to Baking Foundations	4.0
OR		
CULIN 204	Baking Fundamentals	4.0

Culinary Arts and Restaurant Management - Certificate of Achievement

Is food your art? Do you love the sound and smell of sizzling food? Do you enjoy “nourishing” people with the recipes you create? Deep down, do you secretly feel you could be the next Top Chef? If you answered yes to any of these questions, the Restaurant Management program could be the place for you!

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 numerous and diverse job classifications of this exciting and growing industry. Students have the opportunity to demonstrate their talents and capabilities in the operations and supervision of the food preparation facilities at Laney College. With classes in safety, leadership, math, nutrition, and operational efficiency, the Restaurant Management AS Degree and Certificate of Achievement integrate the techniques and knowledge needed for success in this dynamic industry.

Note: This program includes frequent application of fractions, decimals, and percentages. 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.

Program Learning Outcomes

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

1. Apply the concepts and techniques of food safety, sanitation, personal hygiene, and professionalism in food handling, preparation, proper service techniques, and dining room management including the use of commercial equipment and tools
2. Synthesize classical cooking terminology and station organization.
3. 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.

SUBJECT #	TITLE	UNITS
First Semester (7 units):		7.0
CULIN 212	Introduction to Culinary Arts	4.0
CULIN 215	Culinary Math Fundamentals	1.0
CULIN 217	Formulas and Food Costs	1.0
CULIN 218	Ingredients and Equipment	1.0
Second Semester (7 units):		7.0
CULIN 228	Managing Food Sanitation	1.0
CULIN 223	Stocks, Soups and Sauces	1.0
CULIN 224	Principals of Heat Cooking	1.0
CULIN 227	Dynamic Heat Cooking	4.0
Third Semester (12 units):		12.0
CULIN 237	Garde Manger and Contemporary American Bistro Cooking	7.0
CULIN 232	Dining Room Service and Management	1.0
CULIN 235	Culinary Nutrition	3.0
CULIN 236	Culinary Career Development	1.0
Fourth Semester (13 units):		13.0
CULIN 238	International Cuisine	7.0
CULIN 243	Principles of Food, Beverage, and Labor Controls	3.0
CULIN 242	Supervision in the Hospitality Industry	3.0
Total Units:		39.0
Recommended but not required:		
CULIN 203	Introduction to Baking Foundations	4.0
OR		
CULIN 204	Baking Fundamentals	4.0

Culinary Foundations - Certificate of Achievement

The Culinary Foundations Certificate of Achievement is composed of courses designed for the individual seeking to acquire culinary skills for employment within the exciting and fast-growing food service industry. The program of study includes courses in knife skills, ingredient identification, cooking methods (i.e., sautéing, 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

Career opportunities with the Culinary Foundations certificate include, but are not limited to: Cook's Assistant/ Commis, Cook (Station, Line and/or Short-Order), Personal Chef, Caterer, Food Writer, Recipe Tester, Food Truck Owner, Food Product Developer.

Program Learning Outcomes

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

1. Apply the concepts and techniques of food safety, sanitation, personal hygiene, and professionalism in food handling and preparation.
2. Apply classical cooking terminology and techniques

SUBJECT #	TITLE	UNITS
Core Courses (13 units):		13.0
CULIN 212	Introduction to Culinary Arts	4.0
CULIN 215	Culinary Math Fundamentals	1.0
CULIN 217	Formulas and Food Costs	1.0
CULIN 218	Ingredients and Equipment	1.0
CULIN 223	Stocks, Soups and Sauces	1.0
CULIN 224	Principals of Heat Cooking	1.0
CULIN 227	Dynamic Heat Cooking	4.0
Total Units:		13.0

Dance

Dance - A.A. Degree

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 Programs, 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.)

Program Learning Outcomes

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

1. COMMUNICATION: Students will be able to analyze, write and speak about historical, theoretical and cultural dimensions of multiple dance genres
2. DANCE MECHANICS: Students will recognize and apply basic anatomical and kinesthetic structure and function for more efficient and sustainable dancing:
3. CHOREOGRAPHY: Students will develop an articulate individual choreographic voice by expressing themselves creatively through dance composition and performance:
4. MUSICALITY: Students will identify, analyze and demonstrate movement as related to musical structure

SUBJECT #	TITLE	UNITS
Core Curriculum		9.0
DANCE 001	History of Dance	3.0
DANCE 006	Dance Production, Rehearsal and Performance	3.0
DANCE 008A	Dance Composition and Choreography	3.0
Required Activity Courses		7.0
DANCE 060	Ballet I	1.0
DANCE 064	Jazz Dance I	1.0
DANCE 068	Modern Dance I	1.0
Select one of the following:		
DANCE 061	Ballet II	1.0
OR		
DANCE 077	West African Dance II	1.0
OR		
DANCE 081	Haitian Dance II	1.0
Select one of the following:		
DANCE 065	Jazz Dance II	2.0
OR		

DANCE 069	Modern Dance II	2.0
Select one of the following:		
DANCE 076	West African Dance I	1.0
OR		
DANCE 080	Haitian Dance I	1.0
Select 3 units from the following:		
DANCE 005	Rhythmic Analysis	2.0
DANCE 007	Dance Study Abroad	5.0
DANCE 061	Ballet II	1.0
DANCE 062	Ballet III	1.0
DANCE 063	Ballet IV	1.0
DANCE 065	Jazz Dance II	2.0
DANCE 066	Jazz Dance III	2.0
DANCE 067	Jazz Dance IV	2.0
DANCE 069	Modern Dance II	2.0
DANCE 070	Modern Dance III	2.0
DANCE 071	Modern Dance IV	2.0
DANCE 072	Jazz Tap I	1.0
DANCE 073	Jazz Tap II	1.0
DANCE 076	West African Dance I	1.0
DANCE 077	West African Dance II	1.0
DANCE 078	West African Dance III	1.0
DANCE 079	West African Dance IV	1.0
DANCE 080	Haitian Dance I	1.0
DANCE 081	Haitian Dance II	1.0
DANCE 082	Haitian Dance III	1.0
DANCE 083	Haitian Dance IV	1.0
Total Major Units		19.0
General Education Requirements:		18.0
Electives to meet 60 units:		
Total Units:		60.0
Recommended but not required:		
THART 021	Acting I	3.0
MUSIC 010	Music Appreciation	3.0

Earth and Human Sciences Cluster

Anthropology - AA-T Degree

The Associate in Arts Degree in Anthropology for Transfer (AA-T ANTHR) 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 Anthropology 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 20 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 "P") or better for each course in the major or area of emphasis.
- No more than 60 semester units are required.

The Associate in Arts Degree in Anthropology for Transfer (AA-T ANTHR) 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.

Program Learning Outcomes

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

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

SUBJECT #	TITLE	UNITS
Core Courses (9 units)		9.0
ANTHR 001	Introduction to Physical Anthropology	3.0
ANTHR 002	Introduction to Archaeology and Prehistory	3.0
ANTHR 003	Introduction to Social and Cultural Anthropology	3.0
List A (8 units):		8.0
ANTHR 001L	Physical Anthropology Laboratory	1.0
MATH 013	Introduction to Statistics	4.0
SOC 120	Introduction to Research Methods	3.0
Select 1 course from the following (min 3 units):		3.0
ANTHR 007	Magic, Religion and Witchcraft	3.0
ANTHR 014	Introduction to the Anthropology of Race, Class, Ethnicity, and Society	3.0
ANTHR 019	Anthropology of Sex and Gender	3.0
HUMAN 040	Religions of the World	3.0
SOC 001	Introduction to Sociology	3.0

Total Major Units:	20.0
IGETC or CSU GE-Breadth Education pattern:	37.0-39.0
CSU Transferable General Elective Courses to meet 60 units	
Total Units:	60.0

Associate of Arts in Geography for Transfer - AA-T Degree

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 fields including planning, education, resource management, business, county, city, state, federal government, computer mapping, technical writing, field survey, conservation nonprofit development and many more.

Program Learning Outcomes

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

1. Analyze and critically evaluate scientific information.
2. Synthesize multiple concepts integrating and connecting atmospheric, hydrologic and geologic systems and their influence on the biosphere.
3. Characterize geographic principals that embody climate change issues.

SUBJECT #	TITLE	UNITS
Core Requirements (7 units):		7.0
GEOG 001	Physical Geography	3.0
GEOG 001L	Physical Geography Laboratory	1.0
GEOG 002	Cultural Geography	3.0
OR		
GEOG 003	World Regional Geography	3.0
List A: Select 2 courses (6 units):		6.0

GEOG 018	California Geography	3.0
GEOG 019	Global Climate Change	3.0
List B: Select 2 courses (6 units):		6.0
GEOL 010	Introduction to Geology	3.0
ANTHR 003	Introduction to Social and Cultural Anthropology	3.0
Total Major Units:		19.0
IGETC or CSU GE-Breadth Education pattern:		37.0-39.0
CSU Transferable General Elective Courses to meet 60 units:		
Total Units:		60.0

Electricity / Electronics Technology

Electrical Technology - A.S. Degree

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.

Program Learning Outcomes

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

1. Analyze how electrical concepts, and safety impacts the function and efficiency of the residential and commercial buildings.
2. Develop communication skills to effectively address and resolve work related issues.
3. Diagnose appropriate electrical safety and theories, to make sound and safe installations

SUBJECT #	TITLE	UNITS
First Semester (8 units):		8.0
E/ET 203	Basic Electricity	3.0
E/ET 204	Technical Mathematics for Electricians	3.0
E/ET 223	CAL-OSHA 30-Hour Construction Industry Training for Electrical & Electronics Technology	2.0
Second Semester (9 units):		9.0
E/ET 217	Residential House Wiring	3.0
E/ET 208	Solar Photovoltaic Systems	3.0
E/ET 226	Lighting Efficiency Technology	3.0
Third Semester (9 units):		9.0
E/ET 218	Commercial Electrical Wiring	3.0
E/ET 221	Motors and Drives	3.0
E/ET 207A	National Electrical Code for Electricians I	3.0
Fourth Semester (5 units):		5.0
E/ET 207B	National Electrical Code for Electricians II	3.0
E/ET 227	Professional Interactions in the Workplace	2.0
Total Major Units:		31.0
General Education Requirements:		18.0
Electives to meet 60 units:		
Total Units:		60.0

Electrical Technology - Certificate of Achievement

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.

Program Learning Outcomes

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

1. Analyze how electrical concepts, and safety impacts the function and efficiency of the residential and commercial buildings.
2. Develop communication skills to effectively address and resolve work related issues.
3. Diagnose appropriate electrical safety and theories, to make sound and safe installations

SUBJECT #	TITLE	UNITS
First Semester (8 units):		8.0
E/ET 203	Basic Electricity	3.0
E/ET 204	Technical Mathematics for Electricians	3.0
E/ET 223	CAL-OSHA 30-Hour Construction Industry Training for Electrical & Electronics Technology	2.0
Second Semester (9 units):		9.0
E/ET 217	Residential House Wiring	3.0
E/ET 208	Solar Photovoltaic Systems	3.0
E/ET 226	Lighting Efficiency Technology	3.0
Third Semester (9 units):		9.0
E/ET 218	Commercial Electrical Wiring	3.0
E/ET 221	Motors and Drives	3.0
E/ET 207A	National Electrical Code for Electricians I	3.0
Fourth Semester (5 units):		5.0
E/ET 207B	National Electrical Code for Electricians II	3.0
E/ET 227	Professional Interactions in the Workplace	2.0
Total Units:		31.0

Residential Automation Cloud Based - Certificate of Achievement

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.

Program Learning Outcomes

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

1. Analyze the requirements and design of electronics and communication (data) cabling installation.
2. 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
3. Test, locate, and correct faults within cable and/or cable installation and providing customer support home and building

SUBJECT #	TITLE	UNITS
Core Requirements:		18.0
E/ET 203	Basic Electricity	3.0
E/ET 220	Electronics and Semiconductors	3.0
E/ET 224	Security and Fire Alarm Systems	3.0
E/ET 225	Audio & Video Technology	3.0
E/ET 228	Advanced Lighting Controls	3.0
E/ET 234	Programmable Devices	3.0
Total Units:		18.0

Robotics and Mechatronics Controls - Certificate of Achievement

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

Program Learning Outcomes

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

1. Explain the concept of inventory, indexing, and sorting.
2. Analyze program actuators and sensors.
3. Describe transformers, reversing contractors, control relays, and logic functions and how they are used in the field.

SUBJECT #	TITLE	UNITS
Core Courses (26 units):		26.0
E/ET 203	Basic Electricity	3.0
E/ET 220	Electronics and Semiconductors	3.0
E/ET 221	Motors and Drives	3.0
E/ET 223	CAL-OSHA 30-Hour Construction Industry Training for Electrical & Electronics Technology	2.0
E/ET 228	Advanced Lighting Controls	3.0
E/ET 229	PLC (Programmable Logic Controllers)	3.0

E/ET 231	Mechatronics & Electric Motor Control	3.0
E/ET 234	Programmable Devices	3.0
E/ET 235	Hydraulic Control System	3.0
Total Units:		26.0

Solar Photovoltaic Professionals - Certificate of Achievement

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.

Program Learning Outcomes

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

1. Explain the theory and operation of Photovoltaic power generation.
2. Determine site suitability for PV installation.
3. Analyze collected site data, design the installation, and select equipment size and type to produce projected performance.

SUBJECT #	TITLE	UNITS
Core Requirements (19 units):		19.0
E/ET 203	Basic Electricity	3.0
E/ET 207A	National Electrical Code for Electricians I	3.0
E/ET 218	Commercial Electrical Wiring	3.0
E/ET 208	Solar Photovoltaic Systems	3.0
E/ET 222	Photovoltaic NABCEP Test Preparation	2.0
E/ET 223	CAL-OSHA 30-Hour Construction Industry Training for Electrical & Electronics Technology	2.0
E/ET 217	Residential House Wiring	3.0
Total Units:		19.0

Engineering

Digital Fabrication Technology - Design and Engineering - Certificate of Achievement

Laney College's Engineering and Design focused Digital Fabrication Technology Program prepares graduates for modern Digital Fabrication and Advanced Manufacturing careers in design firms, engineering firms, furniture, cabinet, industrial art, custom installation and parts manufacturing shops. These multi-disciplinary courses emphasize and expand on the fundamentals of computer-assisted design (CAD) and computer-assisted manufacturing (CAM) techniques. Students will learn intermediate and advanced skills in iterative, design oriented thinking by employing rapid prototyping philosophy framed within a creative problem solving mindset. Graduates will leave with the ability to: conceptualize a project, 3D model it in its entirety, create the project using computer numerically controlled (CNC) and advanced manufacturing equipment, rapidly analyze and improve a project through iteration, and finish a project using modern and hand techniques. Engineering and design based thinking will frame the way students approach projects and problems, using skills and techniques in those disciplines to guide solution based problem solving.

Career Opportunities

CNC operator CNC programmer Part designer Fabricator CAD/CAM specialist Design and fabrication consultant 3D printer operator Digital Fabrication technician Production assistant

Program Learning Outcomes

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

1. Safety - Demonstrate proper safety protocols of all tools and equipment in the classroom .
2. Skills - Students will be able to use modern industrial computer numerically controlled (CNC) equipment to produce projects and apply improvements within the prototyping process using engineering and design principles.
3. Materials and Practices - Students will identify, analyze, evaluate and apply the correct materials to the appropriate production parameters creating efficient work flows for projects with optimal material use.

SUBJECT #	TITLE	UNITS
Fundamental skills (min 10 units):		10.0
CARP 224A	Digital Fabrication I	2.0
MACH 210	Machine Technology I	5.0
ENGIN 010	Introduction to Engineering	3.0
Computer Assisted Design (min 3 or 4 units):		3.0-4.0
MACH 020	CAD Solid Modeling with Solidworks	4.0
OR		
ENGIN 022	Engineering Graphics	3.0
OR		
ARCH 125	Digital Tools for Architecture and Design	3.0
Further study in Digital Fabrication (min 10 units):		10.0
CARP 224B	Digital Fabrication II	2.0
MACH 030	Introduction to CNC Programming	4.0
MACH 031	Advanced CNC and CAD/CAM Programming	4.0
Continuation and discovery of new disciplines (min 6 units)		6.0
ARCH 142	Digital Craft For Architecture and Design	3.0
ENGIN 110	Engineering Entrepreneurship	3.0
Cooperative Education min 2 units):		2.0

Total Units:

31.0-32.0

Engineering - A.S. Degree

Engineers apply the theories and principles of science and mathematics to solve real world problems. The engineering major provides a solid foundation in math, science, and engineering concepts, and prepares students looking to transfer to obtain their Bachelor's degree or looking to enter the field as an engineering technician. This degree is appropriate for students looking to enter most engineering disciplines, including mechanical engineering, civil engineering, and aerospace engineering. Engineers in these disciplines work in a wide variety of industries including renewable energy, robotics, environmental management, structural design, automotive design, and transportation. Students looking to enter computer or electrical engineering, should look at the Engineering – Computer and Electrical A.S. degree. If planning to transfer to a 4-year university, please see a counselor for more information.

Career Opportunities

Engineering continues to be an excellent choice for a career. It is the second largest profession, being exceeded only by teaching. Careers in engineering include: mechanical engineers, civil engineers, aerospace engineers, product developers, roboticists, water resources engineers, materials scientists, biomedical engineers, renewable energy engineers, chemical engineers, quality control engineers, researchers, engineering teachers, and project managers.

Program Learning Outcomes

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

1. Use engineering analysis to formulate logical problem solving approaches, generate solutions, and assess the reasonableness of the solutions
2. Design, construct, and produce creative solutions to engineering problems by applying the engineering design process
3. Apply scientific principles and mathematical analysis to solve science, math, and engineering problems

SUBJECT #	TITLE	UNITS
Core Courses (30 units)		30.0
CHEM 001A	General Chemistry	5.0
MATH 003A	Calculus I	5.0
MATH 003B	Calculus II	5.0
MATH 003C	Calculus III	5.0
PHYS 004A	General Physics with Calculus	5.0
PHYS 004B	General Physics with Calculus	5.0
Select 3 courses from the following (9 units)		9.0
ENGIN 010	Introduction to Engineering	3.0
ENGIN 022	Engineering Graphics	3.0
ENGIN 035	Engineering Mechanics - Statics	3.0
ENGIN 036	Engineering Mechanics of Materials	3.0
MATH 003F	Differential Equations	3.0
Choose one course from the following (4 units)		4.0
ENGIN 018	Introduction to Electrical Engineering	4.0
ENGIN 045	Properties of Materials	4.0
ENGIN 077	Computer Programming for Engineers Using MATLAB	4.0
Total Major Units:		43.0

General Education Requirements:	18.0
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Total Units:	60.0
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Engineering - Computer and Electrical - A.S. Degree

Engineers apply the theories and principles of science and mathematics to solve real world problems. The engineering major provides a solid foundation in math, science, and engineering concepts, and prepares students looking to transfer to obtain their Bachelor's degree in electrical or computer engineering, or looking to enter the field as an engineering technician. Engineers in the electrical or computer fields work in a wide variety of industries including renewable energy production, computer hardware, environmental controls, signal processing, product design, and machine learning. If planning to transfer to a 4-year university, please see a counselor for more information.

Career Opportunities

Engineering continues to be an excellent choice for a career. It is the second largest profession, being exceeded only by teaching. Careers in computer and electrical engineering include: computer engineers, electrical engineers, product developers, roboticists, researchers, engineering teachers, and project managers.

Program Learning Outcomes

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

1. Use engineering analysis to formulate logical problem solving approaches, generate solutions, and assess the reasonableness of the solutions
2. Design, construct, and produce creative solutions specific to the electrical and computer engineering field
3. Apply scientific principles and mathematical analysis to solve science, math, and engineering problems

SUBJECT #	TITLE	UNITS
Core Courses (30 units)		30.0
CHEM 001A	General Chemistry	5.0
MATH 003A	Calculus I	5.0
MATH 003B	Calculus II	5.0
MATH 003C	Calculus III	5.0
PHYS 004A	General Physics with Calculus	5.0
PHYS 004B	General Physics with Calculus	5.0
Select 1 from the following (3-4 units)		3.0-4.0
ENGIN 010	Introduction to Engineering	3.0
ENGIN 018	Introduction to Electrical Engineering	4.0
ENGIN 022	Engineering Graphics	3.0
ENGIN 035	Engineering Mechanics - Statics	3.0
ENGIN 036	Engineering Mechanics of Materials	3.0
ENGIN 045	Properties of Materials	4.0
ENGIN 077	Computer Programming for Engineers Using MATLAB	4.0
Select 2 from the following (8-9 units)		8.0-9.0
(Can use ENGIN 18, 45, or 77 if not already used above)		
ENGIN 018	Introduction to Electrical Engineering	4.0
ENGIN 045	Properties of Materials	4.0
ENGIN 077	Computer Programming for Engineers Using MATLAB	4.0
CIS 025	Object Oriented Programming Using C++	4.0

CIS 027	Data Structures and Algorithms	4.0
CIS 061	Structure and Interpretation of Computer Programs	5.0
Total Major Units:		41.0-43.0
General Education Requirements:		18.0
Total Units:		60.0

English

Academic Composition Skills - Certificate of Competency

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.

Program Learning Outcomes

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

1. Write well organized, well developed, well edited, well researched, and clear essays.

SUBJECT #	TITLE	UNITS
Core Courses		
Students must complete a min of 52.5 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
Competency Requirement:		
Teacher or department will determine if student has met the competencies of the program and document it.		
Total Hours:		52.5-787.5

Associate In Arts Degree In English For Transfer - AA-T Degree

The Associate in Arts in English for Transfer Degree (AA-T in ENGL) 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 English 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:
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- 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 English for Transfer Degree (AA-T in ENGL) will also assist English 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

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.

Program Learning Outcomes

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

1. Apply techniques of close textual reading, analysis, and interpretation of a variety of literary genres in their social, cultural, historical, and political contexts.
2. Develop individual perspectives in essays that demonstrate critical thinking, logical organization, and command of voice and style.
3. Conduct inquiry into historical and contemporary discourse, in order to respond to and influence contemporary discourse, one's self, and the world.

SUBJECT #	TITLE	UNITS
Required Courses (7 units)		7.0
ENGL 001B	Composition and Reading	4.0
ENGL 005	Critical Thinking in Reading and Writing	3.0
List A: Choose two of the following (6 units):		6.0
ENGL 030A	Introduction to American Literature	3.0
ENGL 030B	Introduction to American Literature	3.0
List B: Choose one of the following (3-4 units)		3.0-4.0
ENGL 001A	Composition and Reading	4.0
ENGL 010A	Creative Writing	3.0
List C: Choose one of the following (3 units):		3.0
ENGL 010B	Creative Writing	3.0
ENGL 017A	Shakespeare	3.0
ENGL 017B	Shakespeare	3.0
ENGL 031	Survey of African-American Literature	3.0
ENGL 043	Introduction to the Study of Poetry	3.0
COMM 002A	The Fundamentals of Oral Interpretation of Literature	3.0
JOURN 021	Newsriting	3.0
M/LAT 036	Survey of Latina/o Literature	3.0
THART 002	Introduction to the Theatre Arts	3.0
Total Major Units:		19.0-20.0
IGETC or CSU GE-Breadth Education Pattern:		37.0-39.0
CSU Transferable General Elective Courses to meet 60 units:		
Total Units:		60.0

English for Speakers of Other Languages

Bridge to Credit ESOL - Certificate of Competency

The Bridge to Credit Certificate of Competency (CCy ESOL) verifies that a student has achieved the outcomes of the final two courses in the four-course Bridge to Credit 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 ESOL faculty 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.

Program Learning Outcomes

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

1. Students will develop education plans and other credit course readiness skills and materials
2. Students will use software to organize and produce class work.
3. Students will assemble a portfolio of projects to demonstrate credit course readiness.

SUBJECT #	TITLE	UNITS
Core Courses:		100.0-172.7
Students must complete a minimum of 100 hrs		
ESOL 541C	Basic English C	50.0-96.2
ESOL 541D	Basic English D	50.0-96.2
Competency Requirement:		
Teacher or department will determine if student has met the competencies of the program and document it.		
Total Hours:		100.0-172.7

English for Speakers of Other Languages: Advanced - Certificate of Achievement

The Advanced Certificate of Achievement in ESOL verifies that a student has successfully completed the advanced ESOL reading and writing course or English or English 1A or English 1AS, an advanced ESOL Listening and Speaking course, an advanced ESOL Grammar course, and two to four units of any further coursework at the college transfer level. Students interested in completing this certificate should consult with the ESOL program chair and a counselor.

Career Opportunities

This certificate will prepare immigrant 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.

Program Learning Outcomes

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

1. 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.
2. Communicate fluently, accurately and appropriately in spoken American English at a level required in advanced ESOL courses.

- Participate in campus and classroom culture at a level required for success as an advanced ESOL student.

SUBJECT #	TITLE	UNITS
Core Courses (12-14 units from the following):		12.0-14.0
ESOL 052	Advanced Reading and Writing	6.0
OR		
ENGL 001A	Composition and Reading	4.0
OR		
ENGL 001AS	Composition and Reading with Support	5.0
ESOL 050A	Advanced Listening and Speaking	4.0
OR		
ESOL 050B	Oral Communication for Advanced ESOL Students	4.0
ESOL 274A	Grammar 4	4.0
OR		
ESOL 274B	Grammar 4	4.0
Select 4 units of any coursework at the college transfer level.		4.0
Total Units:		16.0-18.0

English for Speakers of Other Languages: High Intermediate - Certificate of Achievement

The High Intermediate Certificate of Achievement in ESOL verifies that a student has successfully completed 16 units of high intermediate and advanced work as English language learners including the high intermediate ESOL reading and writing course, four units of high intermediate or advanced ESOL listening and speaking, four units of high intermediate or advanced ESOL grammar, and two units of other high intermediate or advanced ESOL courses or any college level work conducted in English. Students interested in completing this certificate should consult with the ESOL program chair and a counselor.

Career Opportunities

This certificate will prepare immigrant 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.

Program Learning Outcomes

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

- Participate in campus and classroom culture at a level required for success in intermediate ESOL courses
- Apply active reading strategies in order to comprehend, critically analyze and explain ideas in high intermediate level ESOL texts.
- Communicate fluently, accurately and appropriately in spoken American English at a level required in high intermediate ESOL courses.
- 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.

SUBJECT #	TITLE	UNITS
Core Courses (14 units):		14.0
ESOL 253	Reading and Writing 3	6.0
ESOL 273A	Grammar 3	4.0

ESOL 263A	Listening and Speaking 3	4.0
OR		
ESOL 263B	Listening and Speaking 3	4.0
OR		
ESOL 050A	Advanced Listening and Speaking	4.0
OR		
ESOL 050B	Oral Communication for Advanced ESOL Students	4.0

Total Units:	14.0
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English for Speakers of Other Languages: Intermediate - Certificate of Achievement

The Intermediate Certificate of Achievement in ESOL verifies that a student has successfully completed intermediate and advanced work in ESOL, including the intermediate ESOL reading and writing level course of intermediate and advanced ESOL. Students interested in completing this certificate should consult with the ESOL program chair and a counselor.

Career Opportunities

This certificate will prepare immigrant 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.

Program Learning Outcomes

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

1. Construct clear, effective, well-organized, well-developed, well-edited, and logically sound sentences, paragraphs and essays with appropriate citation of sources, satisfying intermediate ESOL standards.
2. Apply active reading strategies in order to comprehend, critically analyze, and explain ideas in intermediate ESOL texts.
3. Participate in campus and classroom culture at a level required for success as an intermediate ESOL student.

SUBJECT #	TITLE	UNITS
Core Courses (6 units):		6.0
ESOL 252A	Reading and Writing 2	6.0
OR		
ESOL 252B	Reading and Writing 2	6.0
Select 10 units from the following (10 units):		10.0
ESOL 262A	Listening and Speaking 2	4.0
OR		
ESOL 262B	Listening and Speaking 2	4.0
ESOL 263A	Listening and Speaking 3	4.0
OR		
ESOL 263B	Listening and Speaking 3	4.0
ESOL 272A	Grammar 2	4.0
OR		
ESOL 272B	Grammar 2	4.0

ESOL 273A	Grammar 3	4.0
OR		
ESOL 273B	Grammar 3	4.0
ESOL 274A	Grammar 4	4.0
OR		
ESOL 274B	Grammar 4	4.0
ESOL 283	Business English	3.0
ESOL 286	English for Job Search	2.0
ESOL 287	ESOL for Customer Service	3.0
ESOL 290	English for Special Purposes	1.0-2.0
ESOL 050A	Advanced Listening and Speaking	4.0
OR		
ESOL 050B	Oral Communication for Advanced ESOL Students	4.0
Total Units:		16.0

ESOL Advanced - Certificate of Competency

The ESOL Advanced Certificate of Competency verifies that a student has successfully completed three ESOL core classes (Reading and Writing, Listening and Speaking, and Grammar) at the advanced level. Students interested in completing this certificate should consult with the ESOL department chair and a counselor.

Career Opportunities

This certificate will help prepare students for vocational programs and job advancement.

Program Learning Outcomes

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

1. Demonstrate intermediate skills in English listening, speaking, reading, and/or writing which will allow them to achieve their personal, vocational, and academic goals.

SUBJECT #	TITLE	UNITS
Courses (min 172 hours)		172.0-245.0
ESOL 550	Advanced Listening and Speaking	70.0
ESOL 552	Advanced Reading and Writing	105.0
ESOL 574	Grammar 4	70.0
Competency Requirement		
Teacher or department will determine if student has met the competencies of the program and document it.		
Total Hours:		172.0-245.0

ESOL Advanced Reading and Writing - Certificate of Competency

The Advanced ESOL Reading and Writing Certificate of Competency verifies that multilingual students have gained critical academic skills to support their successful completion of college transfer English composition courses, other coursework and career goals.

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.

Program Learning Outcomes

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

1. Independently utilize reading strategies to critically integrate ideas into own writing.
2. Identify and revise for own problem areas in writing.
3. Locate and appropriately cite information from print and electronic sources— from libraries, the Internet, databases, and elsewhere—evaluate its relevance and reliability, and incorporate it effectively into essays.

SUBJECT #	TITLE	UNITS
Students must complete a minimum of 110 hours.		110.0-157.5
ESOL 559A	Advanced Reading and Writing Workshop: Developing Critical Reading, Writing and Thinking Skills	26.3
AND		
ESOL 559B	Advanced Reading and Writing Workshop: Applying Reading, Writing and Critical Thinking Skills	26.3
AND		
ESOL 552	Advanced Reading and Writing	105.0
OR		
ESOL 559C	Advanced Reading and Writing Workshop: Strengthening Critical Reading, Writing and Thinking Skills	26.3
AND		
ESOL 559D	Advanced Reading and Writing Workshop: Consolidating Critical Reading, Writing, and Thinking Skills	26.3

Competency Requirement:

Teacher or department will determine whether student has met the competencies for the program and document it.

Total Hours:

110.0-157.5

ESOL College Ready Skills - Certificate of Competency

The ESOL College Ready Skills Certificate verifies that a student has successfully completed the ESOL College Ready Skills four-course sequence. This sequence prepares beginning to low-intermediate English language learners new to American college classrooms for the cultural expectations and academic rigor of college-level ESOL courses. The program focuses on integrating English language instruction with study habits, communication skills, and education technology skills to facilitate student success. Students interested in completing the 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.

Program Learning Outcomes

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

1. Comprehend and respond appropriately to spoken American English at the level of entry-level credit ESOL courses.
2. Apply written information, technological skills, American classroom etiquette, and college success strategies to college-level courses.

SUBJECT #	TITLE	UNITS
Courses (min 47 hours)		47.0-70.0
ESOL 595A	College Ready Skills: Culture and Classroom Etiquette	17.5
ESOL 595B	College Ready Skills: Academic Success Strategies	17.5
ESOL 595C	College Ready Skills: Best Study Practices	17.5
ESOL 595D	College Ready Skills: Education Technology Skills	17.5
Competency Requirement		
Teacher or department will determine if the student has met the competencies of the program and document it.		
Total Hours:		47.0-70.0

ESOL/Culinary Arts Pathway - Certificate of Achievement

The ESOL/Culinary Arts Pathway Certificate of Achievement was created to satisfy the Culinary Department's desire for ESOL students to have fundamental English skills before trying to complete the culinary program. Students will complete intermediate or advanced ESOL listening and speaking; reading and writing; and grammar classes, in addition to one introductory culinary course. Students who have earned the certificate will have improved communication skills to continue the Laney culinary program or enter the workforce.

Career Opportunities

Careers in the food and hospitality industries.

Program Learning Outcomes

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

1. Recognize and follow instructions.
2. Comprehend and respond appropriately to spoken American English at an intermediate ESOL level.
3. Participate in campus and classroom culture at a level approaching that required for success as an intermediate ESOL student.

SUBJECT #	TITLE	UNITS
ESOL Reading and Writing (6 Units)		6.0
ESOL 052	Advanced Reading and Writing	6.0
ESOL 253	Reading and Writing 3	6.0
ESOL 252A	Reading and Writing 2	6.0
ESOL 252B	Reading and Writing 2	6.0
Select one course from either Listening and Speaking or Grammar options: 4 units		4.0
ESOL Listening and Speaking Options:		
ESOL 262A	Listening and Speaking 2	4.0
ESOL 262B	Listening and Speaking 2	4.0
ESOL 263A	Listening and Speaking 3	4.0
ESOL 263B	Listening and Speaking 3	4.0
ESOL 050A	Advanced Listening and Speaking	4.0
ESOL 050B	Oral Communication for Advanced ESOL Students	4.0
ESOL Grammar Options:		
ESOL 272A	Grammar 2	4.0
ESOL 272B	Grammar 2	4.0
ESOL 273A	Grammar 3	4.0

ESOL 273B	Grammar 3	4.0
ESOL 274A	Grammar 4	4.0
ESOL 274B	Grammar 4	4.0
Culinary Arts (4 units)		4.0
CULIN 212	Introduction to Culinary Arts	4.0
CULIN 204	Baking Fundamentals	4.0
CULIN 203	Introduction to Baking Foundations	4.0
Total Units:		14.0

ESOL/Ethnic Studies Pathway - Certificate of Achievement

The ESOL/Ethnic Studies Certificate of Achievement verifies that a student has successfully taken high intermediate or advanced ESOL, including a Reading and Writing and a Listening and Speaking or Grammar course, along with an elective in Ethnic Studies. Students interested in completing this certificate should consult with the ESOL program chair and a counselor.

Career Opportunities

This certificate supports transfer to 4-year programs that lead to a wide variety of careers, such as teaching, legal or medical interpreting, and community organizing.

Program Learning Outcomes

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

1. Construct clear, effective, well-organized, well-developed, well-edited, and logically sound sentences, paragraphs and essays with appropriate citation of sources, satisfying high intermediate ESOL standards.
2. Employ critical thinking to analyze articles, movies and books that address issues related to multiple social identities including race, culture, gender, sexuality and class.
3. Apply active reading strategies in order to comprehend, critically analyze, and explain ideas related to social identities.

SUBJECT #	TITLE	UNITS
ESOL Reading and Writing (6 Units)		6.0
ESOL 253	Reading and Writing 3	6.0
OR		
ESOL 052	Advanced Reading and Writing	6.0
Select one course from either Listening and Speaking or Grammar options: 4 units		4.0
ESOL Listening and Speaking Options:		
ESOL 050A	Advanced Listening and Speaking	4.0
ESOL 050B	Oral Communication for Advanced ESOL Students	4.0
ESOL 263A	Listening and Speaking 3	4.0
ESOL 263B	Listening and Speaking 3	4.0
ESOL Grammar Options:		
ESOL 273A	Grammar 3	4.0
ESOL 273B	Grammar 3	4.0
ESOL 274A	Grammar 4	4.0
ESOL 274B	Grammar 4	4.0
ESOL 275A	Grammar 5	4.0

ESOL 275B	Grammar 5	4.0
Ethnic Studies Courses: Select 2 courses:		6.0
M/LAT 030B	Survey of Latin-American Films	3.0
OR		
M/LAT 030A	Survey of Latin-American Films	3.0
OR		
ASAME 030	Asians and Asian-Americans Through Films	3.0
OR		
ASAME 010	Asian and Asian American Popular Culture	3.0
OR		
AFRAM 029	African American Experience Through Films	3.0
OR		
AFRAM 026	African American Culture: Black Music, Art, and Literature	3.0
OR		
3 units of Ethnic Studies from list and any Modern Language class		
Total Units:		16.0

ESOL High Beginning - Certificate of Competency

The ESOL High Beginning Certificate of Competency verifies that a student has successfully completed three ESOL core classes (Reading and Writing, Listening and Speaking, and Grammar) at the high beginning level. Students interested in completing this certificate should consult with the ESOL department chair and a counselor.

Career Opportunities

This certificate will help prepare students for vocational programs and job advancement.

Program Learning Outcomes

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

1. Demonstrate high beginning skills in English listening, speaking, reading, and/or writing which will allow them to achieve their personal, vocational, and academic goals.

SUBJECT #	TITLE	UNITS
Core Courses (min 172 hours):		172.0-245.0
ESOL 511	Reading and Writing 1	105.0
ESOL 561	Listening and Speaking 1	70.0
ESOL 571	Grammar 1	70.0
Competency Requirement:		
Teacher or department will determine if student has met the competencies of the program and document it.		
Total Hours:		172.0-245.0

ESOL High Intermediate - Certificate of Competency

The ESOL High Intermediate Certificate of Competency 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 department chair and a counselor.

Career Opportunities

This certificate will help prepare students for vocational programs and job advancement.

Program Learning Outcomes

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

1. Demonstrate high intermediate skills in English listening, speaking, reading, and/or writing which will allow them to achieve their personal, vocational, and academic goals.

SUBJECT #	TITLE	UNITS
Core Courses (min 172 hours):		172.0-245.0
ESOL 513	Reading and Writing 3	105.0
ESOL 563	Listening and Speaking 3	70.0
ESOL 573	Grammar 3	70.0
OR		
ESOL 574	Grammar 4	70.0

Competency Requirement:

Teacher or department will determine if student has met the competencies of the program and document it.

Total Hours:	172.0-245.0
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ESOL Intermediate - Certificate of Competency

The ESOL Intermediate Certificate of Competency verifies that a student has successfully completed three ESOL core classes (Reading and Writing, Listening and Speaking, and Grammar) at the intermediate level. Students interested in completing this certificate should consult with the ESOL department chair and a counselor.

Career Opportunities

This certificate will help prepare students for vocational programs and job advancement.

Program Learning Outcomes

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

1. Demonstrate intermediate skills in English listening, speaking, reading, and/or writing which will allow them to achieve their personal, vocational, and academic goals.

SUBJECT #	TITLE	UNITS
Core Courses (min 172 hours):		172.0-245.0
ESOL 512	Reading and Writing 2	105.0
ESOL 562	Listening and Speaking 2	70.0
ESOL 572	Grammar 2	70.0

Competency Requirement:

Teacher or department will determine if student has met the competencies of the program and document it.

Total Hours:	172.0-245.0
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ESOL Intermediate Reading and Writing - Certificate of Competency

The Certificate of Competency in ESOL Intermediate Reading and Writing (CCy ESOL) serves verifies that multilingual students have gained critical academic skills to support their successful completion of ESOL reading and composition courses at the intermediate level.

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.

Program Learning Outcomes

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

1. Independently utilize reading strategies to critically integrate ideas into own writing.
2. Construct clear, effective, well-organized, well-developed, well-edited, and logically sound sentences, paragraphs and essays with appropriate citation of sources, satisfying intermediate ESOL standards.

SUBJECT #	TITLE	UNITS
Core Courses:		125.0-157.5
Students must complete a minimum of 125 hours.		
ESOL 512	Reading and Writing 2	105.0
AND		
ESOL 557A	Intermediate Reading & Writing Workshop: Developing Critical Reading, Writing and Thinking Skills	26.3
AND		
ESOL 557B	Intermediate Reading & Writing Workshop: Expanding Critical Reading, Writing and Thinking Skills	26.3
OR		
ESOL 513	Reading and Writing 3	105.0
AND		
ESOL 557C	Intermediate Reading & Writing Workshop: Strengthening Critical Reading, Writing and Thinking Skills	26.3
AND		
ESOL 557D	Intermediate Reading & Writing Workshop: Consolidating Critical Reading, Writing and Thinking Skills	26.3

Competency Requirement:

Teacher or department will determine if student has met the competencies of the program and document it.

Total Hours:	125.0-157.5
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Program Readiness for Multilingual Students - Certificate of Achievement

The Program Readiness Certificate of Achievement verifies that multilingual students have demonstrated readiness to succeed in in a four-year college transfer program.

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. This program also provides international students with evidence of advanced English proficiency, a qualification that opens many career opportunities when they return to their native countries.

Program Learning Outcomes

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

1. Develop individual perspectives in essays that demonstrate critical thinking skills, command of standard grammar, and logical organization.
2. Locate and appropriately cite information from print and electronic sources--from libraries, the internet, databases and elsewhere; evaluate its relevance and reliability; and incorporate it effectively into essays.
3. Function as a productive member of a college class by cooperating in interactive learning.

SUBJECT #	TITLE	UNITS
Complete the following courses (14 units):		14.0
ESOL 050A	Advanced Listening and Speaking	4.0
ESOL 052	Advanced Reading and Writing	6.0
ENGL 001A	Composition and Reading	4.0
Select one of the following (3 min):		3.0
COUN 024	College Success	3.0
COUN 030	Personal Growth and Development	3.0
COUN 057	Career and Life Planning	3.0
Total Units:		17.0

Vocational English for Speakers of Other Languages - Certificate of Competency

Laney College's noncredit VESOL 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.

Program Learning Outcomes

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

1. Demonstrate the ability to apply for and communicate in an entry-level job in the hospitality, retail and other targeted industries.

SUBJECT #	TITLE	UNITS
Core Courses:		78.8-99.0
ESOL 586	English for Job Search	35.0
ESOL 534A	English for Technology 1	22.4-32.0
ESOL 534B	English for Technology 2	22.4-32.0
Select two courses from the following:		17.5-52.5
ESOL 583	Business English	52.5
ESOL 587	ESOL for Customer Service	52.5
ESOL 590	English for Special Purposes	17.5-35.0
Competency Requirement:		
Teacher or department will determine if student has met the competencies of the program and document it.		

Total Hours:

97.3-151.5

Environmental Control Technology

Building Automation Systems - A.S. Degree

The Associate of Science in Building Automation Systems (BAS) prepares students to install, service, operate, and maintain BAS in commercial buildings. BAS is utilized to control mechanical, energy, lighting, fire safety, and security systems. Students who complete this program can significantly impact building energy consumption. Graduates can seek employment as BAS technicians and engineers with manufacturers, vendors, construction companies, and large facilities such as bio-pharmaceuticals, educational and government facilities, hospitals, and office buildings.

Career Opportunities

Graduates can seek employment as BAS technicians, programmers, and sales specialists with control systems and building automation manufacturers, vendors, mechanical contractors, as well as control systems technicians in large facilities, such as university campuses, hospitals, hotels, government facilities, or bio-pharmaceuticals.

Program Learning Outcomes

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

1. Explain the theory relevant to building automation, including technical math, physics for building science, electricity, computer hardware and software, and techniques for reading specifications.
2. Describe the building commissioning process
3. Analyze BAS for energy saving opportunities in buildings, including control systems documentation, energy efficient control routines, data analysis, performance monitoring, and energy efficient policies.

SUBJECT #	TITLE	UNITS
First Semester (9.5 units)		9.5
ECT 214	Technical Mathematics for ECT	3.0
ECT 028	Energy Management and Efficiency in Building Systems	2.0
ECT 021	Introduction to Direct Digital Controls	3.0
ECT 012	Blueprint Reading and Interpretation for ECT	1.5
Second Semester (9.5 units)		9.5
E/ET 202	Fundamentals of Electricity for ECT	2.0
ECT 027	Advanced Direct Digital Controls	3.0
ECT 022	Commercial HVAC Systems and Troubleshooting	3.0
ECT 036	Energy Issues, Policies, and Codes	1.5
Third Semester (9 units)		9.0
ECT 213	Indoor Air Quality and Building Envelope	1.0
ECT 035	Control Systems Integration and Design	3.0
ECT 025	Introduction to Building Commissioning	2.0
E/ET 221	Motors and Drives	3.0
Total Major Units:		28.0
General Education Requirements:		18.0
Electives to meet 60 units		
Total Units:		60.0

Building Automation Systems - Certificate of Achievement

The Certificate of Achievement in Building Automation Systems (BAS) prepares students to install, service, operate, and maintain BAS in commercial buildings. BAS is utilized to control mechanical, energy, lighting, fire safety, and security systems. Students who complete this program can significantly impact building energy consumption. Graduates can seek employment as BAS technicians and engineers with manufacturers, vendors, construction companies, and large facilities such as bio-pharmaceuticals, educational and government facilities, hospitals, and office buildings.

Career Opportunities

Graduates can seek employment as BAS technicians, programmers, and sales specialists with control systems and building automation manufacturers, vendors, mechanical contractors, as well as control systems technicians in large facilities, such as university campuses, hospitals, hotels, government facilities, or bio-pharmaceuticals.

Program Learning Outcomes

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

1. Describe the building commissioning process
2. Analyze BAS for energy saving opportunities in buildings, including control systems documentation, energy efficient control routines, data analysis, performance monitoring, and energy efficient policies.
3. Explain the theory relevant to building automation, including technical math, physics for building science, electricity, computer hardware and software, and techniques for reading specifications.

SUBJECT #	TITLE	UNITS
First Semester (9.5 units)		9.5
ECT 214	Technical Mathematics for ECT	3.0
ECT 028	Energy Management and Efficiency in Building Systems	2.0
ECT 021	Introduction to Direct Digital Controls	3.0
ECT 012	Blueprint Reading and Interpretation for ECT	1.5
Second Semester (9.5 units)		9.5
E/ET 202	Fundamentals of Electricity for ECT	2.0
ECT 027	Advanced Direct Digital Controls	3.0
ECT 022	Commercial HVAC Systems and Troubleshooting	3.0
ECT 036	Energy Issues, Policies, and Codes	1.5
Third Semester (9 units)		9.0
ECT 035	Control Systems Integration and Design	3.0
ECT 213	Indoor Air Quality and Building Envelope	1.0
E/ET 221	Motors and Drives	3.0
ECT 025	Introduction to Building Commissioning	2.0
Total Units:		28.0

Commercial HVAC Systems - A.S. Degree

The Associate of Science for Commercial HVAC Systems prepares students to install, service, operate, and maintain mechanical systems in a commercial setting. 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 industries. Graduates can seek employment as HVACR technicians, installers, building engineers, and facilities operators.

Career Opportunities

Graduates can seek employment as HVACR technicians, installers, building engineers, and facilities operators.

Program Learning Outcomes

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

1. Demonstrate proper and safe use of chemicals, combustible materials, electricity, high-pressure gases, and tools used for mechanical systems.
2. Explain the theories for refrigeration, air conditioning, and system components effectively in technical language.
3. Demonstrate and apply critical thinking and analysis to mechanical and building systems.

SUBJECT #	TITLE	UNITS
First Semester (10 units):		10.0
ECT 013	Fundamentals of Refrigeration	4.0
ECT 012	Blueprint Reading and Interpretation for ECT	1.5
ECT 211	Mechanical and Electrical Codes	1.5
ECT 214	Technical Mathematics for ECT	3.0
Second Semester (9 units):		9.0
E/ET 202	Fundamentals of Electricity for ECT	2.0
ECT 015	Advanced Refrigeration & Troubleshooting	3.0
ECT 017	Fundamentals of HVAC and Troubleshooting	3.0
ECT 018	HVAC Installation Practices	1.0
Third Semester (9 units):		9.0
E/ET 221	Motors and Drives	3.0
ECT 021	Introduction to Direct Digital Controls	3.0
ECT 022	Commercial HVAC Systems and Troubleshooting	3.0
Fourth Semester (8.5 units):		8.5
ECT 028	Energy Management and Efficiency in Building Systems	2.0
ECT 213	Indoor Air Quality and Building Envelope	1.0
ECT 019	Psychrometrics and Load Calculations	2.0
ECT 025	Introduction to Building Commissioning	2.0
WELD 215	Welding for ECT Technicians	1.5
Total Major Units:		36.5
General Education Requirement:		18.0
Electives to meet 60 units:		
Total Units:		60.0

Commercial HVAC Systems - Certificate of Achievement

The Certificate of Achievement for Commercial HVAC Systems prepares students to install, service, operate, and maintain mechanical systems in a commercial setting. 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 industries. Graduates can seek employment as HVACR technicians, installers, building engineers, and facilities operators.

Career Opportunities

Graduates can seek employment as HVACR technicians, installers, building engineers, and facilities operators.

Program Learning Outcomes

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

1. Demonstrate proper and safe use of chemicals, combustible materials, electricity, high-pressure gases, and tools used for mechanical systems.

2. Explain the theories for refrigeration, air conditioning, and system components effectively in technical language.
3. Demonstrate and apply critical thinking and analysis to mechanical and building systems.

SUBJECT #	TITLE	UNITS
First Semester (10 units):		10.0
ECT 012	Blueprint Reading and Interpretation for ECT	1.5
ECT 013	Fundamentals of Refrigeration	4.0
ECT 211	Mechanical and Electrical Codes	1.5
ECT 214	Technical Mathematics for ECT	3.0
Second Semester (9 units):		9.0
E/ET 202	Fundamentals of Electricity for ECT	2.0
ECT 015	Advanced Refrigeration & Troubleshooting	3.0
ECT 017	Fundamentals of HVAC and Troubleshooting	3.0
ECT 018	HVAC Installation Practices	1.0
Third Semester (9 units):		9.0
E/ET 221	Motors and Drives	3.0
ECT 021	Introduction to Direct Digital Controls	3.0
ECT 022	Commercial HVAC Systems and Troubleshooting	3.0
Fourth Semester (8.5 units):		8.5
ECT 028	Energy Management and Efficiency in Building Systems	2.0
ECT 213	Indoor Air Quality and Building Envelope	1.0
ECT 019	Psychrometrics and Load Calculations	2.0
ECT 025	Introduction to Building Commissioning	2.0
WELD 215	Welding for ECT Technicians	1.5
Total Units:		36.5

Refrigeration Technology - Certificate of Achievement

Refrigeration Technology is a certificate offering the theoretical, technical, and problem-solving skills essential for employment in the air conditioning and refrigeration industries. Students completing the suggested curriculum can seek employment as air conditioning installers, refrigeration technicians, and building engineers.

Career Opportunities

building engineer, warehouse specialist, opportunities at the Port area.

Program Learning Outcomes

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

1. Safe use of materials: Demonstrate proper and safe use of chemicals, combustible materials, electricity, high-pressure gases, climbing ladders and lifting heavy objects.
2. Explain concepts related to refrigeration: Explain the theory of Refrigeration and Air Conditioning and the physical properties of components and devices.
3. Demonstrate critical thinking, interpersonal, writing, and reading skills working with team members and customers.

SUBJECT #	TITLE	UNITS
Core Courses		16.5

E/ET 202	Fundamentals of Electricity for ECT	2.0
ECT 012	Blueprint Reading and Interpretation for ECT	1.5
ECT 013	Fundamentals of Refrigeration	4.0
ECT 015	Advanced Refrigeration & Troubleshooting	3.0
ECT 211	Mechanical and Electrical Codes	1.5
ECT 214	Technical Mathematics for ECT	3.0
WELD 215	Welding for ECT Technicians	1.5

Total Units:	16.5
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Residential And Light Commercial HVAC & R - A.S. Degree

The Associate of Science for Residential and Light Commercial HVAC & R prepare students to install, service, operate, and maintain HVACR systems in the residential and light commercial settings. Environmental Control Technology (ECT) is a technical program offering the theoretical, technical, and problem-solving skills essential for employment in the heating, ventilation, air conditioning, and refrigeration industry. Graduates can seek employment as HVACR technicians in the construction or service divisions.

Career Opportunities

Graduates can seek employment as HVACR technicians or installers in the construction or service divisions.

Program Learning Outcomes

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

1. 2. Explain the theories for refrigeration, air conditioning, and system components effectively in technical language.
2. Demonstrate proper and safe use of chemicals, combustible materials, electricity, high-pressure gases, climbing ladders and lifting heavy objects.
3. Demonstrate critical thinking, interpersonal, writing, and reading skills working with team members and customers.

SUBJECT #	TITLE	UNITS
First Semester (10 units):		10.0
ECT 012	Blueprint Reading and Interpretation for ECT	1.5
ECT 013	Fundamentals of Refrigeration	4.0
ECT 211	Mechanical and Electrical Codes	1.5
ECT 214	Technical Mathematics for ECT	3.0
Second Semester (7.5 units):		7.5
E/ET 202	Fundamentals of Electricity for ECT	2.0
ECT 017	Fundamentals of HVAC and Troubleshooting	3.0
ECT 018	HVAC Installation Practices	1.0
WELD 215	Welding for ECT Technicians	1.5
Third Semester (11 units):		11.0
ECT 015	Advanced Refrigeration & Troubleshooting	3.0
ECT 028	Energy Management and Efficiency in Building Systems	2.0
ECT 021	Introduction to Direct Digital Controls	3.0
E/ET 221	Motors and Drives	3.0
Total Major Units:		28.5
General Education Requirements:		18.0

Electives to meet 60 units:**Total Units:****60.0****Residential And Light Commercial HVAC & R - Certificate of Achievement**

The Certificate of Achievement for Residential and Light Commercial HVAC & R prepare students to install, service, operate, and maintain HVACR systems in the residential and light commercial settings. Environmental Control Technology (ECT) is a technical program offering the theoretical, technical, and problem-solving skills essential for employment in the heating, ventilation, air conditioning, and refrigeration industry. Graduates can seek employment as HVACR technicians in the construction or service divisions.

Career Opportunities

HVACR technicians, installers in the construction or service divisions.

Program Learning Outcomes

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

1. Demonstrate proper and safe use of chemicals, combustible materials, electricity, high-pressure gases, climbing ladders and lifting heavy objects.
2. Explain the theories for refrigeration, air conditioning, and system components effectively in technical language.
3. Demonstrate critical thinking, interpersonal, writing, and reading skills working with team members and customers.

SUBJECT #	TITLE	UNITS
First Semester (10 units):		10.0
ECT 013	Fundamentals of Refrigeration	4.0
ECT 214	Technical Mathematics for ECT	3.0
ECT 012	Blueprint Reading and Interpretation for ECT	1.5
ECT 211	Mechanical and Electrical Codes	1.5
Second Semester (7.5 units):		7.5
ECT 017	Fundamentals of HVAC and Troubleshooting	3.0
ECT 018	HVAC Installation Practices	1.0
E/ET 202	Fundamentals of Electricity for ECT	2.0
WELD 215	Welding for ECT Technicians	1.5
Total Units:		17.5

Ethnic Studies Cluster (AFRAM, ASAME, ETHST, M/LAT, NATAM)

African American Studies - A.A. Degree

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 centered in the principles of social justice and self-determination of oppressed communities. This program utilizes 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

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

Program Learning Outcomes

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

1. 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).
2. Research: Evaluate the development of the field of African American Studies, and utilize research methodologies and scholarship within the field to produce research papers.
3. Analysis of issues: Effectively employ social science methodologies in the analysis of issues related to African Americans.

SUBJECT #	TITLE	UNITS
Core Courses (15 units):		15.0
AFRAM 001	Introduction to African American Studies	3.0
AFRAM 005	The African American Family in the United States	3.0
AFRAM 014A	Social Psychology of African American Male/Female Relationships	3.0
AFRAM 030	African American History: Africa to 1865	3.0
AFRAM 031	African American History: 1865-1945	3.0
Electives (6 units):		6.0
AFRAM 002	Black Economics	3.0
AFRAM 008	African-American Politics	3.0
AFRAM 011	Perceptions of the African American Male in America	3.0
AFRAM 012	Psychology of African Americans	3.0
AFRAM 016	The Prison Industrial Complex: African American Incarceration	3.0
AFRAM 023	Perceptions of African American Women	3.0
AFRAM 026	African American Culture: Black Music, Art, and Literature	3.0
AFRAM 029	African American Experience Through Films	3.0
AFRAM 032	African American History: 1945 to the Present	3.0
AFRAM 038	Environmental Racism and Justice	3.0
AFRAM 045	Religion and the African American Church in America	3.0
AFRAM 035	Women of Color	3.0

OR		
ASAME 035	Women of Color	3.0
OR		
M/LAT 035	Women of Color	3.0
OR		
NATAM 035	Women of Color	3.0

Total Major Units:	21.0
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General Education Requirements:	18.0
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Electives to meet 60 units	
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Total Units:	60.0
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Asian and Asian American Studies - A.A. Degree

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.

Program Learning Outcomes

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

1. Evaluate the development of the field of Asian American Studies, and utilize research methodologies and scholarship within the field to produce research papers.
2. Effectively employ social science methodologies in the analysis of issues related to Asian American Studies
3. Identify, and describe, the general history of Asian American people in the U.S.

SUBJECT #	TITLE	UNITS
Core Courses (6 units):		6.0
ASAME 045A	Asian-American History to 1945	3.0
ASAME 035	Women of Color	3.0
* Students may substitute AFRAM 35 OR, M/LAT 35 OR NATAM 35 for the requirement, but ASAME 35 is preferred.		
OR		
AFRAM 035	Women of Color	3.0
OR		
M/LAT 035	Women of Color	3.0
OR		
NATAM 035	Women of Color	3.0
Arts and Humanities (3 units):		3.0

ASAME 010	Asian and Asian American Popular Culture	3.0
ASAME 030	Asians and Asian-Americans Through Films	3.0
Social Sciences and History (6 units):		6.0
ASAME 002	Introduction to the Pacific Islander Experience from 1850 to the Present	3.0
ASAME 021	Asian-American Communities	3.0
ASAME 032	Asian-American Psychology	3.0
ASAME 042	Southeast Asians in the United States	3.0
ASAME 045B	Asian American History From 1945 to the Present	3.0
Comparative Courses (3 units):		3.0
ETHST 001	Introduction to Ethnic Studies	3.0
ETHST 003	Race, Gender and Sports	3.0
ETHST 012	Economics and Social Change: Racial Conflict and Class in America	3.0
ETHST 013	Introduction to Community Based Research in Urban America	3.0
ETHST 014	Community Building and Transformation in Urban America	3.0
ETHST 030	Introduction to Race, Gender and Health	3.0
ETHST 050	Introduction to Race, Class and Schools	3.0
Total Major Units:		18.0
General Education Requirements:		18.0
Electives Courses to meet 60 units		
Total Units:		60.0

Chicanx and Latinx Studies - A.A. Degree

Instruction in Chicanx and Latinx Studies is interdisciplinary and comparative in scope. Chicanx and Latinx 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 Chicanx and Latinx experience in the United States. The aim of Chicanx and Latinx 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 Latinx 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.

Program Learning Outcomes

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

1. Research: Evaluate the development of the field of Chicanx and Latinx Studies, and utilize research methodologies and scholarship within the field to produce research papers.
2. Analysis of issues: Effectively employ social science methodologies in the analysis of issues related to Chicana/o and Latina/o Studies.
3. History: Identify and describe the general history of Chicana/o and Latina/o people in the Americas.

SUBJECT #	TITLE	UNITS
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Core Required Courses (9 units)		9.0
M/LAT 033	Introduction to Chicana/o and Latina/o Studies	3.0
M/LAT 034	History of Latinos in the United States: 1800 to Present	3.0
M/LAT 035	Women of Color	3.0
OR		
AFRAM 035	Women of Color	3.0
OR		
ASAME 035	Women of Color	3.0
OR		
NATAM 035	Women of Color	3.0
OR		
M/LAT 031	Survey of Chicana/Latina Women	3.0

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

Arts and Humanities (min 3 units)		3.0
M/LAT 030A	Survey of Latin-American Films	3.0
M/LAT 030B	Survey of Latin-American Films	3.0
M/LAT 032	African Heritage of Latin America	3.0
OR		
AFRAM 018	African Heritage of Latin America	3.0
M/LAT 036	Survey of Latina/o Literature	3.0
M/LAT 037	Latinx Culture: Music, Art, and Theater	3.0

**: AFRAM 32 or M/LAT 32 can only be used for either History and Social Sciences OR Arts and Humanities, not both.

History and Social Sciences (min 3 units)		3.0
M/LAT 012	United States Relations with Mexico and Latin America	3.0
M/LAT 019	History of the Mexican American	3.0
M/LAT 023	Psychology of Latinas and Latinos	3.0
M/LAT 031	Survey of Chicana/Latina Women	3.0
M/LAT 032	African Heritage of Latin America	3.0
OR		
AFRAM 018	African Heritage of Latin America	3.0
M/LAT 038	Introduction to Curanderismo: Sacred Healing Traditions and Practices of Mexico and the Southwest United States	3.0

Comparative Ethnic Studies (min 3 units)		3.0
ETHST 001	Introduction to Ethnic Studies	3.0
ETHST 003	Race, Gender and Sports	3.0
ETHST 014	Community Building and Transformation in Urban America	3.0
ETHST 030	Introduction to Race, Gender and Health	3.0
ETHST 050	Introduction to Race, Class and Schools	3.0

Total Major Units	18.0
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General Education Requirements	18.0
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Elective courses to meet 60	
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Ethnic Studies - A.A. Degree

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 in 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.

Program Learning Outcomes

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

1. Evaluate the development of the field of Ethnic Studies, and utilize research methodologies and scholarship within the field to produce research papers.
2. Effectively employ social science methodologies in the analysis of issues related to Ethnic Studies.
3. Identify and describe the general history of racial/ethnic people in the U.S.

SUBJECT #	TITLE	UNITS
Core Requirement 1: Introduction to Ethnic Studies (3 units):		3.0
ETHST 001	Introduction to Ethnic Studies	3.0
Core Requirement 2: Intersections of Race and Gender (3 units):		3.0
AFRAM 035	Women of Color	3.0
ASAME 035	Women of Color	3.0
NATAM 035	Women of Color	3.0
M/LAT 035	Women of Color	3.0
Comparative Ethnic Studies Courses (6 units):		6.0
ETHST 003	Race, Gender and Sports	3.0
ETHST 014	Community Building and Transformation in Urban America	3.0
ETHST 030	Introduction to Race, Gender and Health	3.0
ETHST 050	Introduction to Race, Class and Schools	3.0
Ethnic Studies Electives (6 units):		6.0
Select any two courses (if not used previously):		
AFRAM 001	Introduction to African American Studies	3.0
AFRAM 002	Black Economics	3.0
AFRAM 005	The African American Family in the United States	3.0
AFRAM 008	African-American Politics	3.0
AFRAM 011	Perceptions of the African American Male in America	3.0
AFRAM 012	Psychology of African Americans	3.0
AFRAM 016	The Prison Industrial Complex: African American Incarceration	3.0
AFRAM 018	African Heritage of Latin America	3.0
AFRAM 023	Perceptions of African American Women	3.0

AFRAM 026	African American Culture: Black Music, Art, and Literature	3.0
AFRAM 030	African American History: Africa to 1865	3.0
AFRAM 031	African American History: 1865-1945	3.0
AFRAM 038	Environmental Racism and Justice	3.0
ASAME 002	Introduction to the Pacific Islander Experience from 1850 to the Present	3.0
ASAME 010	Asian and Asian American Popular Culture	3.0
ASAME 021	Asian-American Communities	3.0
ASAME 030	Asians and Asian-Americans Through Films	3.0
ASAME 032	Asian American Psychology	3.0
ASAME 042	South and Southeast Asians in the United States	3.0
ENGL 031	Survey of African-American Literature	3.0
M/LAT 023	Psychology of Latinas and Latinos	3.0
M/LAT 030A	Survey of Latin-American Films	3.0
M/LAT 030B	Survey of Latin-American Films	3.0
M/LAT 031	Survey of Chicana/Latina Women	3.0
M/LAT 032	African Heritage of Latin America	3.0
M/LAT 033	Introduction to Chicana/o and Latina/o Studies	3.0
M/LAT 034	History of Latinos in the United States: 1800 to Present	3.0
M/LAT 036	Survey of Latina/o Literature	3.0
M/LAT 038	Introduction to Curanderismo: Sacred Healing Traditions and Practices of Mexico and the Southwest United States	3.0
M/LAT 039	Place-Based Histories and Practices of Traditional Healing Systems in Mexico	2.0-6.0
NATAM 002	Native American Indians in Contemporary Society	3.0
Total Major Units		18.0
General Education Units		18.0
Elective Courses to meet 60 units		
Total Units		60.0

Social Justice Studies: African American Studies - AA-T Degree

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.

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: African American Studies, (AA-T AFRAM) 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.

Program Learning Outcomes

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

1. 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.
2. Analysis: Effectively employ social science methodologies in the analysis of issues related to African American Studies.
3. 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.

SUBJECT #	TITLE	UNITS
Required Core 1: Introduction to Ethnic Studies (3 units):		3.0
ETHST 001	Introduction to Ethnic Studies	3.0
Required Core 2: Intersections of Race and Gender (3 units):		3.0
AFRAM 035	Women of Color	3.0
OR		
ASAME 035	Women of Color	3.0
OR		
M/LAT 035	Women of Color	3.0
OR		
NATAM 035	Women of Color	3.0
Required Core 3: Introduction to African American Studies (3 units):		3.0
AFRAM 001	Introduction to African American Studies	3.0
List A: Select three courses from at least two of the following areas (9-12 units):		9.0-12.0
Area 1: History or Government (3-4 units):		
Choose one course from the following list. Courses used in one area cannot be used to fulfill a requirement for another area.		
AFRAM 008	African-American Politics	3.0
AFRAM 030	African American History: Africa to 1865	3.0
AFRAM 031	African American History: 1865-1945	3.0
AFRAM 032	African American History: 1945 to the Present	3.0
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.		
AFRAM 026	African American Culture: Black Music, Art, and Literature	3.0
AFRAM 029	African American Experience Through Films	3.0

AFRAM 045	Religion and the African American Church in America	3.0
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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.

AFRAM 002	Black Economics	3.0
AFRAM 005	The African American Family in the United States	3.0
AFRAM 011	Perceptions of the African American Male in America	3.0
AFRAM 012	Psychology of African Americans	3.0
AFRAM 014A	Social Psychology of African American Male/Female Relationships	3.0
AFRAM 016	The Prison Industrial Complex: African American Incarceration	3.0
AFRAM 023	Perceptions of African American Women	3.0
AFRAM 045	Religion and the African American Church in America	3.0
AFRAM 038	Environmental Racism and Justice	3.0

Area 4: Quantitative Reasoning and Research Methods (4 units):

Choose one course from the following list. Courses used in one area cannot be used to fulfill a requirement for another area.

MATH 013	Introduction to Statistics	4.0
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Total Major Units:	18.0-21.0
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IGETC or CSU GE-Breadth Education pattern:	37.0-39.0
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CSU Transferable General Elective Courses to meet 60 units

Total Units:	60.0
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Social Justice Studies: Chicanx and Latinx Studies - AA-T Degree

The Associate in Arts in Social Justice Studies: Chicanx and Latinx 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 Chicanx and Latinx 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 Chicanx and Latinx 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.

Program Learning Outcomes

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

1. Evaluate and Research: Evaluate the development of the field of Chicax and Latinx Studies, utilizing research methodologies and scholarship within the field to produce research and community education.
2. Analysis: Effectively employ social science methodologies in the analysis of issues related to Chicanx and Latinx Studies.
3. Identify and describe the social, political, cultural, and economic forces that have shaped the histories and current day realities of Chicanx and Latinx populations in the United States as well as Latin American populations throughout the Americas.

SUBJECT #	TITLE	UNITS
Required Core 1: Introduction to Ethnic Studies (3 units):		3.0
ETHST 001	Introduction to Ethnic Studies	3.0
Required Core 2: Intersections of Race and Gender (3 units):		3.0
Select 1 course		
AFRAM 035	Women of Color	3.0
ASAME 035	Women of Color	3.0
NATAM 035	Women of Color	3.0
M/LAT 035	Women of Color	3.0
*: M/LAT 35 is preferred		
Required Core 3: Introduction to Chicana/o and Latina/o Studies (3 units):		3.0
M/LAT 033	Introduction to Chicana/o and Latina/o Studies	3.0
Area 1: History or Government (3 units):		3.0
Choose one course from the following list. Courses used in one area cannot be used to fulfill a requirement for another area.		
M/LAT 034	History of Latinos in the United States: 1800 to Present	3.0
M/LAT 019	History of the Mexican American	3.0
Area 2: Arts and Humanities (3 units):		3.0
Choose one course from the following list. Courses used in one area cannot be used to fulfill a requirement for another area.		
M/LAT 030A	Survey of Latin-American Films	3.0
M/LAT 030B	Survey of Latin-American Films	3.0
M/LAT 036	Survey of Latina/o Literature	3.0
M/LAT 037	Latinx Culture: Music, Art, and Theater	3.0
AFRAM 018	African Heritage of Latin America	3.0
OR		
M/LAT 032	African Heritage of Latin America	3.0

** : M/LAT 32 is preferred

Area 3: Social Science (3 units): 3.0

Choose one course from the following list. Courses used in one area cannot be used to fulfill a requirement for another area.

M/LAT 012	United States Relations with Mexico and Latin America	3.0
M/LAT 023	Psychology of Latinas and Latinos	3.0
M/LAT 031	Survey of Chicana/Latina Women	3.0
M/LAT 032	African Heritage of Latin America	3.0

** : M/LAT 32 is preferred

OR		
AFRAM 018	African Heritage of Latin America	3.0

Total Major Units: 18.0

IGETC or CSU GE-Breadth Education pattern 37.0-39.0

CSU Transferable General Elective Courses to meet 60 units

Total Units: 60.0

Social Justice Studies: Ethnic Studies - AA-T Degree

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.

Program Learning Outcomes

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

1. 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.
2. Analysis: Effectively employ social science methodologies in the analysis of issues related to Ethnic Studies.
3. Identify and describe the general history of racial/ethnic people in the U.S.

SUBJECT #	TITLE	UNITS
Required Core 1: Introduction to Ethnic Studies (3 units):		3.0
ETHST 001	Introduction to Ethnic Studies	3.0
Required Core 2: Intersections of Race and Gender (3 units):		3.0
Choose one of the following:		
AFRAM 035	Women of Color	3.0
M/LAT 035	Women of Color	3.0
ASAME 035	Women of Color	3.0
NATAM 035	Women of Color	3.0
Area 1: History or Government (3 units):		3.0
Choose 1 course from this list		
AFRAM 030	African American History: Africa to 1865	3.0
AFRAM 031	African American History: 1865-1945	3.0
ASAME 002	Introduction to the Pacific Islander Experience from 1850 to the Present	3.0
M/LAT 034	History of Latinos in the United States: 1800 to Present	3.0
Area 2: Arts and Humanities (3 units):		3.0
Choose 1 course from this list		
AFRAM 026	African American Culture: Black Music, Art, and Literature	3.0
ASAME 010	Asian and Asian American Popular Culture	3.0
ASAME 030	Asians and Asian-Americans Through Films	3.0
M/LAT 030A	Survey of Latin-American Films	3.0
M/LAT 030B	Survey of Latin-American Films	3.0
M/LAT 036	Survey of Latina/o Literature	3.0
Area 3: Social Science (6 units):		6.0-0.0
Choose 2 courses from this list		
AFRAM 001	Introduction to African American Studies	3.0
AFRAM 002	Black Economics	3.0
AFRAM 005	The African American Family in the United States	3.0
AFRAM 008	African-American Politics	3.0
AFRAM 011	Perceptions of the African American Male in America	3.0
AFRAM 012	Psychology of African Americans	3.0
AFRAM 014A	Social Psychology of African American Male/Female Relationships	3.0
AFRAM 016	The Prison Industrial Complex: African American Incarceration	3.0
AFRAM 023	Perceptions of African American Women	3.0
AFRAM 038	Environmental Racism and Justice	3.0
ASAME 002	Introduction to the Pacific Islander Experience from 1850 to the Present	3.0
ASAME 021	Asian-American Communities	3.0
ASAME 026	Politics in Modern Asia	3.0

ASAME 032	Asian-American Psychology	3.0
ASAME 042	Southeast Asians in the United States	3.0
ASAME 045A	Asian-American History to 1945	3.0
ASAME 045B	Asian American History From 1945 to the Present	3.0
ETHST 003	Race, Gender and Sports	3.0
ETHST 012	Economics and Social Change: Racial Conflict and Class in America	3.0
ETHST 013	Introduction to Community Based Research in Urban America	3.0
ETHST 014	Community Building and Transformation in Urban America	3.0
ETHST 030	Introduction to Race, Gender and Health	3.0
ETHST 050	Introduction to Race, Class and Schools	3.0
M/LAT 012	United States Relations with Mexico and Latin America	3.0
M/LAT 019	History of the Mexican American	3.0
M/LAT 023	Psychology of Latinas and Latinos	3.0
M/LAT 031	Survey of Chicana/Latina Women	3.0
M/LAT 033	Introduction to Chicana/o and Latina/o Studies	3.0
NATAM 001	History of Native American Indians	3.0
NATAM 002	Native American Indians in Contemporary Society	3.0

Total Major Units:	18.0
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IGETC or CSU GE-Breadth Education pattern	37.0-39.0
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CSU Transferable General Elective Courses to meet 60 units

Total Units:	60.0
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Graphic Arts

Applied Graphic Design/Digital Imaging - A.A. Degree

The AA degree 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.

Program Learning Outcomes

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

1. Create complete and correct graphic files for both print and web
2. Apply the elements and principles of effective graphic design
3. Analyze, plan and implement design strategies based on customers desires.

SUBJECT #	TITLE	UNITS
First Semester (9 units):		9.0
GRART 032	Digital Documents (Adobe InDesign)	3.0
GRART 111	Elements and Principles of Graphic Design	3.0
GRART 113	Typography	3.0
Second Semester (9 units):		9.0
GRART 034	Adobe Illustrator Basics	3.0
GRART 112	Creative Process and Solutions	3.0
GRART 121	Applied Graphic Design 1	3.0
Third Semester (6 units):		6.0
GRART 036	Adobe Photoshop Basics	3.0
GRART 122	Applied Graphic Design 2	3.0
Fourth Semester (9 units):		9.0
GRART 114	Graphic Design Technology	3.0
GRART 123	Applied Graphic Design 3	3.0
GRART 042	Web Graphics (Dreamweaver)	3.0
Total Major Units		33.0
General Education Requirements:		18.0
Electives to meet 60 units		
Total Units:		60.0

Applied Graphic Design/Digital Imaging - Certificate of Achievement

The 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.

Program Learning Outcomes

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

1. Create complete and correct graphic files for both print and web in a project
2. Apply the elements and principles of effective graphic design
3. Analyze, plan and implement design strategies based on customers desires.

SUBJECT #	TITLE	UNITS
First Semester (9 units):		9.0
GRART 032	Digital Documents (Adobe InDesign)	3.0
GRART 111	Elements and Principles of Graphic Design	3.0
GRART 113	Typography	3.0
Second Semester (9 units):		9.0
GRART 034	Adobe Illustrator Basics	3.0
GRART 112	Creative Process and Solutions	3.0
GRART 121	Applied Graphic Design 1	3.0
Third Semester (6 units):		6.0
GRART 036	Adobe Photoshop Basics	3.0
GRART 122	Applied Graphic Design 2	3.0
Fourth Semester (9 units):		9.0
GRART 042	Web Graphics (Dreamweaver)	3.0
GRART 114	Graphic Design Technology	3.0
GRART 123	Applied Graphic Design 3	3.0
Total Units:		33.0

Graphics in Motion - Certificate of Proficiency

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

Animator, motion graphics assistant, checker of x-sheets, storyboarding artist, character designer, conceptual artist, assistant to video production using graphic arts, junior assistant in small graphic arts and video production companies; advertising specialist; video editing consultant, Intern in animation studios.

Program Learning Outcomes

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

1. Apply Disney's 12 principles of animation in animation projects.

SUBJECT #	TITLE	UNITS
Core Courses (9 Units)		9.0
GRART 043	Web Graphics and Animation	3.0
GRART 150	Graphics in Motion Introduction to Animation	3.0
GRART 151	Graphics in Motion Intermediate Animation	3.0
Total Units:		9.0

Humanities/Philosophy

Associate Of Arts Degree In Philosophy For Transfer - AA-T Degree

The Associate in Arts in Philosophy for Transfer Degree (AA-T PHIL) 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 Philosophy 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 Philosophy for Transfer Degree (AA-T PHIL) 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.

Program Learning Outcomes

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

1. Demonstrate an ability to articulate and critically engage with core philosophical positions.
2. Demonstrate an ability to conduct a cogent argument with a clear thesis that anticipates and responds to key objections.
3. Demonstrate an ability to conduct philosophical research using primary and secondary sources.

SUBJECT #	TITLE	UNITS
Required Core Course (9 units):		9.0
HUMAN 030A	Human Values/Ethics	3.0
OR		
PHIL 001	Introduction to Philosophy	3.0
PHIL 010	Logic	3.0
PHIL 020A	History of Ancient Greek Philosophy	3.0
OR		
PHIL 020B	History of Modern European Philosophy	3.0
Select three of the following (9 Units):		9.0
(can use any of the above courses not already used)		

PHIL 002	Social and Political Philosophy	3.0
PHIL 004	Philosophy of Religion	3.0
PHIL 006	Introduction to the Philosophy of Self and Emotions	3.0
PHIL 014	Introduction to the Philosophy of Death	3.0
PHIL 037	Introduction to Asian Philosophy	3.0
HUMAN 040	Religions of the World	3.0
Total Major Units		18.0
IGETC or CSU GE-Breadth requirements:		37.0-39.0
CSU Transferable General Elective Courses to meet 60 units		
Total Units:		60.0

Humanities - A.A. Degree

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

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.

Program Learning Outcomes

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

1. Research and articulate the core philosophical, religious and artistic expressions within the humanistic traditions.
2. Apply the appropriate lexicon to discuss philosophical, religious and artistic expressions within cultural socio-economic-historical contextual terms.
3. 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.

SUBJECT #	TITLE	UNITS
Select a minimum of 18 units from at least two disciplines		18.0
AFRAM		
AFRAM 018	African Heritage of Latin America	3.0
AFRAM 026	African American Culture: Black Music, Art, and Literature	3.0
AFRAM 029	African American Experience Through Films	3.0
AFRAM 045	Religion and the African American Church in America	3.0
ANTHR		

ANTHR 007	Magic, Religion and Witchcraft	3.0
ARCH		
ARCH 107	Architectural History and Theory	3.0
ART		
ART 001	Introduction to Art History	3.0
ART 002	History of Western Art: Prehistoric Through the Middle Ages	3.0
ART 003	History of Western Art: Renaissance to Contemporary Art	3.0
ART 004	History of Modern Art (1800 to Present)	3.0
ART 005	History of Asian Art (Past to Present)	3.0
ART 007	History of African American Art (Past to Present)	3.0
ART 040	Color Dynamics: The Interaction of Color	3.0
ART 141	Eco Art Matters-Beginning	3.0
ART 144	Eco Art Matters Continuing Food and Water	3.0
ART 145	Advanced EcoArt Matters: Community Outreach and Collaboration	3.0
ASAME		
ASAME 010	Asian and Asian American Popular Culture	3.0
ASAME 030	Asians and Asian-Americans Through Films	3.0
CHIN		
CHIN 001	Elementary Chinese (Mandarin)	5.0
CHIN 002	Elementary Chinese (Mandarin) (Continuation)	5.0
CHIN 003	Intermediate Chinese (Mandarin)	5.0
CHIN 004	Intermediate Chinese (Mandarin) (Continuation)	5.0
CHIN 040A	Conversational Chinese (Mandarin)	3.0
CHIN 040B	Conversational Chinese (Mandarin)	3.0
COMM		
COMM 002A	The Fundamentals of Oral Interpretation of Literature	3.0
COMM 019	Survey of Mass Media	3.0
DANCE		
DANCE 001	History of Dance	3.0
DANCE 007	Dance Study Abroad	5.0
ENGL		
ENGL 001B	Composition and Reading	4.0
ENGL 010A	Creative Writing	3.0
ENGL 010B	Creative Writing	3.0
ENGL 017A	Shakespeare	3.0
ENGL 017B	Shakespeare	3.0
ENGL 030A	Introduction to American Literature	3.0
ENGL 030B	Introduction to American Literature	3.0
ENGL 031	Survey of African-American Literature	3.0
ENGL 043	Introduction to the Study of Poetry	3.0
ENGL 210A	Creative Writing	3.0
ENGL 217A	Shakespeare	3.0
ENGL 217B	Shakespeare	3.0
ENGL 230A	Introduction to American Literature	3.0
ENGL 230B	Introduction to American Literature	3.0
ENGL 231	Survey of African-American Literature	3.0

FREN		
FREN 001A	Elementary French	5.0
FREN 001B	Elementary French	5.0
FREN 002A	Intermediate French	5.0
FREN 030A	Beginning Conversational French	3.0
HUMAN		
HUMAN 006	Introduction to the New Testament	3.0
HUMAN 007	Introduction to the Old Testament	3.0
HUMAN 016	Introduction to Islam	3.0
HUMAN 030A	Human Values/Ethics	3.0
HUMAN 030B	Human Values/Aesthetics	3.0
HUMAN 031A	Arts and Ideas of Western Culture	3.0
HUMAN 040	Religions of the World	3.0
JAPAN		
JAPAN 001A	Elementary Japanese	5.0
JAPAN 002A	Intermediate Japanese	5.0
JAPAN 050A	Conversational Japanese and Culture	3.0
JAPAN 050B	Conversational Japanese and Culture	3.0
JOURN		
JOURN 062	Survey of Mass Media	3.0
M/LAT		
M/LAT 030A	Survey of Latin-American Films	3.0
M/LAT 030B	Survey of Latin-American Films	3.0
M/LAT 032	African Heritage of Latin America	3.0
M/LAT 036	Survey of Latina/o Literature	3.0
M/LAT 037	Latinx Culture: Music, Art, and Theater	3.0
M/LAT 038	Introduction to Curanderismo: Sacred Healing Traditions and Practices of Mexico and the Southwest United States	3.0
MUSIC		
MUSIC 008A	Music History: Antiquity Through the Renaissance	3.0
MUSIC 008B	Music History: The Baroque and Classical Eras	3.0
MUSIC 008C	Music History: The Romantic Era	3.0
MUSIC 008D	Music History: The Twentieth Century Through the Present	3.0
MUSIC 010	Music Appreciation	3.0
MUSIC 015A	Jazz, Blues and Popular Music in the American Culture	3.0
MUSIC 015B	Jazz, Blues, and Popular Music in the American Culture	3.0
MUSIC 051A	Music History I: Antiquity to 1750	3.0
MUSIC 051B	Music History II: 1750 to Present	3.0
MUSIC 100	Music Fundamentals and Culture	3.0
MUSIC 101	Music Theory and Culture I	3.0
MUSIC 102	Music Theory and Culture II	3.0
MUSIC 103	Music Theory and Culture III	3.0
MUSIC 104	Music Theory and Culture IV	3.0
PHIL		
PHIL 001	Introduction to Philosophy	3.0
PHIL 002	Social and Political Philosophy	3.0
PHIL 004	Philosophy of Religion	3.0

PHIL 006	Introduction to the Philosophy of Self and Emotions	3.0
PHIL 010	Logic	3.0
PHIL 014	Introduction to the Philosophy of Death	3.0
PHIL 020A	History of Ancient Greek Philosophy	3.0
PHIL 020B	History of Modern European Philosophy	3.0
PHIL 037	Introduction to Asian Philosophy	3.0
PHOTO		
PHOTO 025	Looking at Images: History and Aesthetics of Photography	3.0
SPAN		
SPAN 001A	Elementary Spanish	5.0
SPAN 001B	Elementary Spanish	5.0
SPAN 002A	Intermediate Spanish I	5.0
SPAN 002B	Intermediate Spanish II	5.0
SPAN 022A	Spanish for Bilingual Speakers I	5.0
SPAN 022B	Spanish for Bilingual Speakers II	5.0
SPAN 030A	Beginning Conversational Spanish	3.0
SPAN 030B	Beginning Conversational Spanish	3.0
SPAN 033A	Beginning Conversational Nuaatl	3.0
SPAN 033B	Intermediate Nuaatl Language and Culture	3.0
SPAN 033C	Advanced Conversational Nuaatl	3.0
SPAN 036A	Introduction to Aztec-Mexica Culture and Nuaatl Language I	5.0
SPAN 036B	Introduction to Aztec-Mexica Culture and Nuaatl Language II	5.0
SPAN 040	Hispanic Civilization and Culture	3.0
SPAN 053A	Beginning Mam Language and Culture	5.0
SPAN 053B	Intermediate Mam Language and Culture	5.0
SPAN 053C	Advanced Mam Language and Culture	5.0
THART		
THART 002	Introduction to the Theatre Arts	3.0
THART 011	Principles and Theory of Improvisation	3.0
THART 021	Acting I	3.0
Total Major Units:		18.0
General Education Requirements:		18.0
Electives to meet 60 units		
Total Units:		60.0

Journalism

Digital Newsgathering - Certificate of Achievement

The Certificate of Achievement in Digital Newsgathering provides foundational knowledge and hands-on training that prepares students for jobs in the media realm. The certificate serves as a comprehensive and multi-discipline overview of content and skills needed by the modern journalist.

Career Opportunities

reporting, copywriting, public relations, communication, screenwriting, social media, brand management.

Program Learning Outcomes

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

1. Assemble a portfolio of appropriate photographs, writings, journals or digital media that reflects the skills and understanding of techniques of journalism.
2. Write news, features, and opinion pieces in newspaper style.
3. Apply media law, fact-checking and ethics to the journalistic process.

SUBJECT #	TITLE	UNITS
Core Courses (12 units):		12.0
JOURN 033	Smartphone Reporting	3.0
JOURN 021	Newswriting	3.0
JOURN 069	Multimedia Reporting for Journalists	3.0
JOURN 070	Data Journalism	3.0
Total Major Units:		12.0

Journalism - A.A. Degree

The Journalism Department offers practical newspaper experience and academic preparation for students preparing to transfer to four-year institutions. Emphasis is placed on new technologies and preparation for media jobs in a computer-oriented society. Additional areas of study include journalism history, ethics, law, and the role of the press in our society.

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.

Program Learning Outcomes

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

1. Assemble a portfolio of appropriate photographs, writings, journals or digital media that reflects the skills and understanding of techniques of journalism.
2. Write news, features, and opinion pieces in newspaper style.
3. Apply media law, fact-checking and ethics to the journalistic process.

SUBJECT #	TITLE	UNITS
Core Curriculum (24 units):		24.0
JOURN 018A	News Production I	4.0
JOURN 018B	News Production II	4.0
JOURN 018C	News Production III	4.0
JOURN 021	Newswriting	3.0

JOURN 062	Survey of Mass Media	3.0
OR		
COMM 019	Survey of Mass Media	3.0
COMM 045	Public Speaking	3.0
GRART 032	Digital Documents (Adobe InDesign)	3.0
Electives: Select one class from the following (3 units):		3.0
JOURN 069	Multimedia Reporting for Journalists	3.0
OR		
JOURN 033	Smartphone Reporting	3.0
MEDIA 102A	Broadcast Journalism I	3.0
M/SVN 082	Essentials of Managerial Communications	3.0
JOURN 020	Photojournalism I	3.0
OR		
PHOTO 020	Photojournalism I	3.0
Total Major Units:		27.0
General Education Requirements:		18.0
Elective courses to meet 60 units:		
Total Units:		60.0

Journalism - AA-T Degree

The Associate in Arts in Journalism for Transfer Degree (AA-T JOURN) 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 Journalism 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 (CSU) 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 "P") or better for each course in the major or area of emphasis.
- No more than 60 semester units are required.

The Associate in Arts in Journalism for Transfer Degree (AA-T JOURN) 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.

Program Learning Outcomes

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

1. Assemble a portfolio of appropriate photographs, writings, journals or digital media requiring skills and understanding of techniques of journalism.
2. Write news, features, and opinion pieces in newspaper style.
3. Apply media law, fact-checking and ethics to the journalistic process.

SUBJECT #	TITLE	UNITS
Core Courses (10 units):		10.0
JOURN 018A	News Production I	4.0
JOURN 021	Newswriting	3.0
JOURN 062	Survey of Mass Media	3.0
OR		
COMM 019	Survey of Mass Media	3.0
LIST A: Select one of the following (3-4 units):		3.0-4.0
JOURN 018B	News Production II	4.0
PHOTO 020	Photojournalism I	3.0
OR		
JOURN 020	Photojournalism I	3.0
JOURN 069	Multimedia Reporting for Journalists	3.0
LIST B: Select two of the following (min 6 units):		6.0
COMM 044	Argumentation	3.0
ENGL 005	Critical Thinking in Reading and Writing	3.0
PHIL 010	Logic	3.0
POSCI 001	Government and Politics in the United States	3.0
Total Major Units:		19.0-20.0
IGETC or CSU GE-Breadth Education pattern		37.0-39.0
CSU Transferrable General Elective Courses to meet 60 units		
Total Units:		60.0

Newswriting and Reporting - Certificate of Achievement

The Certificate of Achievement in Newswriting and Reporting provides foundational knowledge and hands-on training that prepares students for jobs in the media realm. The certificate serves as a comprehensive and multi-discipline overview of content and skills needed by the modern journalist.

Career Opportunities

reporting, copywriting, public relations, communication, screenwriting, social media, brand management.

Program Learning Outcomes

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

1. Assemble a portfolio of appropriate photographs, writings, journals or digital media that reflects the skills and understanding of techniques of journalism.
2. Write news, features, and opinion pieces in newspaper style.
3. Apply media law, fact-checking and ethics to the journalistic process.

SUBJECT #	TITLE	UNITS
Core Courses (17 units):		14.0
JOURN 018A	News Production I	4.0
JOURN 018B	News Production II	4.0
JOURN 021	Newswriting	3.0
JOURN 069	Multimedia Reporting for Journalists	3.0
JOURN 020	Photojournalism I	3.0
OR		
PHOTO 020	Photojournalism I	3.0
Select one of the following (3 units):		3.0
GRART 032	Digital Documents (Adobe InDesign)	3.0
GRART 036	Adobe Photoshop Basics	3.0
GRART 115	Website Design	3.0
JOURN 070	Data Journalism	3.0
Total Units:		20.0

Kinesiology Cluster

Associate In Arts Degree In Kinesiology For Transfer - AA-T Degree

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.

Program Learning Outcomes

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

1. Critically analyze anatomical and physiological factors in the development of exercise prescription, prevention and rehabilitation programs designed to meet individual goals and circumstances
2. 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)
3. Identify career and / or educational options in physical education, and formulate an action plan to successfully pursue and attain those options

SUBJECT #	TITLE	UNITS
Required Core Courses (13 units)		13.0
KIN 150	Introduction to Kinesiology	3.0
BIOL 002	Human Anatomy	5.0
AND		
BIOL 004	Human Physiology	5.0
OR		
BIOL 020A	Human Anatomy and Physiology	5.0
AND		
BIOL 020B	Human Anatomy and Physiology	5.0

Movement Based Courses: Select at least one course each from three of the following areas (3 units):		3.0
Aquatics (min 1 unit):		
KIN 014B	Water Polo II - Beginning	1.0
Dance (min 1 unit):		
DANCE 060	Ballet I	1.0
DANCE 061	Ballet II	1.0
DANCE 064	Jazz Dance I	1.0
DANCE 068	Modern Dance I	1.0
DANCE 072	Jazz Tap I	1.0
DANCE 073	Jazz Tap II	1.0
DANCE 076	West African Dance I	1.0
DANCE 077	West African Dance II	1.0
DANCE 080	Haitian Dance I	1.0
DANCE 081	Haitian Dance II	1.0
Fitness (min 1 unit):		
SPFT 054A	Cross Fitness I - Fundamentals	1.0
SPFT 054B	Cross Fitness II - Beginning	1.0
Individual Sport (min 1 unit):		
KIN 107B	Tennis II - Beginning	1.0
Team Sports (1 unit):		
KIN 076B	Baseball II - Beginning	1.0
SPFT 086A	Flag Football I - Fundamentals	1.0
SPFT 086B	Flag Football II - Beginning	1.0
List A: Select two courses from the following (7-10 units):		7.0-10.0
MATH 013	Introduction to Statistics	4.0
CHEM 001A	General Chemistry	5.0
OR		
CHEM 030A	Introductory General Chemistry	4.0
PHYS 003A	General Physics	5.0
OR		
PHYS 004A	General Physics with Calculus	5.0
HLTED 014	First Aid and CPR	3.0
Total Major Units:		23.0-26.0
IGETC or CSU GE-Breadth Education pattern:		37.0-39.0
CSU Transferable General Elective Courses to meet 60 units		
Total Units		60.0

Motor Skills - Certificate of Proficiency

The Certificate of Proficiency in Motor Skill program is designed to prepare students to plan, implement, and manage proper motor skills for various activities and professions. Coursework will make students proficient at fine and gross motor control and motor coordination and to be able to plan their motor actions.

Career Opportunities

Motor skills are the mechanics of motor development and are about the body's ability to control body movements. A good grasp of control of your motor skills is needed in every job. This certificate will be a demonstration of our student's abilities to work in the athletic field as assistants, paraprofessionals, PE teachers aids, gym support staff and will give employers in non-athletic fields the confidence that our students are competent and coordinated movers.

Program Learning Outcomes

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

1. Comprehend and apply the fundamental principles of physical conditioning including cardiovascular, muscular and flexibility training.
2. Apply fundamental level skills in game situations.

SUBJECT #	TITLE	UNITS
Required Courses (8 units)		8.0
KIN 111A	Aerobics of Jogging I - Fundamentals	0.5
KIN 051A	Yoga I - Fundamentals	0.5
KIN 001A	Swimming I - Fundamentals	0.5
KIN 080A	Basketball I - Fundamentals	0.5
SPFT 033	Aerobics	0.5
SPFT 034	Step Aerobics	0.5
SPFT 059A	Strength Training for Sports I - Fundamentals	0.5
KIN 047A	Stationary Cycling for Fitness I - Fundamentals	0.5
KIN 019A	Aquatic Exercise I - Fundamentals	0.5
SPFT 037A	Core and Restore I - Fundamentals	0.5
KIN 074A	Badminton I - Fundamentals	0.5
SPFT 007A	Swim X-Fit I - Fundamentals	0.5
SPFT 036	Aerobic Circuits	0.5
SPFT 054A	Cross Fitness I - Fundamentals	1.0
SPFT 035	Bootcamp	0.5
Total Units:		8.0

Personal Trainer - Preparation For Certification - Certificate of Proficiency

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 up doors for a career in gyms, fitness centers, teaching classes, or working as a private personal trainer.

Program Learning Outcomes

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

- 1) Apply Personal Training Concepts through practice exams and sample workouts in preparation to take the National Academy of Sports Medicine (NASM) certification exam.
- 2) Pass CPR certification requirements.

SUBJECT #	TITLE	UNITS
Core Courses for Certificate of Proficiency in Personal Trainer - Certification Preparation		6.0

HLTED 014	First Aid and CPR	3.0
KIN 141	Personal Trainer - Certification Preparation	3.0
Total Units:		6.0

Learning Resources

Quantitative Preparation for Skilled Trades - Certificate of Competency

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.

Program Learning Outcomes

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

1. Students will demonstrate interview techniques in mock sessions and apply resume writing skills in resume creation.

SUBJECT #	TITLE	UNITS
Core Courses:		60.0-72.0
Students must complete a minimum of 60 hrs		
MATH 504	Workforce Math	18.0-24.0
LRNRE 521	Test Preparation for the Skilled Trades	30.0-54.0
Competency requirement:		
Teacher or department will determine if student has met the competencies of the program and document it.		
Total Hours:		60.0-72.0

Quantitative Preparation for Workforce - Certificate of Competency

The Quantitative Preparation for Civil Service 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.

Program Learning Outcomes

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

1. 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.

SUBJECT #	TITLE	UNITS
Core Courses:		60.0-72.0

Students must complete a minimum of 60 hrs

MATH 504	Workforce Math	30.0-54.0
LRNRE 522	Apprenticeship and Civil Service Opportunities	18.0-24.0

Competency requirement:

Teacher or department will determine if student has met the competencies of the program and document it.

Total Hours:	60.0-72.0
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Skilled Trades Apprenticeship and Civil Service Preparation - Certificate of Competency

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.

Program Learning Outcomes

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

1. Students will demonstrate competency in required mathematical skills, spatial reasoning and mechanical reasoning, at a level that will enable them to pass required exams.
2. Students will create a resume, navigate the job search process, and demonstrate successful job interview skills.

SUBJECT #	TITLE	UNITS
Core courses:		36.0-48.0
Students must complete a minimum of 36 hrs		
LRNRE 521	Test Preparation for the Skilled Trades	18.0-24.0
LRNRE 522	Apprenticeship and Civil Service Opportunities	18.0-24.0

Competency requirement

Teacher or department will determine if student has met the competencies of the program and document it.

Total Hours:	36.0-48.0
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Library and Information Studies (LIS)

Research Skills - Certificate of Competency

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.

Program Learning Outcomes

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

- 1. Apply information literacy skills to academic, professional, and personal life.
- 2. Analyze, synthesize, and apply information practically and ethically.

SUBJECT #	TITLE	UNITS
Core Course:		9.0
Students must complete a minimum of 9 hrs		
LIS 511	Research Skills I	3.0
LIS 512	Research Skills II	3.0
LIS 513	Research Skills III	3.0
Competency Requirement:		
Teacher or department will determine if student has met the competencies of the program and document it.		
Total Hours:		9.0

Machine Technology

Advanced Precision Machining - Certificate of Achievement

The Laney College Advanced Precision Machining CA is a career education program which prepares students for the highest level of work in precision manufacturing. The certificate is intended for advanced machine technology students and students with prior work experience as machinists to grow their skill sets to meet increasing demands for precision, miniaturization, complex non-prismatic geometries, exotic materials, automation and quality control in high tech sectors, like medical device, semiconductor, optics and scientific research. The coursework includes fundamentals of precision engineering, multi-axis CNC machining, micromachining, diamond turning, geometric dimensioning and tolerancing (GD&T), coordinate measuring machines (CMMs), and noncontact optical metrology.

Career Opportunities

machinist, R&D machinist, CNC machinist, CNC machine operator, CNC setup technician, CNC programmer, diamond turning technician

Program Learning Outcomes

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

1. Demonstrate safe work procedures while operating CNC machine tools and other shop equipment. This includes selection and use of personal protective equipment, disposal of hazardous materials, working around particulates, material handling, parts cleaning, lab hygiene.
2. Develop a foundation of skills for setup, operation and programming of advanced CNC machine tools and metrology equipment to manufacture complex parts and inspect them to ensure they meet engineering specifications. Machine tools include 5-axis machining centers, turning centers with live tooling, diamond turning machines. Metrology equipment includes high resolution electronic gages, coordinate measuring machines, measuring microscopes, profilometers, 3D optical profilers, interferometers.
3. Demonstrate technical literacy in reading and writing technical documents and conducting independent research; determining required specifications based on engineering drawings and part function; applying mathematics in problem solving; programming in G-code with macro variables, using conversational programming, using CAM software; applying the principles of precision engineering, such as kinematic design, to workholding and measuring problems.

SUBJECT #	TITLE	UNITS
Core Courses (10 Units):		10.0
MACH 032	Multi-Axis CNC Machining	4.0
MACH 075	Geometric Dimensioning and Tolerancing	2.0
MACH 214	Ultraprecision and Micromachining	4.0
Total Units:		10.0

Basic Machining - Certificate of Achievement

The Laney College Basic Manufacturing CA is a career education program which provides students with theoretical knowledge and hands-on skills required for entry-level work in precision manufacturing. Coursework includes shop safety, operation of machine tools, engineering drawings, 3D solid modeling with CAD, and technical mathematics. The certificate is intended for students who want to continue on to more advanced machining curriculum and for students from other departments who would benefit from a survey of manufacturing processes. The certificate is stackable with the Manual Machining and CNC Machining certificates.

Career Opportunities

machinist, manual machinist, CNC machinist, CNC machine operator, CNC setup technician, CNC programmer

Program Learning Outcomes

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

1. Demonstrate safe work procedures while operating hand tools and machine tools, as well as use of personal protective equipment and disposal of hazardous materials.
2. Develop a foundation of skills for operating common shop equipment to manufacture parts which meet engineering specifications. This includes conventional machine tools like mill, lathe, drill press and grinders, as well as measuring tools.
3. Demonstrate technical literacy in reading and writing technical documents, determining required specifications based on engineering drawings, applying mathematics in problem solving and using computer software in design and manufacture.

SUBJECT #	TITLE	UNITS
Core Courses (12 units):		12.0
MACH 020	CAD Solid Modeling with Solidworks	4.0
MACH 205	Engineering Drawings for Machinists, Welders, and Industrial Maintenance Technicians	3.0
MACH 210	Machine Technology I	5.0
Math Requirement: (4 Units):		4.0
MATH 220A	Technical Mathematics with Algebra - Part 1 (Lab)	0.5
AND		
MATH 220B	Technical Mathematics with Algebra - Part 2 (Lab)	0.5
AND		
MATH 220C	Technical Mathematics with Algebra - Part 3 (Lab)	0.5
AND		
MATH 220D	Technical Mathematics with Algebra - Part 4 (Lab)	0.5
AND		
MATH 220E	Technical Mathematics with Geometry - Part 1 (Lab)	0.5
AND		
MATH 220F	Technical Mathematics with Geometry - Part 2 (Lab)	0.5
AND		
MATH 220G	Technical Mathematics with Trigonometry (Lab)	1.0
OR		
MATH 221	Technical Mathematics	4.0
Total Units:		16.0

CNC Machining - Certificate of Achievement

The Laney College CNC Machining CA is a career education program which prepares students for work as a CNC machinist, CNC machine operator, CNC setup technician or CNC programmer. The certificate builds upon knowledge gained and skills developed in the Basic Manufacturing certificate. Students achieve competency in the setup, operation and programming of computer numerically controlled (CNC) machine tools, such as 3-axis mills and 2-axis lathes, but also more advanced 5-axis machining centers and turning centers with live tooling. The coursework includes G-code programming as well as programming with CAM software.

Career Opportunities

CNC machinist, CNC machine operator, CNC setup technician, CNC programmer

Program Learning Outcomes

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

1. Demonstrate safe work procedures while operating CNC machine tools, as well as use of personal protective equipment and disposal of hazardous materials.

2. Develop a foundation of skills for setup, operation and programming of CNC machine tools to manufacture complex parts which meet engineering specifications. This includes 3-axis mills and 2-axis lathes, as well as 5-axis machining centers and turning centers with live tooling. It also includes common measuring tools and specialty setup equipment.
3. Demonstrate technical literacy in reading and writing technical documents, determining required specifications based on engineering drawings, applying mathematics in problem solving and programming in G-code and using CAM software.

SUBJECT #	TITLE	UNITS
Core Courses (12 units):		12.0
MACH 030	Introduction to CNC Programming	4.0
MACH 031	Advanced CNC and CAD/CAM Programming	4.0
MACH 032	Multi-Axis CNC Machining	4.0
Total Units:		12.0

Digital Fabrication Technology - Machine Technology - Certificate of Achievement

Laney College's Machine Technology focused Digital Fabrication Technology Program prepares graduates for modern Digital Fabrication and Advanced Manufacturing careers in industrial art, custom installation and parts manufacturing shops. These multi-disciplinary courses emphasize and expand on the fundamentals of computer-assisted design (CAD) and computer-assisted manufacturing (CAM) techniques within, but not limited to, the machining field. Students will learn intermediate and advanced skills in iterative, design oriented thinking by employing rapid prototyping philosophy framed within a creative problem solving mindset. Graduates will leave with the ability to: conceptualize a project, 3D model it in its entirety, create the project using CNC and advanced manufacturing equipment, rapidly analyze and improve a project through iteration, and finish a project using modern and hand techniques.

Career Opportunities

CNC operator CNC programmer Part designer Fabricator CAD/CAM specialist Design and fabrication consultant 3D printer operator Digital Fabrication technician Production assistant

Program Learning Outcomes

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

1. Safety - Demonstrate proper safety protocols of all tools and equipment in the classroom .
2. Skills - Students will be able to use modern industrial computer numerically controlled (CNC) equipment to produce projects and apply improvements within the prototyping process.
3. Materials and Practices - Students will identify, analyze, evaluate and apply the correct materials to the appropriate production parameters creating efficient work flows for projects with optimal material use.

SUBJECT #	TITLE	UNITS
Fundamental skills (min 7 units):		7.0
CARP 224A	Digital Fabrication I	2.0
MACH 210	Machine Technology I	5.0
Computer Assisted Design (min 3 or 4 units):		3.0
MACH 020	CAD Solid Modeling with Solidworks	4.0
OR		
ENGIN 022	Engineering Graphics	3.0
Further study in Digital Fabrication (min 10 units):		10.0

CARP 224B	Digital Fabrication II	2.0
MACH 030	Introduction to CNC Programming	4.0
MACH 031	Advanced CNC and CAD/CAM Programming	4.0
Continuation and discovery of new disciplines (min 8 units):		8.0
MACH 220	Machine Technology II	5.0
WDTEC 010	Wood Technology I	3.0
Cooperative Education (min 2 units):		2.0
MACH 466L	Occupational Work Experience in Machine Technology	1.0-4.0
Total Units:		30.0-31.0

Industrial Maintenance - Certificate of Achievement

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. The certificate covers mechanics, machining, electrical and welding skills which play a critical role in the industrial maintenance field. Students also receive an OSHA 30-hour industrial safety certificate. The certificate prepares students for entry-level positions performing installation, maintenance and repair operations on industrial equipment (such as blowers, pumps, motors) and infrastructure (such as piping, conveyance systems) in a wide range of industries (such as refineries, utilities, manufacturing plants).

Career Opportunities

industrial maintenance machinist; industrial maintenance technician; pump and motor repair technician 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 \$19.50 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.

Program Learning Outcomes

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

1. Demonstrate safe work procedures while operating and repairing electrical and mechanical systems including use and disposal of hazardous materials.
2. Develop skills that enable precision and productivity in the repair and setup of mechanical systems.
3. Demonstrate technical literacy in reading and writing technical documents, determining required specifications based on engineering drawings and use of mathematics in problem solving.

SUBJECT #	TITLE	UNITS
Core Courses (24.5 units):		24.5
MACH 205	Engineering Drawings for Machinists, Welders, and Industrial Maintenance Technicians	3.0
MACH 206	Industrial Hydraulics and Pneumatics	2.0
MACH 207	Theory, Operation and Maintenance of Mechanical Drives	3.0

MACH 210	Machine Technology I	5.0
E/ET 011	Commercial Electricity for HVAC	2.0
E/ET 203	Basic Electricity	3.0
E/ET 223	CAL-OSHA 30-Hour Construction Industry Training for Electrical & Electronics Technology	2.0
WELD 205	Introduction to Welding	3.0
WELD 215	Welding for ECT Technicians	1.5

Math Requirement (3-4 units):

3.0-4.0

MATH 220A	Technical Mathematics with Algebra - Part 1 (Lab)	0.5
AND		
MATH 220B	Technical Mathematics with Algebra - Part 2 (Lab)	0.5
AND		
MATH 220C	Technical Mathematics with Algebra - Part 3 (Lab)	0.5
AND		
MATH 220D	Technical Mathematics with Algebra - Part 4 (Lab)	0.5
AND		
MATH 220E	Technical Mathematics with Geometry - Part 1 (Lab)	0.5
AND		
MATH 220F	Technical Mathematics with Geometry - Part 2 (Lab)	0.5
OR		
MATH 221	Technical Mathematics	4.0

Total Units:

27.5-28.5

Machine Technology - A.S. Degree

The Laney College Machine Technology AS degree is a career technical education program that prepares students for work as a machinist, manual machinist, CNC machinist, CNC operator, CNC setup technician or CNC programmer. The degree provides students with the theoretical knowledge and hands-on skills required for precision manufacturing, specifically metal cutting, using both manual and computer numerically controlled (CNC) machine tools. Coursework includes shop safety, setup and operation of machine tools, precision measurement, engineering drawings, 3D solid modeling with CAD, CNC programming in G-code and with CAM software, technical mathematics and a survey of welding processes.

Career Opportunities

machinist, manual machinist, CNC machinist, CNC machine operator, CNC setup technician, CNC programmer

Program Learning Outcomes

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

1. Demonstrate safe work procedures while operating hand tools and machine tools, as well as use of personal protective equipment and disposal of hazardous materials.
2. Develop a foundation of skills for operating manual and CNC machine tools to manufacture and repair parts to meet engineering specifications.
3. Demonstrate technical literacy in reading and writing technical documents, determining required specifications based on engineering drawings, applying mathematics in problem solving and using computer software in design and manufacture.

SUBJECT #	TITLE	UNITS
Core Courses (28 units):		28.0

MACH 020	CAD Solid Modeling with Solidworks	4.0
MACH 030	Introduction to CNC Programming	4.0
MACH 031	Advanced CNC and CAD/CAM Programming	4.0
MACH 205	Engineering Drawings for Machinists, Welders, and Industrial Maintenance Technicians	3.0
MACH 210	Machine Technology I	5.0
MACH 220	Machine Technology II	5.0
WELD 205	Introduction to Welding	3.0
Elective Courses (4 or 5 units):		4.0-5.0
MACH 230	Machine Technology III	5.0
MACH 032	Multi-Axis CNC Machining	4.0
Math Requirement (4 units):		4.0
MATH 221	Technical Mathematics	4.0
OR		
MATH 220A	Technical Mathematics with Algebra - Part 1 (Lab)	0.5
AND		
MATH 220B	Technical Mathematics with Algebra - Part 2 (Lab)	0.5
AND		
MATH 220C	Technical Mathematics with Algebra - Part 3 (Lab)	0.5
AND		
MATH 220D	Technical Mathematics with Algebra - Part 4 (Lab)	0.5
AND		
MATH 220E	Technical Mathematics with Geometry - Part 1 (Lab)	0.5
AND		
MATH 220F	Technical Mathematics with Geometry - Part 2 (Lab)	0.5
AND		
MATH 220G	Technical Mathematics with Trigonometry (Lab)	1.0
Total Major Units:		36.0-37.0
General Education Requirements		18.0
Electives to meet 60 units		
Total Units:		60.0

Manual Machining - Certificate of Achievement

The Laney College Manual Machining CA is a career education program which prepares students for work as a manual machinist. The certificate builds upon knowledge gained and skills developed in the Basic Manufacturing certificate. Students achieve competency in the operation of manual machine tools, such as mills, lathes and surface grinders. The coursework also includes a survey of welding processes.

Career Opportunities

machinist, manual machinist

Program Learning Outcomes

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

1. Demonstrate safe work procedures while operating manual machine tools and auxiliary shop equipment, as well as use of personal protective equipment and disposal of hazardous materials.

2. Develop a foundation of skills for setup and operation of manual machine tools to manufacture complex parts which meet engineering specifications. This includes mills, lathes and surface grinders, as well as measuring tools.
3. Demonstrate technical literacy in reading and writing technical documents, determining required specifications based on engineering drawings, and applying mathematics in problem solving.

SUBJECT #	TITLE	UNITS
Core Courses (13 Units):		13.0
MACH 220	Machine Technology II	5.0
MACH 230	Machine Technology III	5.0
WELD 205	Introduction to Welding	3.0
Total Units:		13.0

Quality Control - Certificate of Achievement

The Laney College Quality Control Certificate of Achievement is a career technical education program that prepares students for work as a quality control (QC) technician or quality assurance (QA) technician. The certificate provides students with the theoretical knowledge and hands-on skills required for precision measurement of manufactured parts according to specifications in engineering drawings using hand tools and sophisticated modern equipment like coordinate measuring machines (CMMs). The coursework also covers technical mathematics and a survey of machining processes.

Career Opportunities

quality control (QC) technician, quality assurance (QA) technician

Program Learning Outcomes

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

1. Develop a foundation of skills for using precision measuring tools and metrology equipment to inspect parts and assemblies and ensure they meet engineering specifications.
2. Demonstrate technical literacy in reading and writing technical documents, determining required specifications based on engineering drawings, developing inspection plans, applying statistical process control, applying mathematics in problem solving.
3. Demonstrate effective work practices for inspection rooms, including: establishment of good lab practices, proper care and maintenance of measuring tools, calibration of tools and equipment.

SUBJECT #	TITLE	UNITS
Core Courses (16 units):		16.0
MACH 075	Geometric Dimensioning and Tolerancing	2.0
MACH 205	Engineering Drawings for Machinists, Welders, and Industrial Maintenance Technicians	3.0
MACH 210	Machine Technology I	5.0
MACH 211	Dimensional Metrology	3.0
MACH 212	Introduction to Quality Assurance	3.0
Math Requirement (4 units):		4.0
MATH 220A	Technical Mathematics with Algebra - Part 1 (Lab)	0.5
AND		
MATH 220B	Technical Mathematics with Algebra - Part 2 (Lab)	0.5
AND		
MATH 220C	Technical Mathematics with Algebra - Part 3 (Lab)	0.5

AND			
MATH 220D	Technical Mathematics with Algebra - Part 4 (Lab)		0.5
AND			
MATH 220E	Technical Mathematics with Geometry - Part 1 (Lab)		0.5
AND			
MATH 220F	Technical Mathematics with Geometry - Part 2 (Lab)		0.5
AND			
MATH 220G	Technical Mathematics with Trigonometry (Lab)		1.0
OR			
MATH 221	Technical Mathematics		4.0

Total Units:	20.0
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Mathematics

Mathematics - A.S. Degree

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.

Program Learning Outcomes

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

1. 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.
2. Solving Problems Algebraically: Students should be able to use algebraic manipulation to find solutions to problems/equations both with and without a calculator.
3. Graphs: Students should be able to analyze, create and solve problems using graphs.

SUBJECT #	TITLE	UNITS
Core Courses (15 units):		15.0
MATH 003A	Calculus I	5.0
MATH 003B	Calculus II	5.0
MATH 003C	Calculus III	5.0
Select one from the following (3 units): (if you choose both, other courses are optional)		3.0
MATH 003E	Linear Algebra	3.0
MATH 003F	Differential Equations	3.0
Select one course from the following (4 units): (if necessary to complete 21-23 units for the major)		4.0
MATH 011	Discrete Mathematics	4.0
OR		
MATH 013	Introduction to Statistics	4.0
OR		
MATH 118	Foundations in Data Science	4.0
OR		
CIS 118	Foundations in Data Science	4.0
Total Major Units:		21.0-23.0
General Education Requirement:		18.0
Electives to meet 60 units		
Total Units:		60.0

Mathematics - AS-T Degree

The Associate in Science in Mathematics 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 Mathematics 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 20 semester 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 "P") or better for each course in the major or area of emphasis.
- No more than 60 semester units are required.

The Associate in Science in Mathematics for Transfer Degree 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 combine mathematical knowledge with a scientific, computer, or business background.

Program Learning Outcomes

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

1. Solve quantitative problems using numerical, graphical, and algebraic methods.
2. Compute derivatives and integrals of multivariable functions.
3. Evaluate integrals using Green's Theorem, Stokes' Theorem and Gauss' Theorem.

SUBJECT #	TITLE	UNITS
Core Courses (15 units):		15.0
MATH 003A	Calculus I	5.0
MATH 003B	Calculus II	5.0
MATH 003C	Calculus III	5.0
Select one from the following (min 3 units):		3.0
MATH 003E	Linear Algebra	3.0
OR		
MATH 003F	Differential Equations	3.0
Select one course from the following (4-5 units):		4.0-5.0
MATH 011	Discrete Mathematics	4.0
MATH 013	Introduction to Statistics	4.0
PHYS 004A	General Physics with Calculus	5.0
Total Major Units:		21.0-23.0
IGETC or CSU GE-Breadth Education pattern:		37.0-39.0
CSU Transferable General Elective Courses to meet 60 units		

Preparation for Success in Calculus - Certificate of Competency

The Preparation for Success in Calculus Certificate in Competency was created to help students succeed in their transfer-level Calculus coursework. Students will receive just in time remediation, help with transfer-level Math homework, study skills and strategies, and learn about healthy mindsets as needed.

Career Opportunities

Take transfer level Math courses; transfer to 4-year college.

Program Learning Outcomes

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

1. Demonstrate competency in Mathematics: problem solving, applying formulas appropriately, numeracy, and/or Mathematical reasoning within transfer-level Math courses.

SUBJECT #	TITLE	UNITS
Core Courses:		52.5
Students must complete a minimum of 52.5 hrs		
MATH 515	Support for Pre-Calculus	35.0
MATH 516	Support for Trigonometry	17.5
Competency Requirement:		
Teacher or Department will determine if student has met the competencies of the program and document it.		
Total Hours:		52.5

Preparation for Success in Statistics - Certificate of Competency

The Preparation for Success in Statistics Certificate of Competency was created to help students succeed in their transfer-level Statistics coursework. Students will receive just in time remediation, help with transfer-level Math homework, study skills and strategies, and learn about healthy mind sets as needed.

Career Opportunities

Take transfer level Math courses; transfer to 4-year college.

Program Learning Outcomes

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

1. Demonstrate competency in Mathematics: problem solving, applying formulas appropriately, numeracy, and/or Mathematical reasoning within transfer-level Math courses.

SUBJECT #	TITLE	UNITS
Core Courses:		66.0-89.0
Students must complete a minimum of 66 hrs		
MATH 504	Workforce Math	30.0-54.0
MATH 513	Support for Statistics	35.0
Competency Requirement:		

Teacher or Department will determine if student has met the competencies of the program and document it.

Total Hours:

66.0-89.0

Media Communications

AR/VR: Immersive Design - Certificate of Achievement

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

Program Learning Outcomes

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

1. Students will be able to design and create an AR or VR project from concept to final product.
2. Collaborate effectively with production team.
3. Adapt professional skills to most current VR and AR technology industry standards

SUBJECT #	TITLE	UNITS
Core Courses:		19.0
CIS 044	C# for Immersive Design	4.0
MEDIA 070	XR Design: Virtual Reality	3.0
MEDIA 072	3D Modeling for AR/VR	3.0
*: Students can substitute with MMART 191.		
MEDIA 075	Augmented Reality	3.0
MEDIA 077	Virtual Cinema	3.0
MEDIA 080	Advanced AR/VR Unity Training	3.0
Total Units:		19.0

AudioVisual Technologist - Certificate of Achievement

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.

Program Learning Outcomes

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

1. Analyze and apply components of sound and hearing, vision and light, as they pertain to human perception and venue audiovisual systems integration

2. Assemble, test, maintain and troubleshoot an audio, video, and audiovisual network according to AV principles and industry standards
3. Manage the business aspects of AV and communicate effectively both with clientele and team members.

SUBJECT #	TITLE	UNITS
Core Courses		11.0
Courses taught at Laney and CCSF (per MOU agreement, see notes below)		
MEDIA 104	Beginning Digital Video Production	3.0
*: Students may substitute CCSF BCST 141 for Media 104		
MEDIA 108	Studio Production	3.0
**: Students may substitute CCSF BCST14 for Media 108.		
MEDIA 111	Basic Audio Production	3.0
***: Students may substitute CCSF BCST 120 for Media 111.		
MEDIA 460A	Occupational Work Experience in Media Communications	1.0-4.0
Laney College Courses		6.0
MEDIA 165	AV Essentials I	3.0
MEDIA 166	AV Essentials II	3.0
City College of San Francisco Courses		4.0
BCST 128 Sound Reinforcement (MEDIA 111 is the prerequisite)		3.0
BCST 127B Interconnected Audio Systems		1.0
Total Units:		21.0

Offline and Online Editing with DaVinci Resolve - Certificate of Completion

Professional cinematography editing and aesthetics with DaVinci Resolve, incorporating primary and secondary color grading, motion graphics with Fusion page, audio finishing with Fairlight page, and media management. For all platforms to include Windows and Mac.

Career Opportunities

Video editor, colorist, film/video producers, video effects artists, sound engineers, event videographer, sports videographer, corporate video/promotions, video for web sites, training video production, infomercial production, advertising video, web shopping videos, music videos

Program Learning Outcomes

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

1. Design and create an edited short film using DaVinci Resolve
2. Analyze, compare and contrast among different editing techniques
3. Analyze, compare and distinguish between offline and online edited work

SUBJECT #	TITLE	UNITS
Core Courses:		105.0-175.0
Students must complete a minimum of 105 hrs		
MEDIA 538	DaVinci Resolve: Video Editing	87.5
MEDIA 539	DaVinci Resolve: Advanced Video	87.5

Competency Requirement:

Teacher or department will determine if student has met the competencies of the program and document it.

Total Hours:**105.0-175.0**

Performance And Production For Video, Broadcast And Digital Cinematography - A.A. Degree and Certificate of Achievement

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

Program Learning Outcomes

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

1. Write and perform PSA's, commercials, news scripts and scenes for radio, television, web and film.
2. Analyze scripts to develop a performance which integrates appropriate vocal technique, characterization and emotional interpretation.
3. Apply appropriate critical and creative problem solving skills to analyze the aesthetic and production elements of television and other interactive media.
4. 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.
5. Create a coherent, industry relevant show reel of work and integrate studies toward professional aspirations.

SUBJECT #	TITLE	UNITS
Core Courses		10.0
MEDIA 104	Beginning Digital Video Production	3.0
MEDIA 111	Basic Audio Production	3.0
MEDIA 115	Media-based Computing: iLife and Mac OS X	3.0
MEDIA 129	Portfolio Development	1.0
Degree Major/Certificate Requirements:		12.0
MEDIA 100A	Broadcast Media Announcing and Performance	3.0
MEDIA 101A	Acting/Directing for Film and Digital Media	3.0
MEDIA 102A	Broadcast Journalism I	3.0
MEDIA 125	Scriptwriting for Video, Broadcast and Digital Cinematography	3.0
Select one course from the following:		2.0-3.0
MEDIA 100B	Media Communications B	3.0
MEDIA 101B	Acting/ Directing for Film and Digital Media	3.0
MEDIA 112	Media Freelancing and Entrepreneurship	3.0
MEDIA 121	Event Videography: Sports Video Production	3.0

MEDIA 150	Pro Tools: Sound Design/Aesthetics for Video, Broadcast and Digital Cinematography	3.0
MEDIA 151	Making Podcasts – The New Wave of Broadcasting	2.0

Total Major Units:	24.0-25.0
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If completing a AA, student must completed 18 units of GE Requirements and Electives to meet 60 units

Video Production For Video, Broadcast And Digital Cinematography - A.A. Degree and Certificate of Achievement

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

Program Learning Outcomes

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

1. 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.
2. Apply appropriate critical and creative problem solving skills to analyze the aesthetic and production elements of video, television and other interactive media
3. Develop industry awareness of the necessity and importance of teamwork and collaboration.
4. Articulate ideas in verbal and written forms that translate into practical media projects.
5. Create a coherent, industry relevant show reel of work.

SUBJECT #	TITLE	UNITS
Core Requirements		10.0
MEDIA 104	Beginning Digital Video Production	3.0
AND		
MEDIA 111	Basic Audio Production	3.0
AND		
MEDIA 115	Media-based Computing: iLife and Mac OS X	3.0
AND		
MEDIA 129	Portfolio Development	1.0
Writing and Editing Courses:		6.0
MEDIA 125	Scriptwriting for Video, Broadcast and Digital Cinematography	3.0
MEDIA 130	Final Cut Pro I: Beginning Nonlinear Editing for Video, Broadcast and Digital Cinematography	3.0
Select two courses from the following:		6.0
MEDIA 120	Making Documentaries	3.0

MEDIA 121	Event Videography: Sports Video Production	3.0
MEDIA 122	Music Video Production	3.0

Select one course from the following:

2.0-3.0

MEDIA 112	Media Freelancing and Entrepreneurship	3.0
MEDIA 131	Final Cut Pro II: Intermediate Nonlinear Editing for Video, Broadcast and Digital Cinematography	3.0
MEDIA 140	After Effects: Motion Graphics for Video, Broadcast and Digital Cinematography	3.0
MEDIA 150	Pro Tools: Sound Design/Aesthetics for Video, Broadcast and Digital Cinematography	3.0
MEDIA 151	Making Podcasts – The New Wave of Broadcasting	2.0

Total Major Units:

24.0-25.0

If completing an AA, student must complete 18 units of GE requirements along with electives to meet 60 units

Virtual Production - Certificate of Achievement

The Virtual Production certificate was created to educate students on the principles and practices of 3D Virtual Production for Film, TV and Media Production. Students will cover analysis and application of concepts of 3D design, Realtime 3D engines (RT3D), Virtual Sets, Motion Capture, Face Capture, Cinematography, Lighting, Audio, Visual Storytelling, and VFX Workflow.

Career Opportunities

COVID-19 has accelerated 3D Virtual TV and Film Production worldwide. Yet there are very few who know how to use these new virtual tools and software. As Hollywood faces mounting pressure to safely resume production and reemploy hundreds of thousands of cast and crew who've been out of work for months, studios and producers are turning to virtual production as a route to reboot TV shows and films halted by the pandemic. Many predict the health crisis will accelerate the industry's use of virtual filming to mitigate risks and reduce the costs of expensive location shoots. "It's the tip of the iceberg," Sam Nicholson (TV Producer - Stargatestudios.net) said. "People have to utilize these tools to get back on line. Once they've utilized them and realized its faster, better, cheaper, you will see a lot more virtual production coming down the pipeline." - LA Times, 28MAY20

Program Learning Outcomes

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

1. Students will be able to design and create a 3D Virtual Production Film or TV project from concept to final product.

SUBJECT #	TITLE	UNITS
Core Courses (12 units)		12.0
MEDIA 044A	Virtual Production I	3.0
MEDIA 044B	Virtual Production II	3.0
MEDIA 044C	Virtual Production III: Cinematography	3.0
MEDIA 044D	Virtual Production IV: Capstone	3.0
Total Units:		12.0

Modern Languages Cluster (CHIN, FREN, JAPAN, LCI, SPAN)

Associate Of Arts Degree For Transfer In Spanish - AA-T Degree

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 a local CSU campus to a program or major in Spanish 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 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 in the modern language field that include careers in education, public service, law, business, and creative arts.

Program Learning Outcomes

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

1. Summarize, discuss, and compare Latina/o civilization and cultures in a modern, historical, social, and political context across continents.
2. Evaluate and discuss Latina/o Literature and Film from a social, cultural, and political context
3. Synthesize vocabulary, language, and reasoning to participate in well developed conversations and write essays.

SUBJECT #	TITLE	UNITS
Core Requirements		20.0
SPAN 001A	Elementary Spanish	5.0
*: If no experience with the Spanish language		
AND		
SPAN 001B	Elementary Spanish	5.0

*: If no experience with the Spanish language

OR		
SPAN 022A	Spanish for Bilingual Speakers I	5.0
**: For heritage/bilingual speakers or advanced students of Spanish		
AND		
SPAN 022B	Spanish for Bilingual Speakers II	5.0
**: For heritage/bilingual speakers or advanced students of Spanish		
AND		
SPAN 002A	Intermediate Spanish I	5.0
AND		
SPAN 002B	Intermediate Spanish II	5.0

List A. Students choose one from the following	3.0
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SPAN 030A	Beginning Conversational Spanish	3.0
SPAN 030B	Beginning Conversational Spanish	3.0
SPAN 033A	Beginning Conversational Nahuatl	3.0
SPAN 040	Hispanic Civilization and Culture	3.0
M/LAT 030A	Survey of Latin-American Films	3.0
M/LAT 030B	Survey of Latin-American Films	3.0
M/LAT 032	African Heritage of Latin America	3.0
***: M/LAT 32 is preferred		

OR		
AFRAM 018	African Heritage of Latin America	3.0
M/LAT 034	History of Latinos in the United States: 1800 to Present	3.0
M/LAT 036	Survey of Latina/o Literature	3.0

Total Major Units:	23.0
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IGETC or CSU GE-Breadth Education pattern:	37.0-39.0
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CSU Transferable General Elective Courses to meet 60 units

Total Units:	60.0
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Chinese - A.A. Degree

The Associate in Arts degree in Chinese will provide students with skills in understanding, speaking, reading and writing Mandarin Chinese. The curriculum exposes students to Chinese culture and civilization and provides foundational skills in language that can apply to a broad range of international and domestic career opportunities and professions. The degree will provide the preparation necessary for transferring to UC, CSU and other four-year colleges and universities to earn a bachelor's degree. 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 study of Chinese can open up opportunities in communications, foreign trade and banking, transportation, government, the Foreign Service, tourism, library services, professional translating, journalism, and all levels of education.

Program Learning Outcomes

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

1. Display an intermediate level of proficiency in speaking, reading and writing in Chinese on a wide range of subjects.
2. Analyze and interpret social protocols, cultural nuances and regional behaviors of Chinese communities.
3. Examine Chinese experience and films from a historical, social and political context.

SUBJECT #	TITLE	UNITS
Core Courses (20 units):		20.0
CHIN 001	Elementary Chinese (Mandarin)	5.0
*: If you were educated in a country where Chinese is the primary language of instruction and transferring to a UC, please see a counselor for more information.		
CHIN 002	Elementary Chinese (Mandarin) (Continuation)	5.0
*: If you were educated in a country where Chinese is the primary language of instruction and transferring to a UC, please see a counselor for more information.		
CHIN 003	Intermediate Chinese (Mandarin)	5.0
*: If you were educated in a country where Chinese is the primary language of instruction and transferring to a UC, please see a counselor for more information.		
CHIN 004	Intermediate Chinese (Mandarin) (Continuation)	5.0
*: If you were educated in a country where Chinese is the primary language of instruction and transferring to a UC, please see a counselor for more information.		
Writing and Conversation: Choose one of the following (3-5 units):		3.0-5.0
CHIN 025A	Chinese Character Writing I	3.0
CHIN 025B	Chinese Character Writing II	3.0
CHIN 040A	Conversational Chinese (Mandarin)	3.0
CHIN 040B	Conversational Chinese (Mandarin)	3.0
CHIN 022A	Chinese for Bilingual Speakers I	5.0
CHIN 022B	Chinese for Bilingual Speakers II	5.0
Art and Culture (3 units):		3.0
ART 005	History of Asian Art (Past to Present)	3.0
ASAME 010	Asian and Asian American Popular Culture	3.0
ASAME 021	Asian-American Communities	3.0
ASAME 030	Asians and Asian-Americans Through Films	3.0
CHIN 008	Chinese Study Abroad	3.0
Total Major Units:		26.0-28.0
General Education Requirements:		18.0
Electives to meet 60 units:		
Total Units:		60.0

Chinese - Certificate of Achievement

The Certificate of Achievement in Chinese will provide students with skills in understanding, speaking, reading and writing Mandarin Chinese. The curriculum exposes students to Chinese culture and provides foundational skills in language that can apply to a broad range of international and domestic career opportunities and professions. It provides students and prospective employers with documented evidence of academic accomplishment in Chinese.

Career Opportunities

The study of Chinese can open up opportunities in communications, foreign trade and banking, transportation, government, the Foreign Service, tourism, library services, teaching, professional translating, journalism, and all levels of education, including university teaching.

Program Learning Outcomes

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

1. Display an intermediate level of proficiency in speaking, reading and writing in Chinese on a wide range of subjects.
2. Analyze and interpret social protocols, cultural nuances and regional behaviors of Chinese communities.
3. Examine Chinese experience and films from a historical, social and political context.

SUBJECT #	TITLE	UNITS
Core Courses (10 units):		10.0
CHIN 001	Elementary Chinese (Mandarin)	5.0
CHIN 002	Elementary Chinese (Mandarin) (Continuation)	5.0
Writing and Conversation: Select one of the following (3-5 units):		3.0-5.0
CHIN 003	Intermediate Chinese (Mandarin)	5.0
CHIN 004	Intermediate Chinese (Mandarin) (Continuation)	5.0
CHIN 025A	Chinese Character Writing I	3.0
CHIN 025B	Chinese Character Writing II	3.0
CHIN 040A	Conversational Chinese (Mandarin)	3.0
CHIN 040B	Conversational Chinese (Mandarin)	3.0
CHIN 022A	Chinese for Bilingual Speakers I	5.0
CHIN 022B	Chinese for Bilingual Speakers II	5.0
Art and Culture: Select one of the following (min 3 units):		3.0
ART 005	History of Asian Art (Past to Present)	3.0
ASAME 010	Asian and Asian American Popular Culture	3.0
ASAME 021	Asian-American Communities	3.0
ASAME 030	Asians and Asian-Americans Through Films	3.0
CHIN 008	Chinese Study Abroad	3.0
Total Units:		16.0-18.0

Indigenous Languages and Cultures-Mam - Certificate of Achievement

The Certificate of Achievement in Indigenous Languages and Cultures -Mam is designed to assist community members and students develop an understanding and appreciation of an indigenous language still spoken by thousands of Mam people in Central America, Mexico and United States. The certificate is designed to prepare community members and students to know the roots of their Mayan culture and civilization and the Mayan-Mam speakers. Honoring a community-based approach, the Mam courses emphasize a deep knowledge and understanding of the language and the culture.

Career Opportunities

With the arrival of more than 15 000 Mam speakers into the Bay Area in the last 15 years, there is an enormous need for Mam translators and interpreters in our society. Even though most of the families come from Guatemala

and the south of Mexico, they do not speak neither Spanish nor English. Their children attend day-cares, elementary schools, and high schools and need to be educated and trained in their own language. Many schools, clinics, hospitals, and legal companies required services of translation and cultural intermediates. This recent wave of Mam immigrants has created great career opportunities for people who get trained on Mama language and culture. Thus we have created this certificate of achievement in Mam language and culture.

Program Learning Outcomes

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

- 1.- Demonstrate oral competence in the Mam language
- 2.- Demonstrate written competence in the Mam language.
- 3.- Describe and analyze critically the intersections between Mam, Spanish, and English in the US.
- 4.- Analyze and interpret pre-colonial, colonial, and contemporary oral and written documents and texts of resistance created by the Mayan / Mam people.

SUBJECT #	TITLE	UNITS
Core Courses: (15 units)		15.0
SPAN 053A	Beginning Mam Language and Culture	5.0
SPAN 053B	Intermediate Mam Language and Culture	5.0
SPAN 053C	Advanced Mam Language and Culture	5.0
Elective (Select one course from the following) (min 3 units):		3.0
SPAN 033A	Beginning Conversational Nauatl	3.0
LCI 201	Introduction to Translation and Interpretation – Spanish	4.0
M/LAT 030A	Survey of Latin-American Films	3.0
M/LAT 030B	Survey of Latin-American Films	3.0
MUSIC 101	Music Theory and Culture I	3.0
Total Units:		18.0

Translating and Interpreting--Spanish - Certificate of Achievement

The Legal and Community Interpreting program offers a four-course Certificate of Achievement in Translating and Interpreting--Spanish that opens up opportunities for students in the workforce in the legal, health services, and educational fields of translation and interpretation in English and Spanish. It provides an overview and intense practice of skills in the three modes interpretation (sight, consecutive, simultaneous) and translation. The program considers linguistic, cultural and professional expectations in the field, and explores vocational opportunities in different areas: legal, health services, and educational institutions. Classes will be provided online, hybrid form and/or face to face.

Career Opportunities

Spanish Legal Interpretation: Criminal and Civil Court Proceedings; Out-of-court Legal Proceedings; Private Attorney Interviews; Law Enforcement Interviews; Administrative Hearings; Public and Social Services Interviews; Community Service Events; K-12 Parent and Student Events. Kaiser Permanente Hospital OUSD Public High School System

Program Learning Outcomes

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

1. Demonstrate sight translation, consecutive, and simultaneous interpretation and translation skills, as well as appropriate and proficient performance in various official settings.
2. Employ essential terminology belonging to the legal, health services, and educational fields; distinguish and discriminate between tools and resources, in order to recognize professional best practices.
3. Create and apply appropriate and effective habits and self-assessments tools and criteria to adequately prepare for unexpected situations in the profession as a translator or interpreter in English and Spanish
4. Appraise and evaluate translator and interpreter ethics, responsibilities, precepts, and protocol.

SUBJECT #	TITLE	UNITS
Core Courses (16 units):		16.0
LCI 201	Introduction to Translation and Interpretation – Spanish	4.0
LCI 202	Sight Translation-Spanish	4.0
LCI 203	Consecutive Interpretation-Spanish	4.0
LCI 204	Simultaneous Interpretation-Spanish	4.0
Total Units:		16.0

Spanish for Bilingual/Heritage Students - Certificate of Achievement

The Certificate of Achievement in Spanish for Bilingual / Heritage Students will empower them in their own language and help them to use it in different instances and get jobs that require a high knowledge of Spanish. This certificate will allow students to follow their studies in careers such as Bilingual Counselor, Bilingual teacher, Education, Medical Interpretation and Translation, Legal Interpretation and Translation, Journalism, or to fulfill some requirements to obtain a major or minor in Spanish language and literature in a 4-year college.

Career Opportunities

Major or Minor in Spanish at a 4-year college. Medical Interpretation and Translation Legal Interpretation and Translation Bilingual counseling careers and jobs

Program Learning Outcomes

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

1. Demonstrate oral competence in the Spanish Language: correctly apply grammar and use an advanced level of vocabulary in the Spanish language.
2. Demonstrate written competence in the Spanish Language: correctly apply grammar and use an advanced level of vocabulary in the Spanish language.
3. Describe, analyze and interpret literary, historical, and cultural texts, films, documentaries, and videos to better understand the identity of Latinx peoples in and outside United States.

SUBJECT #	TITLE	UNITS
Core Courses (10 units):		10.0
SPAN 022A	Spanish for Bilingual Speakers I	5.0
SPAN 022B	Spanish for Bilingual Speakers II	5.0
Elective Courses (6-10 units):		6.0-10.0
COUN 024	College Success	3.0
COUN 057	Career and Life Planning	3.0
LCI 201	Introduction to Translation and Interpretation – Spanish	4.0
M/LAT 030A	Survey of Latin-American Films	3.0
M/LAT 033	Introduction to Chicana/o and Latina/o Studies	3.0
M/LAT 034	History of Latinos in the United States: 1800 to Present	3.0
MUSIC 053A	Music of Latin America and the Caribbean	3.0
MUSIC 117	Voice I	1.0
SPAN 033A	Beginning Conversational Nahuatl	3.0
SPAN 036A	Introduction to Aztec-Mexica Culture and Nahuatl Language I	5.0
SPAN 053A	Beginning Mam Language and Culture	5.0
Total Units:		16.0-20.0

Spanish Language and Culture - Certificate of Achievement

The Certificate of Achievement in Spanish Language and Culture will empower students in the Spanish language and the Hispanic/Latinx history and experience in Spain, Latin America, and the US. It will help them to use it in different instances and get jobs that require a high knowledge of Spanish. Many universities and colleges require knowledge of (an)other language than English. The Spanish courses taken in this certificate of achievement are articulated and transferable to the UC and USC systems. Courses fulfill 4-year college language requirements prepare students to major or minor in Spanish language and literature. Students may also work in legal, medical, or educational institutions.

Career Opportunities

Students who get this certificate will be able to work in educational and/or medical institutions. They may also follow the courses to get an English-Spanish Interpreter and translator. Many businesses and services in California require bilingual speakers to serve the enormous clientele of Spanish speakers; that includes department stores, hospitals, clinics, restaurants, telephone companies, travel agencies, etc.

Program Learning Outcomes

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

1. 1. Demonstrate oral competence in the Spanish Language: correctly apply grammar and use an advanced level of vocabulary in the Spanish language.
2. 2. Demonstrate written competence in the Spanish Language: correctly apply grammar and use an advanced level of vocabulary in the Spanish language.
3. 3. Describe, analyze, and interpret literary, historical, and cultural texts, films, documentaries, and videos to better understand the identity of Latinx peoples in and outside United States.

SUBJECT #	TITLE	UNITS
Core Courses (20 units):		20.0
SPAN 001A	Elementary Spanish	5.0
SPAN 001B	Elementary Spanish	5.0
SPAN 002A	Intermediate Spanish I	5.0
SPAN 002B	Intermediate Spanish II	5.0
Total Units:		20.0

Music

Chinese Music - A.A. Degree

The Chinese Music A.A. recognizes mastery of Chinese Music essentials. Students will examine basic music theory, solo performance techniques, Chinese Music History; Jianpu notation, instrumentation, Chinese Opera traditions, and ensemble playing techniques. After completing this program, students will be able to play concerts, compose music, participate in recording sessions, or continue with their studies by transferring to a four-year Music program, especially in Ethnomusicology.

Career Opportunities

Performer, instructor, coach, conductor, recording artist, lecturer.

Program Learning Outcomes

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

1. Employ proper instrumental or vocal technique to construct properly prepared musical phrasing.
2. Apply basic music theory and skills.
3. Synthesize music skills ability, music theory knowledge, and instrumental or vocal technique into informed performances.

SUBJECT #	TITLE	UNITS
Survey of Chinese Music (3 units):		3.0
MUSIC 053B	Music of China	3.0
Performance (8 units):		8.0
Courses in this category must be repeated 3 times.		
MUSIC 032	Chinese Orchestra	1.0
MUSIC 054	Chinese Small Ensemble	1.0
Theory, Skills, and Piano (7 units):		7.0
MUSIC 101	Music Theory and Culture I	3.0
MUSIC 121	Music Skills I	1.0
MUSIC 122	Music Skills II	1.0
MUSIC 130	Elementary Piano Method I	1.0
MUSIC 131	Elementary Piano Method II	1.0
Total Major Units		18.0
General Education Requirements		18.0
Elective courses to meet 60		
Total Units:		60.0

Chinese Music - Certificate of Achievement

The Certificate of Achievement in Chinese Music recognizes mastery of Chinese music essentials. Students will examine basic music theory, solo performance techniques, Chinese Music History; Jianpu notation, instrumentation, Chinese Opera traditions, and ensemble playing techniques. After completing this program, students will be able to play concerts, compose music, participate in recording sessions, or continue with their studies towards an associate degree.

Career Opportunities

Performer, instructor, coach, conductor, recording artist, lecturer.

Program Learning Outcomes

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

1. Employ proper instrumental or vocal technique to construct properly prepared musical phrasing.
2. Apply basic music theory and skills.
3. Synthesize music skills ability, music theory knowledge, and instrumental or vocal technique into informed performances.

SUBJECT #	TITLE	UNITS
Survey of Chinese Music (3 units):		3.0
MUSIC 053B	Music of China	3.0
Performance (8 units):		8.0
Courses in this category must be repeated 3 times.		
MUSIC 032	Chinese Orchestra	1.0
MUSIC 054	Chinese Small Ensemble	1.0
Theory, Skills, and Piano (7 units):		7.0
MUSIC 101	Music Theory and Culture I	3.0
MUSIC 121	Music Skills I	1.0
MUSIC 122	Music Skills II	1.0
MUSIC 130	Elementary Piano Method I	1.0
MUSIC 131	Elementary Piano Method II	1.0
Total Units:		18.0

Commercial Music - A.A. Degree

The Associate in Arts Degree in Commercial Music 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.

Program Learning Outcomes

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

1. Students will employ proper audio engineering and midi techniques to produce sound recording projects.
2. Students will create original music projects in line with current industry standards.
3. Analyze a situation in the music industry and recommend a solution or plan for improvement.

SUBJECT #	TITLE	UNITS
Group 1: Core Courses (11 units):		11.0
MUSIC-CM 001A	Beginning MIDI and Electronic Music	3.0
MUSIC-CM 002A	Introduction to Songwriting	3.0

MUSIC-CM 003A	Introduction to Live Sound Systems	2.0
MUSIC-CM 004A	Introduction to Music Business	3.0
Group 2: Electives (9 units from the following):		9.0
MUSIC-CM 001B	Intermediate MIDI and Electronic Music	3.0
MUSIC-CM 001C	Advanced MIDI and Electronic Music	3.0
MUSIC-CM 002B	Intermediate Songwriting	3.0
MUSIC-CM 003B	Intermediate Sound Systems	2.0
MUSIC-CM 004B	Intermediate Music Business	3.0
MUSIC-CM 460	Occupational Work Experience in Commercial Music	1.0-4.0
MEDIA 111	Basic Audio Production	3.0
MEDIA 122	Music Video Production	3.0
MEDIA 150	Pro Tools: Sound Design/Aesthetics for Video, Broadcast and Digital Cinematography	3.0
MEDIA 155	Basic Sound Recording and Music Video	3.0
MEDIA 156	Sound Mixing and Mastering	3.0
MUSIC 101	Music Theory and Culture I	3.0
MUSIC 105	Classic Guitar I	1.0
MUSIC 117	Voice I	1.0
MUSIC 121	Music Skills I	1.0
MUSIC 130	Elementary Piano Method I	1.0
MUSIC 151	Pop Music Ensemble	1.0
Total Major Units:		20.0
General Education Requirements:		18.0
Elective courses to meet 60		0.0
Total Units:		60.0

Commercial Music - Certificate of Achievement

The Commercial Music 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, Songwriter.

Program Learning Outcomes

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

1. Students will employ proper audio engineering and midi techniques to produce sound recording projects.
2. Students will create original music projects in line with current industry standards.
3. Analyze a situation in the music industry and recommend a solution or plan for improvement.

SUBJECT #	TITLE	UNITS
Group 1: Core Courses (11 units):		11.0
MUSIC-CM 001A	Beginning MIDI and Electronic Music	3.0
MUSIC-CM 002A	Introduction to Songwriting	3.0
MUSIC-CM 003A	Introduction to Live Sound Systems	2.0
MUSIC-CM 004A	Introduction to Music Business	3.0
Group 2: Electives (9 units from the following):		9.0
MUSIC-CM 001B	Intermediate MIDI and Electronic Music	3.0
MUSIC-CM 001C	Advanced MIDI and Electronic Music	3.0
MUSIC-CM 002B	Intermediate Songwriting	3.0
MUSIC-CM 003B	Intermediate Sound Systems	2.0
MUSIC-CM 004B	Intermediate Music Business	3.0
MUSIC-CM 460	Occupational Work Experience in Commercial Music	1.0-4.0
MEDIA 111	Basic Audio Production	3.0
MEDIA 122	Music Video Production	3.0
MEDIA 150	Pro Tools: Sound Design/Aesthetics for Video, Broadcast and Digital Cinematography	3.0
MEDIA 155	Basic Sound Recording and Music Video	3.0
MEDIA 156	Sound Mixing and Mastering	3.0
MUSIC 101	Music Theory and Culture I	3.0
MUSIC 105	Classic Guitar I	1.0
MUSIC 117	Voice I	1.0
MUSIC 121	Music Skills I	1.0
MUSIC 130	Elementary Piano Method I	1.0
MUSIC 151	Pop Music Ensemble	1.0
Total Units:		20.0

Jazz - A.A. Degree

The Jazz Associate in Arts Degree recognizes mastery of Jazz essentials. Students will examine basic Jazz theory, performance techniques, improvisation skills, and Jazz history; chord voicings, alphabet system, evolution of styles from Blues and Ragtime to the present; ensemble playing techniques including: blending, tone production, chart reading, and solo improvisation. After completing this program, students will be able to play concerts, compose music, participate in recording sessions, or continue with their studies towards a baccalaureate degree.

Career Opportunities

Performer, recording artist, arranger, composer, music teacher, promoter, arts management, arts administration, music critic, music consultant.

Program Learning Outcomes

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

1. Identify, construct, and play elements of Jazz Theory including: Chord construction, proper use of Alphabet Chord Symbols, use of Medieval church modes, diminished scales, whole tone scales, Lydian dominants, Blues scales, and melodic minor modes.
2. Jazz History: Successful students will identify, explain, and analyze concepts from the history of Jazz.
3. Performance: Successful students will synthesize their knowledge of style (Jazz history), theory (use of correct modes and chord voicings), and other improvisation techniques into live public performances.

SUBJECT #	TITLE	UNITS
Group 1: Jazz History - (6 units):		6.0
MUSIC 015A	Jazz, Blues and Popular Music in the American Culture	3.0
AND		
MUSIC 015B	Jazz, Blues, and Popular Music in the American Culture	3.0
Group 2: Jazz Piano - Select a minimum of two units from the following (2 units):		2.0
MUSIC 138	Jazz Piano I	1.0
MUSIC 139	Jazz Piano II	1.0
MUSIC 140	Jazz Piano III	1.0
MUSIC 141	Jazz Piano IV	1.0
MUSIC 150	Applied Music	1.0
Group 3: Jazz Ensemble Performance - Select a minimum of 4 units from the following (4 units):		4.0
MUSIC 126	Jazz Orchestra	1.0
MUSIC 127	Jazz Combos	1.0
MUSIC 129	Jazz Orchestra Repertoire	1.0
MUSIC 144	Intermediate Jazz Combos	1.0
MUSIC 145	Advanced Jazz Combos	1.0
MUSIC 151	Pop Music Ensemble	1.0
GROUP 4: Music Theory--Select a minimum of 9 units from the following:		9.0
MUSIC 104	Music Theory and Culture IV	3.0
MUSIC 101	Music Theory and Culture I	3.0
MUSIC 102	Music Theory and Culture II	3.0
MUSIC 103	Music Theory and Culture III	3.0
GROUP 5: Musicianship (Music Skills)- Select a minimum of 3 units from the following:		3.0
MUSIC 124	Music Skills IV	1.0
MUSIC 121	Music Skills I	1.0
MUSIC 122	Music Skills II	1.0
MUSIC 123	Music Skills III	1.0
Total Major Units		24.0
General Education Requirements		18.0
Electives to meet 60 units		
Total Units:		60.0

Jazz - Certificate of Achievement

The Jazz Certificate of Achievement recognizes mastery of Jazz essential. Students will examine basic Jazz theory, performance techniques, improvisation skills, and Jazz History; Chord voicings, Alphabet System, evolution of

styles from Blues and Ragtime to the present; ensemble playing techniques including: blending, tone production, chart reading, and solo improvisation. After completing this program, students will be able to play concerts, compose music, participate in recording sessions, or continue with their studies towards an associate degree.

Career Opportunities

Music teacher, performer, recording artist, promoter, arts management, arts administration.

Program Learning Outcomes

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

1. Identify, construct, and play elements of Jazz Theory including: Chord construction, proper use of Alphabet Chord Symbols, use of Medieval church modes, diminished scales, whole tone scales, Lydian dominants, Blues scales, and melodic minor modes.
2. Jazz History: Successful students will identify, explain, and analyze concepts from the history of Jazz.
3. Performance: Successful students will synthesize their knowledge of style (Jazz history), theory (use of correct modes and chord voicings), and other improvisation techniques into live public performances.

SUBJECT #	TITLE	UNITS
Group 1: Jazz History - (6 units):		6.0
MUSIC 015A	Jazz, Blues and Popular Music in the American Culture	3.0
MUSIC 015B	Jazz, Blues, and Popular Music in the American Culture	3.0
Group 2: Jazz Piano - Select a minimum of one unit from the following (1 unit):		1.0
MUSIC 138	Jazz Piano I	1.0
MUSIC 139	Jazz Piano II	1.0
MUSIC 140	Jazz Piano III	1.0
MUSIC 141	Jazz Piano IV	1.0
Group 3: Jazz Ensemble Performance - Select a minimum of 4 units from the following (4 units):		4.0
MUSIC 126	Jazz Orchestra	1.0
MUSIC 127	Jazz Combos	1.0
MUSIC 129	Jazz Orchestra Repertoire	1.0
MUSIC 144	Intermediate Jazz Combos	1.0
MUSIC 145	Advanced Jazz Combos	1.0
MUSIC 226	Jazz Orchestra Repertoire	1.0
Total Units:		11.0

Music - A.A. Degree

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: www.laney.edu/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.

Program Learning Outcomes

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

1. Employ proper instrumental or vocal technique to construct properly prepared musical phrasing.
2. Apply basic music theory and skills.

3. Synthesize music skills ability, music theory knowledge, and instrumental or vocal technique into informed performances.

SUBJECT #	TITLE	UNITS
GROUP 1: Music Theory - (9 units):		9.0
MUSIC 101	Music Theory and Culture I	3.0
MUSIC 102	Music Theory and Culture II	3.0
MUSIC 103	Music Theory and Culture III	3.0
GROUP 2: Music Skills - (3 units):		3.0
MUSIC 121	Music Skills I	1.0
MUSIC 122	Music Skills II	1.0
MUSIC 123	Music Skills III	1.0
GROUP 3: List A - (4-6 units from the following):		4.0-6.0
MUSIC 008A	Music History: Antiquity Through the Renaissance	3.0
MUSIC 008B	Music History: The Baroque and Classical Eras	3.0
MUSIC 008C	Music History: The Romantic Era	3.0
MUSIC 008D	Music History: The Twentieth Century Through the Present	3.0
MUSIC 051A	Music History I: Antiquity to 1750	3.0
MUSIC 051B	Music History II: 1750 to Present	3.0
MUSIC 104	Music Theory and Culture IV	3.0
MUSIC 124	Music Skills IV	1.0
GROUP 4: Ensemble - (4 units):		4.0
MUSIC 032	Chinese Orchestra	1.0
MUSIC 052A	Orchestra	1.0
MUSIC 125	Chorus	1.0
MUSIC 126	Jazz Orchestra	1.0
MUSIC 127	Jazz Combos	1.0
MUSIC 128	Choral Repertoire	1.0
MUSIC 129	Jazz Orchestra Repertoire	1.0
MUSIC 142	Instrumental Ensemble	1.0
MUSIC 144	Intermediate Jazz Combos	1.0
MUSIC 145	Advanced Jazz Combos	1.0
MUSIC 146	Advanced Choral Repertoire	1.0
MUSIC 151	Pop Music Ensemble	1.0
GROUP 5: Applied Music - (4 units):		4.0
MUSIC 105	Classic Guitar I	1.0
MUSIC 106	Classic Guitar II	1.0
MUSIC 107	Classic Guitar III	1.0
MUSIC 108	Classic Guitar IV	1.0
MUSIC 117	Voice I	1.0
MUSIC 118	Voice II	1.0
MUSIC 119	Voice III	1.0
MUSIC 120	Voice IV	1.0
MUSIC 130	Elementary Piano Method I	1.0
MUSIC 131	Elementary Piano Method II	1.0
MUSIC 132	Elementary Piano Method III	1.0
MUSIC 133	Elementary Piano Method IV	1.0
MUSIC 134	Intermediate Piano Literature I	1.0

MUSIC 135	Intermediate Piano Literature II	1.0
MUSIC 136	Intermediate Piano Literature III	1.0
MUSIC 137	Intermediate Piano Literature IV	1.0
MUSIC 138	Jazz Piano I	1.0
MUSIC 139	Jazz Piano II	1.0
MUSIC 140	Jazz Piano III	1.0
MUSIC 141	Jazz Piano IV	1.0
MUSIC 150	Applied Music	1.0

Total Major Units:	24.0-26.0
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General Education Requirements:	18.0
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Electives to meet 60 units	
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Total Units	60.0
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Music - AA-T Degree

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 "P") 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 Degree in Music for Transfer (AA-T MUSIC) will also assist Music 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

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.

Program Learning Outcomes

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

1. Synthesize knowledge of performance skills, theory, and music history into an informed performance of music.
2. Demonstrate competency in aural skills.
3. Analyze musical examples for their formal and harmonic structure.

Core Courses (12 units)		12.0
MUSIC 101	Music Theory and Culture I	3.0
MUSIC 102	Music Theory and Culture II	3.0
MUSIC 103	Music Theory and Culture III	3.0
MUSIC 121	Music Skills I	1.0
MUSIC 122	Music Skills II	1.0
MUSIC 123	Music Skills III	1.0
List A: (Minimum of 4 units)		4.0
MUSIC 051A	Music History I: Antiquity to 1750	3.0
MUSIC 051B	Music History II: 1750 to Present	3.0
MUSIC 104	Music Theory and Culture IV	3.0
MUSIC 124	Music Skills IV	1.0
Applied Music (4 units)		4.0
One repeatable course for a total of 4 units		
MUSIC 150	Applied Music	1.0
Ensemble Music (4 units):		4.0
May include repeatable courses for a total of 4 units:		
MUSIC 032	Chinese Orchestra	1.0
MUSIC 052A	Orchestra	1.0
MUSIC 125	Chorus	1.0
MUSIC 126	Jazz Orchestra	1.0
MUSIC 127	Jazz Combos	1.0
MUSIC 128	Choral Repertoire	1.0
MUSIC 129	Jazz Orchestra Repertoire	1.0
MUSIC 142	Instrumental Ensemble	1.0
MUSIC 144	Intermediate Jazz Combos	1.0
MUSIC 145	Advanced Jazz Combos	1.0
MUSIC 146	Advanced Choral Repertoire	1.0
MUSIC 151	Pop Music Ensemble	1.0
Total Major Units:		24.0
IGETC or CSU GE-Breadth Education pattern:		37.0-39.0
CSU Transferable General Elective Courses to meet 60 units		
Total Units:		60.0

Music - Certificate of Achievement

The Music Certificate of Achievement provides a foundation in music theory, music skills (musicianship), solo performance, and ensemble performance. These fundamental skills promote success in music careers and artistic endeavors. After completing this program, students will be able to play concerts, compose music, participate in recording sessions, or continue with their studies towards an associate degree.

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.

Program Learning Outcomes

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

1. Synthesize knowledge of performance skills, theory, and music history into an informed performance of music.
2. Demonstrate musicianship skills
3. Apply basic music theory to music works and performances.

SUBJECT #	TITLE	UNITS
Group 1: Music Theory-All of the following (9 units):		9.0
MUSIC 101	Music Theory and Culture I	3.0
MUSIC 102	Music Theory and Culture II	3.0
MUSIC 103	Music Theory and Culture III	3.0
Group 2: Musicianship (Music Skills) – All of the following (3 units):		3.0
MUSIC 121	Music Skills I	1.0
MUSIC 122	Music Skills II	1.0
MUSIC 123	Music Skills III	1.0
Group 3: List A (4-6 Units from the following):		4.0-6.0
MUSIC 008A	Music History: Antiquity Through the Renaissance	3.0
MUSIC 008B	Music History: The Baroque and Classical Eras	3.0
MUSIC 008C	Music History: The Romantic Era	3.0
MUSIC 008D	Music History: The Twentieth Century Through the Present	3.0
MUSIC 051A	Music History I: Antiquity to 1750	3.0
MUSIC 051B	Music History II: 1750 to Present	3.0
MUSIC 104	Music Theory and Culture IV	3.0
MUSIC 124	Music Skills IV	1.0
Group 4: Performance Ensemble – Select a minimum of 4 units from the following (4 units):		4.0
MUSIC 032	Chinese Orchestra	1.0
MUSIC 052A	Orchestra	1.0
MUSIC 125	Chorus	1.0
MUSIC 126	Jazz Orchestra	1.0
MUSIC 127	Jazz Combos	1.0
MUSIC 128	Choral Repertoire	1.0
MUSIC 129	Jazz Orchestra Repertoire	1.0
MUSIC 142	Instrumental Ensemble	1.0
MUSIC 144	Intermediate Jazz Combos	1.0
MUSIC 145	Advanced Jazz Combos	1.0
MUSIC 146	Advanced Choral Repertoire	1.0
MUSIC 151	Pop Music Ensemble	1.0
Group 5: Applied Music – Select a minimum of 4 units from the following (4 units):		4.0
MUSIC 105	Classic Guitar I	1.0
MUSIC 106	Classic Guitar II	1.0
MUSIC 107	Classic Guitar III	1.0
MUSIC 108	Classic Guitar IV	1.0
MUSIC 117	Voice I	1.0
MUSIC 118	Voice II	1.0
MUSIC 119	Voice III	1.0
MUSIC 120	Voice IV	1.0
MUSIC 130	Elementary Piano Method I	1.0

MUSIC 131	Elementary Piano Method II	1.0
MUSIC 132	Elementary Piano Method III	1.0
MUSIC 133	Elementary Piano Method IV	1.0
MUSIC 134	Intermediate Piano Literature I	1.0
MUSIC 135	Intermediate Piano Literature II	1.0
MUSIC 136	Intermediate Piano Literature III	1.0
MUSIC 137	Intermediate Piano Literature IV	1.0
MUSIC 138	Jazz Piano I	1.0
MUSIC 139	Jazz Piano II	1.0
MUSIC 140	Jazz Piano III	1.0
MUSIC 141	Jazz Piano IV	1.0
MUSIC 150	Applied Music	1.0

Total Units:	24.0-26.0
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Music Appreciation - Certificate of Achievement

The Music Appreciation Certificate of Achievement is designed for students who pursue studies in Music Appreciation and Music History. Students will explore universal aspects of music as well as genre-specific histories. Related careers include: Music Journalism, Music Consultant, Pre-School and Elementary Music Education. Recommended for students with disabilities.

Career Opportunities

Music consultant, music journalist.

Program Learning Outcomes

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

1. Describe common elements of musical structure such as: pitch, rhythm, melody, timbre, volume, time, and instrumentation.
2. Analyze recorded musical examples and discuss cultural relevance.
3. Distinguish major developments, people, and events of Music History.

SUBJECT #	TITLE	UNITS
Core Courses:		9.0
MUSIC 010	Music Appreciation	3.0
MUSIC 015A	Jazz, Blues and Popular Music in the American Culture	3.0
MUSIC 015B	Jazz, Blues, and Popular Music in the American Culture	3.0
Total Units:		9.0

Music History - Certificate of Achievement

The Music History Certificate of Achievement covers a survey of over five thousand years of music history and its relevance to today's music. Students will examine musical and social developments, major composers, technical developments, stylistic trends, and economic changes related to music. After completing this program, students will be able to teach private lessons, compose music, or continue with their studies towards an associate degree.

Career Opportunities

Music teacher, performer, recording artist, promoter, arts management, arts administration.

Program Learning Outcomes

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

1. Analyze and examine the relationship between socio-economic forces and musical developments.
2. Analyze recorded musical examples for historical relevance.
3. Distinguish major developments, people, and events of Music History.

SUBJECT #	TITLE	UNITS
Music History (12 units)		12.0
MUSIC 008A	Music History: Antiquity Through the Renaissance	3.0
MUSIC 008B	Music History: The Baroque and Classical Eras	3.0
MUSIC 008C	Music History: The Romantic Era	3.0
MUSIC 008D	Music History: The Twentieth Century Through the Present	3.0
Total Units:		12.0

Music Theory - Certificate of Achievement

The Music Theory Certificate of Achievement recognizes mastery of essential music theory. Students will employ harmonic analysis using both Roman Numeral and Alphabet Chord systems, figured-bass, voice-leading, chord construction, inversion, harmonic progression, scales, and modes, introduction to atonal theory. After completing this program, students will be able to teach private lessons, compose music, or continue with their studies towards an associate degree.

Career Opportunities

Music teacher, performer, recording artist, promoter, arts management, arts administration.

Program Learning Outcomes

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

1. Harmonic analysis: Using both Roman Numeral and Alphabet Chord systems, successful students will analyze given excerpt of music related to the Jazz repertoire.
2. Chord construction: Successful students will explain, construct, and employ proper chord voicings, including inversions, and harmonic progressions. All common chord structures from triads to 13th chords will be included.
3. Music Composition: Under the guidance of the instructor, successful students will compose original compositions demonstrating principals of harmony and voice leading as presented in class.

SUBJECT #	TITLE	UNITS
Music Theory (12 units)		12.0
MUSIC 101	Music Theory and Culture I	3.0
MUSIC 102	Music Theory and Culture II	3.0
MUSIC 103	Music Theory and Culture III	3.0
MUSIC 104	Music Theory and Culture IV	3.0
Total Units:		12.0

Musicianship and Performance - Certificate of Achievement

The Musicianship and Performance Certificate of Achievement recognizes mastery of essential musicianship and music skills classes and in public performances. Students will employ Solfège, melodic dictation, harmonic dictation, melodic analysis, interval recognition, key signatures, time signatures, metric modulation, poly-rhythms. After completing this program, students will be able to teach private lessons, perform in concerts, or continue with their studies towards an associate degree.

Career Opportunities

Music teacher, performer, recording artist, promoter, arts management, arts administration.

Program Learning Outcomes

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

1. Employ proper use of Solfège.
2. Accurately take melodic and harmonic dictation.
3. Perform in public concerts.

SUBJECT #	TITLE	UNITS
Group 1: Music Skills All of the following (4 units):		4.0
MUSIC 121	Music Skills I	1.0
MUSIC 122	Music Skills II	1.0
MUSIC 123	Music Skills III	1.0
MUSIC 124	Music Skills IV	1.0
Group 2: Ensemble Performance - Select a minimum of 4 units from the following (4 units):		4.0
May include repeatable courses for a total of 4 units		
MUSIC 032	Chinese Orchestra	1.0
MUSIC 052A	Orchestra	1.0
MUSIC 125	Chorus	1.0
MUSIC 126	Jazz Orchestra	1.0
MUSIC 127	Jazz Combos	1.0
MUSIC 128	Choral Repertoire	1.0
MUSIC 129	Jazz Orchestra Repertoire	1.0
MUSIC 142	Instrumental Ensemble	1.0
MUSIC 144	Intermediate Jazz Combos	1.0
MUSIC 145	Advanced Jazz Combos	1.0
MUSIC 146	Advanced Choral Repertoire	1.0
MUSIC 151	Pop Music Ensemble	1.0
Total Units:		8.0

Natural Sciences Cluster

Associate in Science in Physics for Transfer Degree - AS-T Degree

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) 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 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.

Program Learning Outcomes

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

1. Analyze and critically evaluate scientific information.
2. Synthesize multiple concepts, integrating and connecting scientific information.
3. Properly use scientific equipment, following appropriate safety guidelines.

SUBJECT #	TITLE	UNITS
Core Courses (30 units):		30.0
PHYS 004A	General Physics with Calculus	5.0
PHYS 004B	General Physics with Calculus	5.0
PHYS 004C	General Physics with Calculus	5.0
MATH 003A	Calculus I	5.0
MATH 003B	Calculus II	5.0
MATH 003C	Calculus III	5.0
Total Major Units:		30.0
IGETC Education pattern:		37.0
Total Units:		60.0

Photography

Darkroom Photography - Certificate of Proficiency

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.

Program Learning Outcomes

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

1. Demonstrate proficiency in the black and white medium.
2. Analyze traditional photography for aesthetic presentation.
3. Create a working portfolio of traditional photography.

SUBJECT #	TITLE	UNITS
Core Courses		9.0
PHOTO 011	Introduction to Black/White Film Photography	3.0
PHOTO 012	Intermediate Black/White Darkroom Printing	3.0
PHOTO 013	Creative Darkroom: Alternative Processes	3.0
Total Units:		9.0

Photographic Foundations - Certificate of Achievement

The Photo Foundations Certificate of Achievement is designed to instruct students in the principles of digital capture of composition Natural, Available, Continuous, and Strobe light and its development. It will develop principles of composition and aesthetics. It will provide opportunity to create and capture lighting schemes for skill achievement and portfolio development.

Career Opportunities

Event, Portraiture, small set product photography, Art Copy Work.

Program Learning Outcomes

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

1. Model professional and ethical behavior while communicating with clients, management, and team members.
2. Demonstrate technical problem solving skills to determine the best solutions to creative challenges.
3. Demonstrate technical proficiency and application of photographic skills.

SUBJECT #	TITLE	UNITS
Core Courses:		9.0
PHOTO 071	Introduction to Digital Photography I	3.0
PHOTO 030A	Beginning Photographic Art and Design	3.0
PHOTO 074A	Beginning DSLR and Lighting for Professional Production I	3.0
Total Units:		9.0

Photography - A.A. Degree

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 foundational digital capture and processing 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.

Program Learning Outcomes

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

1. Model professional and ethical behavior while communicating with clients, management, and team members.
2. Demonstrate technical problem solving skills to determine the best solutions to creative challenges.
3. Demonstrate technical proficiency and application of photographic skills.

SUBJECT #	TITLE	UNITS
Core Requirements (21 units):		21.0
PHOTO 020	Photojournalism I	3.0
PHOTO 025	Looking at Images: History and Aesthetics of Photography	3.0
PHOTO 030A	Beginning Photographic Art and Design	3.0
PHOTO 071	Introduction to Digital Photography I	3.0
PHOTO 074A	Beginning DSLR and Lighting for Professional Production I	3.0
PHOTO 075A	Intermediate DSLR and Lighting for Professional Production I	3.0
PHOTO 076A	Advanced Professional Photography I	3.0
Select 6 units from the following: (6 units):		6.0
PHOTO 011	Introduction to Black/White Film Photography	3.0
PHOTO 012	Intermediate Black/White Darkroom Printing	3.0
PHOTO 013	Creative Darkroom: Alternative Processes	3.0
PHOTO 021	Photojournalism II	3.0
PHOTO 030B	Intermediate Photographic Art and Design	3.0
PHOTO 030C	Advanced Photographic Art and Design	3.0
PHOTO 072	Introduction to Digital Photography II	3.0
PHOTO 074B	Beginning DSLR and Lighting for Professional Production II	3.0
PHOTO 075B	Intermediate DSLR and Lighting for Professional Production II	3.0
PHOTO 076B	Advanced Professional Photography II	3.0
PHOTO 180	HDSLR Workflow for Digital Photography and Cinematography	3.0
PHOTO 182	Introduction to Lighting for Video and Video Equipped DSLR	3.0
Total Major Units:		27.0
General Education Requirements:		18.0
Electives to meet 60 units		
Total Units:		60.0

Photography - Certificate of Achievement

The Certificate of Achievement 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 foundational digital capture and processing to design courses, finishing with professionally oriented studio classes.

Career Opportunities

This program prepares you for employment in the commercial, industrial, technical, and scientific photographic fields. Intermediate and advanced classes emphasize the digital process prevalent in the industry.

Program Learning Outcomes

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

1. Model professional and ethical behavior while communicating with clients, management, and team members.
2. Demonstrate technical problem solving skills to determine the best solutions to creative challenges.
3. Demonstrate technical proficiency and application of photographic skills.

SUBJECT #	TITLE	UNITS
Core Curriculum (21 units):		21.0
PHOTO 020	Photojournalism I	3.0
PHOTO 025	Looking at Images: History and Aesthetics of Photography	3.0
PHOTO 030A	Beginning Photographic Art and Design	3.0
PHOTO 071	Introduction to Digital Photography I	3.0
PHOTO 074A	Beginning DSLR and Lighting for Professional Production I	3.0
PHOTO 075A	Intermediate DSLR and Lighting for Professional Production I	3.0
PHOTO 076A	Advanced Professional Photography I	3.0
Select one of the following (3 units):		3.0
PHOTO 011	Introduction to Black/White Film Photography	3.0
PHOTO 012	Intermediate Black/White Darkroom Printing	3.0
PHOTO 013	Creative Darkroom: Alternative Processes	3.0
PHOTO 021	Photojournalism II	3.0
PHOTO 030B	Intermediate Photographic Art and Design	3.0
PHOTO 030C	Advanced Photographic Art and Design	3.0
PHOTO 072	Introduction to Digital Photography II	3.0
PHOTO 074B	Beginning DSLR and Lighting for Professional Production II	3.0
PHOTO 075B	Intermediate DSLR and Lighting for Professional Production II	3.0
PHOTO 076B	Advanced Professional Photography II	3.0
PHOTO 180	HDSLR Workflow for Digital Photography and Cinematography	3.0
PHOTO 182	Introduction to Lighting for Video and Video Equipped DSLR	3.0
Total Units:		24.0

Professional Lighting - Certificate of Achievement

The classes in this program work to a professional level. They build an expanded awareness of light and its properties with a full variety of sources such as available light, strobe and continuous electronic appliances, adjunctive equipment and set building in the Studio and on location, their selected application to a highly complex state, and the business skills and methods needed to work at a professional level.

Career Opportunities

This program prepares for employment in commercial, industrial, technical, art and scientific photographic fields. Professional lighting classes emphasize the digital process prevalent in the industry.

Program Learning Outcomes

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

1. Model professional and ethical behavior while communicating with clients, management, and team members.
2. Demonstrate technical problem solving skills to determine the best solutions to creative challenges.
3. Demonstrate technical proficiency and application of photographic skills.

SUBJECT #	TITLE	UNITS
Core Courses (9 units):		9.0
PHOTO 074A	Beginning DSLR and Lighting for Professional Production I	3.0
PHOTO 075A	Intermediate DSLR and Lighting for Professional Production I	3.0
PHOTO 076A	Advanced Professional Photography I	3.0
Total Units:		9.0

Social Sciences Cluster (HIST, LABST, POSCI, PSYCH, SOCSC, SOC)

Associate In Arts Degree In Political Science For Transfer - AA-T Degree

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

Program Learning Outcomes

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

1. Define the core concepts of political science (government, regime, state, institutions, sovereignty, constitution, democracy, authoritarianism, and globalization)
2. Identify, compare, and contrast the major theoretical perspectives in the discipline.
3. Interpret political science research through a working knowledge of qualitative and quantitative research designs
4. Discuss the constitutional, institutional, cultural and institutional structures that produce and maintain political, social and ethnic inequalities.

SUBJECT #	TITLE	UNITS
Required Core Course (3 units):		3.0
POSCI 001	Government and Politics in the United States	3.0
Select three of the following (9-10 units):		9.0-10.0
POSCI 004	Political Theory	3.0
POSCI 002	Comparative Government	3.0
POSCI 003	International Relations	3.0
MATH 013	Introduction to Statistics	4.0
Select two of the following (6 units):		6.0
POSCI 016	State and Local Government	3.0
POSCI 006	The U.S. Constitution and Criminal Due Process	3.0
SOC 001	Introduction to Sociology	3.0
SOC 002	Social Problems	3.0
Total Major Units:		18.0-19.0
IGETC or CSU GE-Breadth Education pattern:		37.0-39.0
CSU Transferable General Elective Courses to meet 60 units		
Total Units:		60.0

Associate Of Arts Degree In Psychology For Transfer - AA-T Degree

The Associate in Arts Degree in Psychology for Transfer (AA-T PSYCH) 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 Psychology 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 Degree in Psychology for Transfer (AA-T PSYCH) 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.

Program Learning Outcomes

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

1. Read critically and write effective essays.
2. Analyze and utilize empirical findings.
3. Analyze major psychological theories and concepts.

SUBJECT #	TITLE	UNITS
Core Courses (14 units)		14.0
PSYCH 001A	Introduction to General Psychology	3.0
PSYCH 028	Introduction to Research Methods in Psychology	3.0
BIOL 010	Introduction to Biology	4.0
MATH 013	Introduction to Statistics	4.0
Select two of the following (min 6 units):		6.0
PSYCH 006	Social Psychology	3.0
PSYCH 007A	Psychology of Childhood	3.0
PSYCH 021	Lifespan Human Development	3.0
PSYCH 024	Abnormal Psychology	3.0
PSYCH 012	Human Sexuality	3.0
OR		
BIOL 027	Human Sexuality	3.0
SOC 001	Introduction to Sociology	3.0
PSYCH 026	Culture and Psychology	3.0
Total Major Units:		20.0
IGETC or CSU GE-Breadth Education pattern:		37.0-39.0
CSU Transferable Elective Course to meet 60 units:		
Total Units:		60.0

Global Studies - AA-T Degree

The Associate in Arts in Global Studies for Transfer Degree, (AA-T SOCSC) 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 Philosophy 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 "P") or better for each course in the major or area of emphasis.

No more than 60 semester units are required.

The Associate in Arts in Global Studies for Transfer Degree, (AA-T SOCSC) 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 in 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.

Program Learning Outcomes

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

1. Demonstrate knowledge of theories and concepts within global studies and the ability communicate them with accuracy, clarity and cultural sensitivity.
2. Develop an interdisciplinary training and ability to synthesize information.
3. Investigate and analyze global events.
4. Design a plan for social activism and civic engagement regarding a global issue.

SUBJECT #	TITLE	UNITS
Core Courses (6 units)		6.0
SOCSC 019	Introduction to Global Studies	3.0
SOCSC 020	Global Issues	3.0
List A: (min 15 units)		15.0
Select five courses (total) from the following areas:		
Culture and Society (choose at least one from the following):		
ANTHR 003	Introduction to Social and Cultural Anthropology	3.0
HIST 003B	World History Since 1500	3.0
Geography (choose at least one from the following):		
GEOG 001	Physical Geography	3.0
GEOG 002	Cultural Geography	3.0

GEOG 003	World Regional Geography	3.0
Economics (choose at least one from the following):		
ECON 001	Principles of Economics (Macro-Economics)	3.0
ECON 002	Principles of Economics (Micro-Economics)	3.0
Politics (choose at least one from the following):		
POSCI 002	Comparative Government	3.0
POSCI 003	International Relations	3.0
Total Major Units:		21.0
IGETC or CSU GE-Breadth Education pattern		37.0-39.0
CSU Transferable General Elective Courses to meet 60 units		
Total Units:		60.0

History - AA-T Degree

The Associate in Arts Degree in History for Transfer (AA-T HIST) is designed to provide students with an understanding of both a diverse array of societies and how and why the historical process shaped our world. Through the coursework associated with the History AA-T, students will address questions of identity, community, knowledge, consciousness, intelligibility, communication, and meaning as they explore the broad disciplinary terrain of history.

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 "P") or better for each course in the major or area of emphasis.
- No more than 60 semester units are required.

The Associate in Arts Degree in History for Transfer (AA-T HIST) will also assist History 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

A History AA-T Degree into a history program provides students with the large range of potential educational and career opportunities afforded a graduate in the humanities and/or social sciences that include, but by no means are limited to, careers in education, public service, law, business, and creative arts.

Program Learning Outcomes

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

1. Apply knowledge of the historical process within particular fields of history and effective analysis and evaluation of historical cause and effect.
2. Apply historical methodology and critical and creative thinking skills to analyze and evaluate primary and secondary sources and historical arguments.

3. Analyze and evaluate the diverse historical identities, forces, and structures that have shaped past and present human history and continue to influence human history.

SUBJECT #	TITLE	UNITS
Core Courses (6 units):		6.0
HIST 007A	History of the United States to 1877	3.0
HIST 007B	History of the United States Since 1865	3.0
List A: Select two courses (6 units):		6.0
HIST 002A	History of Europe to 1500	3.0
OR		
HIST 003A	World History to 1500	3.0
HIST 002B	History of Europe Since 1500	3.0
OR		
HIST 003B	World History Since 1500	3.0
List B: Area 1: Diversity Select one course (3 units):		3.0
Including HIST 3A or HIST 3B if not used in List A		
HIST 003A	World History to 1500	3.0
HIST 003B	World History Since 1500	3.0
HIST 019	History of California	3.0
AFRAM 001	Introduction to African American Studies	3.0
AFRAM 030	African American History: Africa to 1865	3.0
AFRAM 031	African American History: 1865-1945	3.0
AFRAM 032	African American History: 1945 to the Present	3.0
ETHST 001	Introduction to Ethnic Studies	3.0
ETHST 014	Community Building and Transformation in Urban America	3.0
GEOG 002	Cultural Geography	3.0
M/LAT 019	History of the Mexican American	3.0
M/LAT 034	History of Latinos in the United States: 1800 to Present	3.0
NATAM 001	History of Native American Indians	3.0
Area 2: Breadth Select one course (3 units):		3.0
Including any List A course if not already used		
HIST 002A	History of Europe to 1500	3.0
HIST 002B	History of Europe Since 1500	3.0
HIST 003A	World History to 1500	3.0
HIST 003B	World History Since 1500	3.0
HIST 019	History of California	3.0
GEOG 003	World Regional Geography	3.0
POSCI 001	Government and Politics in the United States	3.0
POSCI 002	Comparative Government	3.0
POSCI 003	International Relations	3.0
SOCSC 019	Introduction to Global Studies	3.0
SOCSC 020	Global Issues	3.0
Total Major Units:		18.0
IGETC or CSU GE-Breadth Education pattern		37.0-39.0
Electives to meet 60 units		

Social Sciences - A.A. Degree

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.

Program Learning Outcomes

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

1. Apply and communicate discipline-appropriate approaches to critically analyze and evaluate social processes and structures.
2. 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.
3. Apply and communicate analyses and evaluation of the foundations, opportunities, and challenges of diversity within the human experience.

SUBJECT #	TITLE	UNITS
Select 18 units from at least TWO discipline areas (18 units):		18.0

*or ** or *** or **** Students will receive credit for one course only.

AFRAM		
AFRAM 001	Introduction to African American Studies	3.0
AFRAM 002	Black Economics	3.0
AFRAM 005	The African American Family in the United States	3.0
AFRAM 008	African-American Politics	3.0
AFRAM 011	Perceptions of the African American Male in America	3.0
AFRAM 012	Psychology of African Americans	3.0
AFRAM 014A	Social Psychology of African American Male/Female Relationships	3.0
AFRAM 016	The Prison Industrial Complex: African American Incarceration	3.0
AFRAM 018	African Heritage of Latin America	3.0
*		
AFRAM 023	Perceptions of African American Women	3.0
AFRAM 030	African American History: Africa to 1865	3.0
AFRAM 031	African American History: 1865-1945	3.0
AFRAM 035	Women of Color	3.0

**

AFRAM 038	Environmental Racism and Justice	3.0
AFRAM 045	Religion and the African American Church in America	3.0
ANTHR		
ANTHR 002	Introduction to Archaeology and Prehistory	3.0
ANTHR 003	Introduction to Social and Cultural Anthropology	3.0
ANTHR 007	Magic, Religion and Witchcraft	3.0
ANTHR 014	Introduction to the Anthropology of Race, Class, Ethnicity, and Society	3.0
ASAME		
ASAME 021	Asian-American Communities	3.0
ASAME 026	Politics in Modern Asia	3.0
ASAME 030	Asians and Asian-Americans Through Films	3.0
ASAME 032	Asian-American Psychology	3.0
ASAME 035	Women of Color	3.0
BIOL		
BIOL 027	Human Sexuality	3.0

BUS		
BUS 005	Human Relations in Business	3.0
COMM		
COMM 019	Survey of Mass Media	3.0

COUN		
COUN 030	Personal Growth and Development	3.0
COUN 230	Strategies for Personal Development	3.0
CULIN		
CULIN 088	Introduction to Food and Culture	3.0
ECON		
ECON 001	Principles of Economics (Macro-Economics)	3.0
ECON 002	Principles of Economics (Micro-Economics)	3.0
ENGIN		
ENGIN 100	Earth Systems: Sustainability, Ecology & Environmental Justice for Technicians & Engineers	3.0
ETHST		
ETHST 001	Introduction to Ethnic Studies	3.0
ETHST 003	Race, Gender and Sports	3.0
ETHST 014	Community Building and Transformation in Urban America	3.0
ETHST 030	Introduction to Race, Gender and Health	3.0
ETHST 050	Introduction to Race, Class and Schools	3.0
GEOG		
GEOG 001	Physical Geography	3.0

GEOG 002	Cultural Geography	3.0
GEOG 003	World Regional Geography	3.0
GEOG 018	California Geography	3.0
HLTED		
HLTED 001	Exploring Health Issues	3.0
HIST		
HIST 002A	History of Europe to 1500	3.0
HIST 002B	History of Europe Since 1500	3.0
HIST 003A	World History to 1500	3.0
HIST 003B	World History Since 1500	3.0
HIST 007A	History of the United States to 1877	3.0
HIST 007B	History of the United States Since 1865	3.0
HIST 019	History of California	3.0
JOURN		
JOURN 062	Survey of Mass Media	3.0

LABST		
LABST 010	American Labor Movement	3.0
LABST 013	Economics for Labor and Community Leadership	3.0
LABST 021	Workplace Organizing	3.0
LABST 030	Labor Law	3.0
M/LAT		
M/LAT 012	United States Relations with Mexico and Latin America	3.0
M/LAT 019	History of the Mexican American	3.0
M/LAT 023	Psychology of Latinas and Latinos	3.0
M/LAT 031	Survey of Chicana/Latina Women	3.0
M/LAT 032	African Heritage of Latin America	3.0
*		
M/LAT 033	Introduction to Chicana/o and Latina/o Studies	3.0
M/LAT 034	History of Latinos in the United States: 1800 to Present	3.0
M/LAT 035	Women of Color	3.0
**		
NATAM		
NATAM 001	History of Native American Indians	3.0
NATAM 002	Native American Indians in Contemporary Society	3.0
NATAM 035	Women of Color	3.0
**		
POSCI		
POSCI 001	Government and Politics in the United States	3.0
POSCI 002	Comparative Government	3.0
POSCI 003	International Relations	3.0
POSCI 004	Political Theory	3.0
POSCI 006	The U.S. Constitution and Criminal Due Process	3.0

POSCI 016	State and Local Government	3.0
POSCI 021	Overview of the California Court System and State Law	3.0
PSYCH		
PSYCH 001A	Introduction to General Psychology	3.0
PSYCH 006	Social Psychology	3.0
PSYCH 007A	Psychology of Childhood	3.0
PSYCH 012	Human Sexuality	3.0

PSYCH 021	Lifespan Human Development	3.0
PSYCH 024	Abnormal Psychology	3.0
PSYCH 028	Introduction to Research Methods in Psychology	3.0
SOCSC		
SOCSC 019	Introduction to Global Studies	3.0
SOCSC 020	Global Issues	3.0
SOC		
SOC 001	Introduction to Sociology	3.0
SOC 002	Social Problems	3.0
SOC 005	Minority Groups	3.0
SOC 008	Crime and Deviance	3.0
SOC 013	Sociology of the Family	3.0
SOC 120	Introduction to Research Methods	3.0
Total Major Units:		18.0
General Education Requirements:		18.0
Electives to meet 60 units:		
Total Units:		60.0

Sociology - AA-T Degree

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:

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 (CSU) 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 "P") or better for each course in the major or area of emphasis.

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

Career Options: International Relations, Health Care, Urban Social Work, City Management, Business, Criminal Justice, Community-based Research and Social Activism, Local and State Agencies, Education/Administration

Program Learning Outcomes

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

1. Outline the research process and describe the different methods used within the discipline of sociology.
2. Distinguish among, and describe, different systems of social stratification, and analyze how these systems create social inequality.
3. Observe, describe, and sociologically analyze contemporary social problems, their causes, and solutions

SUBJECT #	TITLE	UNITS
Core Requirements (10 units)		10.0
SOC 001	Introduction to Sociology	3.0
SOC 002	Social Problems	3.0
MATH 013	Introduction to Statistics	4.0
Select any two courses from the following (6 units):		6.0
SOC 005	Minority Groups	3.0
SOC 008	Crime and Deviance	3.0
SOC 013	Sociology of the Family	3.0
SOC 120	Introduction to Research Methods	3.0
PSYCH 006	Social Psychology	3.0
Select one course from the following (3 units):		3.0
PSYCH 001A	Introduction to General Psychology	3.0
ANTHR 003	Introduction to Social and Cultural Anthropology	3.0
Total Major Units:		19.0
IGETC or CSU GE-Breadth Education pattern:		37.0-39.0
CSU Transferable General Elective Courses to meet 60 units		
Total Units:		60.0

Theatre Arts

Theatre Arts - A.A. Degree

The Theatre Arts Department provides students the opportunity to broaden their liberal arts education, gain practical experience for professional theater work, and prepare for continued higher education. One major production is offered each year utilizing Laney's outstanding theater training program. 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

Program Learning Outcomes

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

1. Demonstrate the fundamental performance and technical production processes for the theatre arts
2. Articulate the historical and cultural dimensions of theatre, including the works of leading playwrights, actors, directors, and designers, past and present.
3. Develop a clear understanding of the interaction between script, actor, and audience and the areas of scenery, lighting, sound, and costume.

SUBJECT #	TITLE	UNITS
Core Requirements (21 Units):		21.0
THART 002	Introduction to the Theatre Arts	3.0
THART 011	Principles and Theory of Improvisation	3.0
THART 020	Script Analysis	3.0
THART 022	Acting II	3.0
THART 021	Acting I	3.0
THART 031	Rehearsal and Production I	3.0
THART 032	Rehearsal and Production II	3.0
Electives- 3 courses from the following (9 units):		9.0
THART 033	Rehearsal and Production III	3.0
THART 034	Rehearsal and Production IV	3.0
THART 040	Stagecraft	3.0
THART 041	Introduction to Stage Lighting	3.0
Total Major Units:		30.0
General Education Requirements:		18.0
Electives to meet 60 Units:		
Total Units:		60.0

Theatre Arts - AA-T Degree

The Associate in Arts Degree in Theatre Arts for Transfer (AA-T THART) 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 theater arts 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 "P") or better for each course in the major or area of emphasis.

No more than 60 semester units are required.

The Associate in Arts Degree in Theatre Arts for Transfer (AA-T THART) will also assist theater 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

Program Learning Outcomes

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

1. Demonstrate the fundamental performance and technical production processes for the theatre arts
2. Articulate the historical and cultural dimensions of theatre, including the works of leading playwrights, actors, directors, and designers, past and present.
3. Develop a clear understanding of the interaction between script, actor, and audience and the areas of scenery, lighting, sound, and costume.

SUBJECT #	TITLE	UNITS
Core Courses (9 units):		9.0
THART 002	Introduction to the Theatre Arts	3.0
THART 021	Acting I	3.0
THART 031	Rehearsal and Production I	3.0
Electives--Select 9 units from the following (min 9 units):		9.0
THART 020	Script Analysis	3.0
THART 022	Acting II	3.0
THART 040	Stagecraft	3.0
THART 041	Introduction to Stage Lighting	3.0
Total Major Units:		18.0
IGETC or CSU GE-Breadth Education pattern:		37.0-39.0
Electives to meet 60 units:		
Total Units:		60.0

Welding

Welding Technology - A.S. Degree and Certificate of Achievement

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 biotech. 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.

Program Learning Outcomes

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

1. 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.
2. Students will determine several advantages and disadvantages of a given welding process, and differentiate between different welding processes.
3. 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.
4. 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.

SUBJECT #	TITLE	UNITS
Core Courses:		15.0
MACH 205	Engineering Drawings for Machinists, Welders and Industrial Maintenance Technician	
WELD 203A	Beginning Gas Tungsten Arc Welding	
WELD 204A	Wire Feed Welding	
WELD 205	Introduction to Welding	
WELD 211A	Arc Welding I	
Select 3 courses from the following:		9.0
WELD 203B	Intermediate Gas Tungsten Arc Welding (TIG)	3.0
WELD 203C	Advanced Gas Tungsten Arc Welding (TIG)	3.0
WELD 204B	Wire Feed Welding II (FCAW w/gas)	3.0
WELD 211B	Shielded Metal Arc Welding II (Stick/E6010)	3.0
WELD 221A	Beginning Oxygen-Acetylene Welding (OAW)	3.0
Total Major Units:		24.0
If completing an AS, students must also complete 18 GE Requirements units and Electives to meet 60 units.		
Recommended but not required:		
MATH 202	Geometry	3.0

Wood Technology

Digital Fabrication Technology--Wood Technology - Certificate of Achievement

Laney College's Wood Technology focused Digital Fabrication Technology Program prepares graduates for modern Digital Fabrication and Advanced Manufacturing careers in furniture, cabinet, industrial art, custom installation and parts manufacturing shops. These multi-disciplinary courses emphasize and expand on the fundamentals of computer-assisted design (CAD) and computer-assisted manufacturing (CAM) techniques. Students will learn intermediate and advanced skills in iterative, design oriented thinking by employing rapid prototyping philosophy framed within a creative problem solving mindset. Graduates will leave with the ability to: conceptualize a project, 3D model it in its entirety, create the project using computer numerically controlled (CNC) and advanced manufacturing equipment, rapidly analyze and improve a project through iteration, and finish a project using modern and hand techniques.

Career Opportunities

CNC operator CNC programmer Part designer Fabricator CAD/CAM specialist Design and fabrication consultant 3D printer operator Digital Fabrication technician Production assistant Manufacturing technician Shop fabricator Fabrication technician Fabrication lab manager Advanced manufacturing teacher Shop manager Process engineer Engineering Equipment Technician Makerspace and Instructional Support Technician Sign fabricator Fablab instructor Laser cutter operator

Program Learning Outcomes

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

1. Safety--Demonstrate proper safety protocols of all tools and equipment in the classroom .
2. Skills - Students will be able to use modern industrial computer numerically controlled (CNC) equipment to produce projects and apply improvements within the prototyping process.
3. Materials and Practices - Students will identify, analyze, evaluate and apply the correct materials to the appropriate production parameters creating efficient work flows for projects with optimal material use.

SUBJECT #	TITLE	UNITS
Fundamental skills (min 5 units):		5.0
CARP 224A	Digital Fabrication I	2.0
WDETC 010	Wood Technology I	3.0
Computer Assisted Design (min 3 or 4 units)		3.0-4.0
MACH 020	CAD Solid Modeling with Solidworks	4.0
OR		
ENGIN 022	Engineering Graphics	3.0
Further study in Digital Fabrication (min 6 units)		6.0
CARP 224B	Digital Fabrication II	2.0
WDETC 030	CAD/CAM Techniques in the Cabinet-Making Industry	4.0
Continuation and discovery of new disciplines (min 8 units)		8.0
MACH 210	Machine Technology I	5.0
WDETC 020	Wood Technology II	3.0
Cooperative Education (min 2 units)		2.0
WDETC 466N	Occupational Work Experience in Wood Technology	1.0-4.0
Total Units:		24.0-25.0

Wood Technology - A.S. Degree

The Associate of Science degree in Wood Technology offers woodworking instruction for career-oriented students. The two primary objectives of the program is to make each student a safe machine and/or tool user, and to provide the student with the problem-solving tools that relate to four-dimensional wood-based construction. Students will learn throughout the program the fundamentals of wood technology: operational machine safety, material classifications, selections and applications, primary fabrication processes and techniques, advanced construction problems and techniques, application of hardware and finishes, modern Computer Numerical Control (CNC) based cabinet manufacturing methodologies. Employment-oriented students are assisted in finding work fabricating custom furniture, kitchen cabinets, commercial fixtures, architectural millwork, and a wide variety of other wood products.

Career Opportunities

Bench Carpenter Mill persons Cabinet instillation Finishers CNC operators CNC programmers Cabinet Detailers

Program Learning Outcomes

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

1. 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 CAD/CAM software and CNC equipment that is current for the cabinet and furniture making industry.
2. Materials and Practices: Students will identify, analyze, evaluate and apply materials of the trade to the appropriate production standards creating efficient work flows for shop projects with optimal material use.
3. Communication and Calculate: Students will interpret, analyze and calculate in order to create architectural drawings and other shop documents used in the contemporary woodworking trade and communicate essential information from these documents to coworkers and clients with the appropriate nomenclature.
4. Safety: Students will evaluate, set up and operate stationary woodworking machines, portable power tools, and hand tools according to safe standard operational practices.

SUBJECT #	TITLE	UNITS
Core Courses (21-24 units):		21.0-24.0
WDETC 010	Wood Technology I	3.0
WDETC 10L	Wood Technology Laboratory I	4.0
WDETC 011	Furniture Cabinet Layout I	2.0
WDETC 020	Wood Technology II	3.0
WDETC 020L	Wood Technology Laboratory II	4.0
WDETC 021	Furniture Cabinet Layout II	2.0
WDETC 223	CAL-OSHA 30-Hour General Industry Training	2.0
MATH 220G	Technical Mathematics with Trigonometry (Lab)	1.0
MATH 220G is the end course of a series; students must complete or show competency of all the concepts covered in MATH 220A-G		
OR		
MATH 221	Technical Mathematics	4.0
*: A high level MATH course may be substituted.		
Total Major Units:		21.0-24.0
General Education Requirements:		18.0
Electives to meet 60 units:		
Total Units:		60.0

Wood Technology - Certificate of Achievement

The Certificate of Achievement in Wood Technology offers woodworking instruction for career-oriented students. The two primary objectives of the program is to make each student a safe machine and/or tool user, and to provide the student with the problem-solving tools that relate to four-dimensional wood-based construction. Students will learn throughout the program the fundamentals of wood technology: operational machine safety, material classifications, selections and applications, primary fabrication processes and techniques, advanced construction problems and techniques, application of hardware and finishes, modern Computer Numerical Control (CNC) based cabinet manufacturing methodologies. Employment-oriented students are assisted in finding work fabricating custom furniture, kitchen cabinets, commercial fixtures, architectural millwork, and a wide variety of other wood products.

Career Opportunities

Bench Carpenter Mill persons Cabinet instillation Finishers CNC operators CNC programmers Cabinet Detailers

Program Learning Outcomes

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

1. 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 CAD/CAM software and CNC equipment that is current for the cabinet and furniture making industry.
2. Materials and Practices: Students will identify, analyze, evaluate and apply materials of the trade to the appropriate production standards creating efficient work flows for shop projects with optimal material use.
3. Communication and Calculate: Students will interpret, analyze and calculate in order to create architectural drawings and other shop documents used in the contemporary woodworking trade and communicate essential information from these documents to coworkers and clients with the appropriate nomenclature.
4. Safety: Students will evaluate, set up and operate stationary woodworking machines, portable power tools, and hand tools according to safe standard operational practices.

SUBJECT #	TITLE	UNITS
Core Courses (21-24 units):		21.0-24.0
WDTEC 010	Wood Technology I	3.0
WDTEC 10L	Wood Technology Laboratory I	4.0
WDTEC 011	Furniture Cabinet Layout I	2.0
WDTEC 020	Wood Technology II	3.0
WDTEC 020L	Wood Technology Laboratory II	4.0
WDTEC 021	Furniture Cabinet Layout II	2.0
WDTEC 223	CAL-OSHA 30-Hour General Industry Training	2.0
MATH 220G	Technical Mathematics with Trigonometry (Lab)	1.0
MATH 220G is the end course of a series; students must complete or show competency of all the concepts covered in MATH 220A-G		
OR		
MATH 221	Technical Mathematics	4.0
* A high level MATH course may be substituted.		
Total Units:		21.0-24.0

Academic Composition Skills - Certificate of Competency

Summary

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.

Program Learning Outcomes

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

1. Write well organized, well developed, well edited, well researched, and clear essays.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses		
Students must complete a min of 52.5 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
Competency Requirement:		
Teacher or department will determine if student has met the competencies of the program and document it.		
Total Hours:		52.5-787.5

Accounting - A.S. Degree

Summary

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.

Program Learning Outcomes

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

1. Ethics and Personal Responsibility: Apply legal and ethical principles in business decision making.
2. Critical Thinking: Analyze business situations and recommend a solutions or plans for improvement.
3. Computational Skills: Prepare financial statements for a publicly held enterprise and analyze results.

Requirements

SUBJECT #	TITLE	UNITS
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Required core courses (11 units)		0.0
BUS 001A	Financial Accounting	4.0
BUS 001B	Managerial Accounting	4.0
BUS 002	Introduction to Business Law	3.0
Select at least 10 units from: (min 10 units)		0.0
BUS 004	Cost Accounting	3.0
BUS 020	General Accounting	3.0
BUS 021	Payroll Accounting	2.0
BUS 206	Certified Bookkeeper Exam Review	4.0
BUS 209	Fundamentals of Income Tax	4.0
Select at least 4 units from: (min 4 units)		0.0
BUS 024	Computerized Accounting Principles	3.0
BUS 043B	Introduction to Microsoft Excel for Business Applications	4.0
BUS 202	Business Mathematics	3.0
BUS 230D	Beginning Keyboarding	1.0
BUS 239	QuickBooks	1.5
Select at least 6 units from: (min 6 units)		0.0
BUS 005	Human Relations in Business	3.0
BUS 010	Introduction to Business	3.0
BUS 054	Small Business Management	3.0
BUS 201	Business Communications	3.0
BUS 210	Financial Management and Investments	3.0
ECON 001	Principles of Economics (Macro-Economics)	3.0
ECON 002	Principles of Economics (Micro-Economics)	3.0
		0.0
COMM 045	Public Speaking	3.0
		0.0
Total Major Units:		31.0
		0.0
General Education requirements		19.0
		0.0
Electives to meet 60 units:		
		60.0
Total Units:		60.0

Accounting - Certificate of Achievement

Summary

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.

Program Learning Outcomes

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

1. Computational Skills: Prepare financial statement for a publicly held enterprise and analyze results.
2. Computer Application Skills: Design and complete professional assignments using computer applications as Microsoft Excel, QuickBooks, general ledger software to summarize business transactions.
3. Ethics and Personal Responsibility: Apply legal and ethical principles when preparing business and accounting reports.

Requirements

SUBJECT #	TITLE	UNITS
Required Core Courses (12 units):		12.0
BUS 001A	Financial Accounting	4.0
BUS 001B	Managerial Accounting	4.0
BUS 043B	Introduction to Microsoft Excel for Business Applications	4.0
Select at least 5 units from the following (min 5 units):		5.0
BUS 004	Cost Accounting	3.0
BUS 021	Payroll Accounting	2.0
BUS 206	Certified Bookkeeper Exam Review	4.0
BUS 209	Fundamentals of Income Tax	4.0
BUS 230D	Beginning Keyboarding	1.0
BUS 239	QuickBooks	1.5
Select at least 3 units from following (min 3 units):		3.0
BUS 010	Introduction to Business	3.0
BUS 002	Introduction to Business Law	3.0
BUS 201	Business Communications	3.0

Advanced Carpentry - A.S. Degree

Summary

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.

Program Learning Outcomes

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

1. Communicate effectively in the technical language of the Carpentry/Construction Trades, including written, verbal and mathematical computation skills.
2. 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.
3. Analyze building components in order to determine the proper execution of construction or repair.

Requirements

SUBJECT #	TITLE	UNITS
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Core Courses (37.5-38.5 units):		37.5-38.5
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	OSHA 30-Hour Construction Safety Training	2.0
CARP 229	Rough Framing	3.5
CARP 230	Stair Building and Framing	2.0
CARP 231	Roof Framing	3.0
CARP 232	Residential Plumbing for Carpenters	1.5
CARP 233	Residential Electrical For Carpenters	1.5
CARP 240A	Construction Rehabilitation / Kitchens	2.0
CARP 240B	Construction Rehabilitation / Bathrooms	2.0
CONMT 210	Residential Building Codes for Carpenters	3.0
CARP 207	Math for Construction Trades	3.0
OR		
MATH 221	Technical Mathematics	4.0

Total Major Units:	37.5-38.5
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General Education Requirements:	18.0
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Refer to Associate Degree Requirements tab for more information.

Elective Courses to meet 60 units:	
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Total Units:	60.0
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Advanced Carpentry - Certificate of Achievement

Summary

The Advanced Carpentry Certificate of Achievement 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 for the Advanced Carpentry certificate 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.

Career Opportunities

Jobs as journey level carpenters, home re-modelers and general contractors.

Program Learning Outcomes

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

1. Communicate effectively in the technical language of the Carpentry/Construction Trades, including written, verbal and mathematical computation skills.
2. 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.
3. Analyze building components in order to determine the proper execution of construction or repair.

Requirements

SUBJECT #	TITLE	UNITS
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Core Courses:		37.5-38.5
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	OSHA 30-Hour Construction Safety Training	2.0
CARP 229	Rough Framing	3.5
CARP 230	Stair Building and Framing	2.0
CARP 231	Roof Framing	3.0
CARP 232	Residential Plumbing for Carpenters	1.5
CARP 233	Residential Electrical For Carpenters	1.5
CARP 240A	Construction Rehabilitation / Kitchens	2.0
CARP 240B	Construction Rehabilitation / Bathrooms	2.0
CONMT 210	Residential Building Codes for Carpenters	3.0
CARP 207	Math for Construction Trades	3.0
OR		
MATH 221	Technical Mathematics	4.0
Total Units:		37.5-38.5

Advanced Culinary Techniques - Certificate of Achievement

Summary

The Advanced Culinary Techniques Certificate of Achievement is designed specifically for culinary industry workers. It is a program of Applied Professional Training meant for hospitality employees, seeking to advance their careers into upper management and/or ownership.

Through individual hands-on practice, team work and personalized guidance by instructors, the Laney College ACT CA program provides students the opportunity to perfect existing skill set, gain hands-on experience with modern international techniques, and gain managerial expertise.

Career Opportunities

Operational management and/or ownership: Executive Chef, Food and Beverage Director, General Manager, Business Owner.

Program Learning Outcomes

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

1. Apply the concepts and techniques of food safety, sanitation, personal hygiene, and professionalism in food handling, preparation, proper service techniques, and dining room management including the use of commercial equipment and tools.
2. Synthesize classical cooking terminology and station organization.
3. 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.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses:		13.0
CULIN 238	International Cuisine	7.0
CULIN 243	Principles of Food, Beverage, and Labor Controls	3.0

Total Units:**13.0****African American Studies - A.A. Degree****Summary**

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 centered in the principles of social justice and self-determination of oppressed communities. This program utilizes 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

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

Program Learning Outcomes

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

1. 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).
2. Research: Evaluate the development of the field of African American Studies, and utilize research methodologies and scholarship within the field to produce research papers.
3. Analysis of issues: Effectively employ social science methodologies in the analysis of issues related to African Americans.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses (15 units):		15.0
AFRAM 001	Introduction to African American Studies	3.0
AFRAM 005	The African American Family in the United States	3.0
AFRAM 014A	Social Psychology of African American Male/Female Relationships	3.0
AFRAM 030	African American History: Africa to 1865	3.0
AFRAM 031	African American History: 1865-1945	3.0
Electives (6 units):		6.0
AFRAM 002	Black Economics	3.0
AFRAM 008	African-American Politics	3.0
AFRAM 011	Perceptions of the African American Male in America	3.0
AFRAM 012	Psychology of African Americans	3.0
AFRAM 016	The Prison Industrial Complex: African American Incarceration	3.0
AFRAM 023	Perceptions of African American Women	3.0
AFRAM 026	African American Culture: Black Music, Art, and Literature	3.0

AFRAM 029	African American Experience Through Films	3.0
AFRAM 032	African American History: 1945 to the Present	3.0
AFRAM 038	Environmental Racism and Justice	3.0
AFRAM 045	Religion and the African American Church in America	3.0
AFRAM 035	Women of Color	3.0
OR		
ASAME 035	Women of Color	3.0
OR		
M/LAT 035	Women of Color	3.0
OR		
NATAM 035	Women of Color	3.0

Total Major Units:	21.0
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General Education Requirements:	18.0
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Electives to meet 60 units	
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Total Units:	60.0
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Android Programming - Certificate of Achievement

Summary

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.

Program Learning Outcomes

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

1. 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
2. Design and implement abstract data types using classes, encapsulation, inheritance, polymorphism, exceptions, events, multithreading, collections and generics
3. Create User Interfaces UIs using controls, layout managers, adaptors, menus and dialogs
4. Implement Android applications incorporating activities, services, content providers, broadcast receivers, location tracking, maps, and Internet access
5. Integrate database management systems, media/content playback, and APIs.
6. Write and debug apps using multiple threads, including their use to optimize power efficiency and performance.
7. Implement memory management best practices.

Requirements

SUBJECT #	TITLE	UNITS
Complete the following courses:		16.0

CIS 006	Introduction to Computer Programming	5.0
CIS 025	Object Oriented Programming Using C++	4.0
OR		
CIS 036A	Java Programming Language I	4.0
CIS 079A	Introduction to Application Design in Android	3.0
CIS 079B	Advanced Application Design in Android	3.0
CIS 205	Computer Literacy	1.0
Total Units:		16.0

Anthropology - AA-T Degree

Summary

The Associate in Arts Degree in Anthropology for Transfer (AA-T ANTHR) 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 Anthropology 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 20 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 "P") or better for each course in the major or area of emphasis.
- No more than 60 semester units are required.

The Associate in Arts Degree in Anthropology for Transfer (AA-T ANTHR) 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.

Program Learning Outcomes

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

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

Requirements

SUBJECT #	TITLE	UNITS
Core Courses (9 units)		9.0
ANTHR 001	Introduction to Physical Anthropology	3.0
ANTHR 002	Introduction to Archaeology and Prehistory	3.0

ANTHR 003	Introduction to Social and Cultural Anthropology	3.0
List A (8 units):		8.0
ANTHR 001L	Physical Anthropology Laboratory	1.0
MATH 013	Introduction to Statistics	4.0
SOC 120	Introduction to Research Methods	3.0
Select 1 course from the following (min 3 units):		3.0
ANTHR 007	Magic, Religion and Witchcraft	3.0
ANTHR 014	Introduction to the Anthropology of Race, Class, Ethnicity, and Society	3.0
ANTHR 019	Anthropology of Sex and Gender	3.0
HUMAN 040	Religions of the World	3.0
SOC 001	Introduction to Sociology	3.0
Total Major Units:		20.0
IGETC or CSU GE-Breadth Education pattern:		37.0-39.0
CSU Transferable General Elective Courses to meet 60 units		
Total Units:		60.0

Applied Graphic Design/Digital Imaging - A.A. Degree

Summary

The AA degree 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.

Program Learning Outcomes

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

1. Create complete and correct graphic files for both print and web
2. Apply the elements and principles of effective graphic design
3. Analyze, plan and implement design strategies based on customers desires.

Requirements

SUBJECT #	TITLE	UNITS
First Semester (9 units):		9.0
GRART 032	Digital Documents (Adobe InDesign)	3.0
GRART 111	Elements and Principles of Graphic Design	3.0
GRART 113	Typography	3.0
Second Semester (9 units):		9.0

GRART 034	Adobe Illustrator Basics	3.0
GRART 112	Creative Process and Solutions	3.0
GRART 121	Applied Graphic Design 1	3.0
Third Semester (6 units):		6.0
GRART 036	Adobe Photoshop Basics	3.0
GRART 122	Applied Graphic Design 2	3.0
Fourth Semester (9 units):		9.0
GRART 114	Graphic Design Technology	3.0
GRART 123	Applied Graphic Design 3	3.0
GRART 042	Web Graphics (Dreamweaver)	3.0
Total Major Units		33.0
General Education Requirements:		18.0
Electives to meet 60 units		
Total Units:		60.0

Applied Graphic Design/Digital Imaging - Certificate of Achievement

Summary

The 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.

Program Learning Outcomes

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

1. Create complete and correct graphic files for both print and web in a project
2. Apply the elements and principles of effective graphic design
3. Analyze, plan and implement design strategies based on customers desires.

Requirements

SUBJECT #	TITLE	UNITS
First Semester (9 units):		9.0
GRART 032	Digital Documents (Adobe InDesign)	3.0
GRART 111	Elements and Principles of Graphic Design	3.0
GRART 113	Typography	3.0
Second Semester (9 units):		9.0

GRART 034	Adobe Illustrator Basics	3.0
GRART 112	Creative Process and Solutions	3.0
GRART 121	Applied Graphic Design 1	3.0
Third Semester (6 units):		6.0
GRART 036	Adobe Photoshop Basics	3.0
GRART 122	Applied Graphic Design 2	3.0
Fourth Semester (9 units):		9.0
GRART 042	Web Graphics (Dreamweaver)	3.0
GRART 114	Graphic Design Technology	3.0
GRART 123	Applied Graphic Design 3	3.0
Total Units:		33.0

AR/VR: Immersive Design - Certificate of Achievement

Summary

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

Program Learning Outcomes

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

1. Students will be able to design and create an AR or VR project from concept to final product.
2. Collaborate effectively with production team.
3. Adapt professional skills to most current VR and AR technology industry standards

Requirements

SUBJECT #	TITLE	UNITS
Core Courses:		19.0
CIS 044	C# for Immersive Design	4.0
MEDIA 070	XR Design: Virtual Reality	3.0
MEDIA 072	3D Modeling for AR/VR	3.0
*: Students can substitute with MMART 191.		
MEDIA 075	Augmented Reality	3.0
MEDIA 077	Virtual Cinema	3.0
MEDIA 080	Advanced AR/VR Unity Training	3.0
Total Units:		19.0

Architecture - A.S. Degree

Summary

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

Program Learning Outcomes

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

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

Requirements

SUBJECT #	TITLE	UNITS
First Semester (9 units):		9.0
ARCH 010	Introduction to Architecture	2.0
ARCH 013	Architectural Drafting and Design I	4.0
*Students should be aware that ARCH 211 is a prerequisite for this course		
ARCH 104A	Beginning Computer Aided Drafting (CAD)	3.0
Second Semester (10 units):		10.0
ARCH 023	Architectural Drafting and Design II	4.0
CONMT 020	Blueprint Reading and Interpretation	3.0
ARCH 125	Digital Tools for Architecture and Design	3.0
Third Semester (9 units):		9.0
ARCH 033	Architectural Drafting and Design III	4.0
CONMT 032	Materials and Methods of Construction	3.0
ARCH 121A	Beginning REVIT--Building Information Modeling (BIM)	2.0
Fourth Semester (6 units):		6.0
ARCH 043	Architectural Drafting and Design IV	4.0
ARCH 121B	Advanced REVIT--Building Information Modeling (BIM)	2.0
Total Major Units:		34.0
General Education Requirements:		18.0
Refer to Associate Degree Requirements tab for more information.		
Electives to meet 60 units:		
Total Units		60.0
Recommended But Not Required		0.0

ARCH 035	Perspective, Shades and Shadows I	2.0
ARCH 045	Perspective, Shades and Shadows II	2.0
ARCH 107	Architectural History and Theory	3.0
ARCH 111	Sustainable Design Applications	3.0
ART 060	Beginning Painting: Watercolor	2.0
ART 176	Beginning Sculpture	3.0
COMM 001A	Introduction to Speech	3.0
COMM 045	Public Speaking	3.0
ENGL 001A	Composition and Reading	4.0
ENGL 001B	Composition and Reading	4.0
PHOTO 011	Introduction to Black/White Film Photography	3.0
PHYS 003A	General Physics	5.0
PHYS 004A	General Physics with Calculus	5.0

Architecture - Certificate of Achievement

Summary

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

Program Learning Outcomes

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

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

Requirements

SUBJECT #	TITLE	UNITS
First Semester (9 units):		9.0
ARCH 010	Introduction to Architecture	2.0
ARCH 013	Architectural Drafting and Design I	4.0
* Students should be aware that ARCH 211 is a prerequisite for this course		
ARCH 104A	Beginning Computer Aided Drafting (CAD)	3.0
Second Semester (10 units):		10.0
ARCH 023	Architectural Drafting and Design II	4.0
CONMT 020	Blueprint Reading and Interpretation	3.0
ARCH 125	Digital Tools for Architecture and Design	3.0
Third Semester (5 units)		5.0

CONMT 032	Materials and Methods of Construction	3.0
ARCH 121A	Beginning REVIT--Building Information Modeling (BIM)	2.0
Fourth Semester (2 units):		2.0
ARCH 121B	Advanced REVIT--Building Information Modeling (BIM)	2.0
Total Units:		26.0
Recommended but not required		0.0
ARCH 033	Architectural Drafting and Design III	4.0
ARCH 035	Perspective, Shades and Shadows I	2.0
ARCH 043	Architectural Drafting and Design IV	4.0
ARCH 045	Perspective, Shades and Shadows II	2.0
ARCH 107	Architectural History and Theory	3.0
ARCH 111	Sustainable Design Applications	3.0
ART 060	Beginning Painting: Watercolor	2.0
ART 176	Beginning Sculpture	3.0
COMM 001A	Introduction to Speech	3.0
COMM 045	Public Speaking	3.0
ENGL 001A	Composition and Reading	4.0
ENGL 001B	Composition and Reading	4.0
PHOTO 011	Introduction to Black/White Film Photography	3.0
PHYS 003A	General Physics	5.0
PHYS 004A	General Physics with Calculus	5.0

Asian and Asian American Studies - A.A. Degree

Summary

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.

Program Learning Outcomes

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

1. Evaluate the development of the field of Asian American Studies, and utilize research methodologies and scholarship within the field to produce research papers.
2. Effectively employ social science methodologies in the analysis of issues related to Asian American Studies
3. Identify, and describe, the general history of Asian American people in the U.S.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses (6 units):		6.0

ASAME 045A	Asian-American History to 1945	3.0
ASAME 035	Women of Color	3.0
* Students may substitute AFRAM 35 OR, M/LAT 35 OR NATAM 35 for the requirement, but ASAME 35 is preferred.		
OR		
AFRAM 035	Women of Color	3.0
OR		
M/LAT 035	Women of Color	3.0
OR		
NATAM 035	Women of Color	3.0
Arts and Humanities (3 units):		3.0
ASAME 010	Asian and Asian American Popular Culture	3.0
ASAME 030	Asians and Asian-Americans Through Films	3.0
Social Sciences and History (6 units):		6.0
ASAME 002	Introduction to the Pacific Islander Experience from 1850 to the Present	3.0
ASAME 021	Asian-American Communities	3.0
ASAME 032	Asian-American Psychology	3.0
ASAME 042	Southeast Asians in the United States	3.0
ASAME 045B	Asian American History From 1945 to the Present	3.0
Comparative Courses (3 units):		3.0
ETHST 001	Introduction to Ethnic Studies	3.0
ETHST 003	Race, Gender and Sports	3.0
ETHST 012	Economics and Social Change: Racial Conflict and Class in America	3.0
ETHST 013	Introduction to Community Based Research in Urban America	3.0
ETHST 014	Community Building and Transformation in Urban America	3.0
ETHST 030	Introduction to Race, Gender and Health	3.0
ETHST 050	Introduction to Race, Class and Schools	3.0
Total Major Units:		18.0
General Education Requirements:		18.0
Electives Courses to meet 60 units		
Total Units:		60.0

Associate In Arts Degree In English For Transfer - AA-T Degree

Summary

The Associate in Arts in English for Transfer Degree (AA-T in ENGL) 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 English 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:
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- 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 English for Transfer Degree (AA-T in ENGL) will also assist English 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

English majors go into a variety fields including law, education, publishing, business, government, media relations, entertainment, counseling, journalism, technical writing, nonprofit development and fundraising, museums, and many more.

Program Learning Outcomes

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

1. Apply techniques of close textual reading, analysis, and interpretation of a variety of literary genres in their social, cultural, historical, and political contexts.
2. Develop individual perspectives in essays that demonstrate critical thinking, logical organization, and command of voice and style.
3. Conduct inquiry into historical and contemporary discourse, in order to respond to and influence contemporary discourse, one's self, and the world.

Requirements

SUBJECT #	TITLE	UNITS
Required Courses (7 units)		7.0
ENGL 001B	Composition and Reading	4.0
ENGL 005	Critical Thinking in Reading and Writing	3.0
List A: Choose two of the following (6 units):		6.0
ENGL 030A	Introduction to American Literature	3.0
ENGL 030B	Introduction to American Literature	3.0
List B: Choose one of the following (3-4 units)		3.0-4.0
ENGL 001A	Composition and Reading	4.0
ENGL 010A	Creative Writing	3.0
List C: Choose one of the following (3 units):		3.0
ENGL 010B	Creative Writing	3.0
ENGL 017A	Shakespeare	3.0
ENGL 017B	Shakespeare	3.0
ENGL 031	Survey of African-American Literature	3.0
ENGL 043	Introduction to the Study of Poetry	3.0
COMM 002A	The Fundamentals of Oral Interpretation of Literature	3.0
JOURN 021	Newsriting	3.0
M/LAT 036	Survey of Latina/o Literature	3.0

Total Major Units:	19.0-20.0
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IGETC or CSU GE-Breadth Education Pattern:	37.0-39.0
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CSU Transferable General Elective Courses to meet 60 units:	
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Total Units:	60.0
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Associate In Arts Degree In Kinesiology For Transfer - AA-T Degree

Summary

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.

Program Learning Outcomes

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

1. Critically analyze anatomical and physiological factors in the development of exercise prescription, prevention and rehabilitation programs designed to meet individual goals and circumstances
2. 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)
3. Identify career and / or educational options in physical education, and formulate an action plan to successfully pursue and attain those options

Requirements

SUBJECT #	TITLE	UNITS
Required Core Courses (13 units)		13.0

KIN 150	Introduction to Kinesiology	3.0
BIOL 002	Human Anatomy	5.0
AND		
BIOL 004	Human Physiology	5.0
OR		
BIOL 020A	Human Anatomy and Physiology	5.0
AND		
BIOL 020B	Human Anatomy and Physiology	5.0

Movement Based Courses: Select at least one course each from three of the following areas (3 units):	3.0
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Aquatics (min 1 unit):	
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KIN 014B	Water Polo II - Beginning	1.0
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Dance (min 1 unit):	
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DANCE 060	Ballet I	1.0
DANCE 061	Ballet II	1.0
DANCE 064	Jazz Dance I	1.0
DANCE 068	Modern Dance I	1.0
DANCE 072	Jazz Tap I	1.0
DANCE 073	Jazz Tap II	1.0
DANCE 076	West African Dance I	1.0
DANCE 077	West African Dance II	1.0
DANCE 080	Haitian Dance I	1.0
DANCE 081	Haitian Dance II	1.0

Fitness (min 1 unit):	
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SPFT 054A	Cross Fitness I - Fundamentals	1.0
SPFT 054B	Cross Fitness II - Beginning	1.0

Individual Sport (min 1 unit):	
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KIN 107B	Tennis II - Beginning	1.0
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Team Sports (1 unit):	
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KIN 076B	Baseball II - Beginning	1.0
SPFT 086A	Flag Football I - Fundamentals	1.0
SPFT 086B	Flag Football II - Beginning	1.0

List A: Select two courses from the following (7-10 units):	7.0-10.0
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MATH 013	Introduction to Statistics	4.0
CHEM 001A	General Chemistry	5.0
OR		
CHEM 030A	Introductory General Chemistry	4.0
PHYS 003A	General Physics	5.0
OR		
PHYS 004A	General Physics with Calculus	5.0
HLTED 014	First Aid and CPR	3.0

Total Major Units:	23.0-26.0
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Associate in Arts Degree in Music for Transfer - AA-T Degree

Summary

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 "P") 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 Degree in Music for Transfer (AA-T MUSIC) will also assist Music 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

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.

Program Learning Outcomes

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

1. Synthesize knowledge of performance skills, theory, and music history into an informed performance of music.
2. Demonstrate competency in aural skills.
3. Analyze musical examples for their formal and harmonic structure.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses (12 units)		12.0
MUSIC 101	Music Theory and Culture I	3.0
MUSIC 102	Music Theory and Culture II	3.0
MUSIC 103	Music Theory and Culture III	3.0

MUSIC 121	Music Skills I	1.0
MUSIC 122	Music Skills II	1.0
MUSIC 123	Music Skills III	1.0
List A: (Minimum of 4 units)		4.0
MUSIC 051A	Music History I: Antiquity to 1750	3.0
MUSIC 051B	Music History II: 1750 to Present	3.0
MUSIC 104	Music Theory and Culture IV	3.0
MUSIC 124	Music Skills IV	1.0
Applied Music (4 units)		4.0
One repeatable course for a total of 4 units		
MUSIC 150	Applied Music	1.0
Ensemble Music (4 units):		4.0
May include repeatable courses for a total of 4 units:		
MUSIC 032	Chinese Orchestra	1.0
MUSIC 052A	Orchestra	1.0
MUSIC 125	Chorus	1.0
MUSIC 126	Jazz Orchestra	1.0
MUSIC 127	Jazz Combos	1.0
MUSIC 128	Choral Repertoire	1.0
MUSIC 129	Jazz Orchestra Repertoire	1.0
MUSIC 142	Instrumental Ensemble	1.0
MUSIC 144	Intermediate Jazz Combos	1.0
MUSIC 145	Advanced Jazz Combos	1.0
MUSIC 146	Advanced Choral Repertoire	1.0
MUSIC 151	Pop Music Ensemble	1.0
Total Major Units:		24.0
IGETC or CSU GE-Breadth Education pattern:		37.0-39.0
CSU Transferable General Elective Courses to meet 60 units		
Total Units:		60.0

Associate In Arts Degree In Political Science For Transfer - AA-T Degree

Summary

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

Program Learning Outcomes

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

1. Define the core concepts of political science (government, regime, state, institutions, sovereignty, constitution, democracy, authoritarianism, and globalization)
2. Identify, compare, and contrast the major theoretical perspectives in the discipline.
3. Interpret political science research through a working knowledge of qualitative and quantitative research designs
4. Discuss the constitutional, institutional, cultural and institutional structures that produce and maintain political, social and ethnic inequalities.

Requirements

SUBJECT #	TITLE	UNITS
Required Core Course (3 units):		3.0
POSCI 001	Government and Politics in the United States	3.0
Select three of the following (9-10 units):		9.0-10.0
POSCI 004	Political Theory	3.0
POSCI 002	Comparative Government	3.0
POSCI 003	International Relations	3.0
MATH 013	Introduction to Statistics	4.0
Select two of the following (6 units):		6.0
POSCI 016	State and Local Government	3.0
POSCI 006	The U.S. Constitution and Criminal Due Process	3.0
SOC 001	Introduction to Sociology	3.0
SOC 002	Social Problems	3.0
Total Major Units:		18.0-19.0
IGETC or CSU GE-Breadth Education pattern:		37.0-39.0
CSU Transferable General Elective Courses to meet 60 units		
Total Units:		60.0

Associate In Arts Degree In Studio Arts For Transfer - AA-T Degree

Summary

The Associate in Arts in Studio Arts for Transfer Degree, (AA-T Studio Arts) 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:

- 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 Studio Arts for Transfer Degree, (AA-T Studio Arts) 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.

Program Learning Outcomes

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

1. 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.
2. Produce artworks in various media reflecting an understanding of line, shape, value, texture, space, color, scale, proportion, balance, mood, movement, mass, and emphasis.
3. Assemble a portfolio of strong drawings, painting, sculptures or digital media that demonstrate skill and understanding of techniques in various media.

Requirements

SUBJECT #	TITLE	UNITS
Core Curriculum		0.0
ART 003	History of Western Art: Renaissance to Contemporary Art	3.0
ART 046	2-D Visual Design	3.0
ART 047	3-D Visual Design	3.0
ART 020	Beginning Drawing & Composition	3.0
Art History: Select one course (3 units)		0.0
ART 002	History of Western Art: Prehistoric Through the Middle Ages	3.0
ART 004	History of Modern Art (1800 to Present)	3.0
ART 005	History of Asian Art (Past to Present)	3.0
Studio Art: Select three courses (9 units)		0.0
ART 040	Color Dynamics: The Interaction of Color	3.0
ART 050	Beginning Painting	3.0
ART 080	Beginning Ceramics	3.0
ART 100	Beginning Printmaking	3.0
ART 165	Beginning Figure Sculpture	3.0
ART 176	Beginning Sculpture	3.0
		3.0
ART 022	Intermediate Drawing and Composition	3.0
OR		
ART 137	Beginning Figure Drawing and Composition	3.0
CSU and IGTEC requirements		0.0
		37.0-39.0
Unit Calculation		60.0

Associate In Arts In Communication Studies For Transfer - AA-T Degree

Summary

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

Program Learning Outcomes

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

1. Research and think critically about effective communication skills to influence and impact mass communication.
2. Speak clearly, listen effectively, resolve conflict, and deliver a message/presentation concisely, while using appropriate nonverbal communication, and voice shared goals to create, build and maintain relationships.
3. Use conflict resolution to strengthen groups and individual cohesion.
4. Analyze and reflect on interactions that are empathetic, non-defensive, therapeutic, and appreciative, while listening to others.

Requirements

SUBJECT #	TITLE	UNITS
Complete the following core requirement courses:		9.0
COMM 045	Public Speaking	3.0
COMM 044	Argumentation	3.0
COMM 020	Interpersonal Communication Skills	3.0
Complete the following courses:		6.0
COMM 019	Survey of Mass Media	3.0
COMM 002A	The Fundamentals of Oral Interpretation of Literature	3.0
Select one course from the following:		3.0-4.0
ANTHR 003	Introduction to Social and Cultural Anthropology	3.0
PSYCH 001A	Introduction to General Psychology	3.0
SOC 001	Introduction to Sociology	3.0
ENGL 001B	Composition and Reading	4.0
ENGL 005	Critical Thinking in Reading and Writing	3.0
JOURN 021	Newsriting	3.0
Total Major Units:		18.0-19.0
IGETC or CSU GE-Breadth Education Pattern		37.0-39.0
CSU Electives to meet 60 units:		

Associate in Arts in Economics for Transfer Degree - AA-T Degree

Summary

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.

Program Learning Outcomes

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

1. Apply economic theories and economic reasoning to real life situations
2. Use analytical techniques to measure economic conditions related to the individual, business firms, industries, and economic systems.
3. Explain the role that households, business organizations, governments, and the international sector, play in free markets, command economies, and mixed economies.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses (13-15 units):		13.0-15.0
ECON 001	Principles of Economics (Macro-Economics)	3.0
ECON 002	Principles of Economics (Micro-Economics)	3.0
MATH 013	Introduction to Statistics	4.0
MATH 016A	Calculus for Business and the Life and Social Sciences	3.0
OR		
MATH 003A	Calculus I	5.0
List A: Select one course from the following (4-5 units):		4.0-5.0
MATH 003B	Calculus II	5.0
BUS 001A	Financial Accounting	4.0
BUS 001B	Managerial Accounting	4.0

CIS 001	Introduction to Computer Information Systems	4.0
List B: Select one course from the following (3-5 units):		3.0-5.0
MATH 003C	Calculus III	5.0
MATH 003E	Linear Algebra	3.0

Any List A course not already used.

Total Major Units:	20.0-25.0
IGETC or CSU GE-Breadth Education Pattern:	37.0-39.0
CSU Transferable General Elective Courses to meet 60 units	
Total Units:	60.0

Associate in Science in Physics for Transfer Degree - AS-T Degree

Summary

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) 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 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.

Program Learning Outcomes

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

1. Analyze and critically evaluate scientific information.
2. Synthesize multiple concepts, integrating and connecting scientific information.
3. Properly use scientific equipment, following appropriate safety guidelines.

Requirements

SUBJECT #	TITLE	UNITS
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Core Courses (30 units):		30.0
PHYS 004A	General Physics with Calculus	5.0
PHYS 004B	General Physics with Calculus	5.0
PHYS 004C	General Physics with Calculus	5.0
MATH 003A	Calculus I	5.0
MATH 003B	Calculus II	5.0
MATH 003C	Calculus III	5.0
Total Major Units:		30.0
IGETC Education pattern:		37.0
Total Units:		60.0

Associate Of Art In Theatre Arts - A.A. Degree

Summary

The Theatre Arts Department provides students the opportunity to broaden their liberal arts education, gain practical experience for professional theater work, and prepare for continued higher education. One major production is offered each year utilizing Laney's outstanding theater training program. 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

Program Learning Outcomes

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

1. Demonstrate the fundamental performance and technical production processes for the theatre arts
2. Articulate the historical and cultural dimensions of theatre, including the works of leading playwrights, actors, directors, and designers, past and present.
3. Develop a clear understanding of the interaction between script, actor, and audience and the areas of scenery, lighting, sound, and costume.

Requirements

SUBJECT #	TITLE	UNITS
Core Requirements (21 Units):		21.0
THART 002	Introduction to the Theatre Arts	3.0
THART 011	Principles and Theory of Improvisation	3.0
THART 020	Script Analysis	3.0
THART 022	Acting II	3.0
THART 021	Acting I	3.0
THART 031	Rehearsal and Production I	3.0
THART 032	Rehearsal and Production II	3.0
Electives- 3 courses from the following (9 units):		9.0
THART 033	Rehearsal and Production III	3.0
THART 034	Rehearsal and Production IV	3.0
THART 040	Stagecraft	3.0
THART 041	Introduction to Stage Lighting	3.0

Total Major Units:	30.0
General Education Requirements:	18.0
Electives to meet 60 Units:	
Total Units:	60.0

Associate Of Arts Degree For Transfer In Spanish - AA-T Degree

Summary

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 a local CSU campus to a program or major in Spanish 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 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 in the modern language field that include careers in education, public service, law, business, and creative arts.

Program Learning Outcomes

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

1. Summarize, discuss, and compare Latina/o civilization and cultures in a modern, historical, social, and political context across continents.
2. Evaluate and discuss Latina/o Literature and Film from a social, cultural, and political context
3. Synthesize vocabulary, language, and reasoning to participate in well developed conversations and write essays.

Requirements

SUBJECT #	TITLE	UNITS
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Core Requirements		20.0
SPAN 001A	Elementary Spanish	5.0
*: If no experience with the Spanish language		
AND		
SPAN 001B	Elementary Spanish	5.0
*: If no experience with the Spanish language		
OR		
SPAN 022A	Spanish for Bilingual Speakers I	5.0
**: For heritage/bilingual speakers or advanced students of Spanish		
AND		
SPAN 022B	Spanish for Bilingual Speakers II	5.0
**: For heritage/bilingual speakers or advanced students of Spanish		
AND		
SPAN 002A	Intermediate Spanish I	5.0
AND		
SPAN 002B	Intermediate Spanish II	5.0
List A. Students choose one from the following		3.0
SPAN 030A	Beginning Conversational Spanish	3.0
SPAN 030B	Beginning Conversational Spanish	3.0
SPAN 033A	Beginning Conversational Nautl	3.0
SPAN 040	Hispanic Civilization and Culture	3.0
M/LAT 030A	Survey of Latin-American Films	3.0
M/LAT 030B	Survey of Latin-American Films	3.0
M/LAT 032	African Heritage of Latin America	3.0
***: M/LAT 32 is preferred		
OR		
AFRAM 018	African Heritage of Latin America	3.0
M/LAT 034	History of Latinos in the United States: 1800 to Present	3.0
M/LAT 036	Survey of Latina/o Literature	3.0
Total Major Units:		23.0
IGETC or CSU GE-Breadth Education pattern:		37.0-39.0
CSU Transferable General Elective Courses to meet 60 units		
Total Units:		60.0

Associate Of Arts Degree In Philosophy For Transfer - AA-T Degree

Summary

The Associate in Arts in Philosophy for Transfer Degree (AA-T PHIL) 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 Philosophy 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 Philosophy for Transfer Degree (AA-T PHIL) 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.

Program Learning Outcomes

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

1. Demonstrate an ability to articulate and critically engage with core philosophical positions.
2. Demonstrate an ability to conduct a cogent argument with a clear thesis that anticipates and responds to key objections.
3. Demonstrate an ability to conduct philosophical research using primary and secondary sources.

Requirements

SUBJECT #	TITLE	UNITS
Required Core Course (9 units):		9.0
HUMAN 030A	Human Values/Ethics	3.0
OR		
PHIL 001	Introduction to Philosophy	3.0
PHIL 010	Logic	3.0
PHIL 020A	History of Ancient Greek Philosophy	3.0
OR		
PHIL 020B	History of Modern European Philosophy	3.0
Select three of the following (9 Units):		9.0
(can use any of the above courses not already used)		
PHIL 002	Social and Political Philosophy	3.0
PHIL 004	Philosophy of Religion	3.0
PHIL 006	Introduction to the Philosophy of Self and Emotions	3.0
PHIL 014	Introduction to the Philosophy of Death	3.0
PHIL 037	Introduction to Asian Philosophy	3.0
HUMAN 040	Religions of the World	3.0
Total Major Units		18.0

IGETC or CSU GE-Breadth requirements: 37.0-39.0

CSU Transferable General Elective Courses to meet 60 units

Total Units: 60.0

Associate Of Arts Degree In Psychology For Transfer - AA-T Degree

Summary

The Associate in Arts Degree in Psychology for Transfer (AA-T PSYCH) 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 Psychology 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 Degree in Psychology for Transfer (AA-T PSYCH) 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.

Program Learning Outcomes

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

1. Read critically and write effective essays.
2. Analyze and utilize empirical findings.
3. Analyze major psychological theories and concepts.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses (14 units)		14.0
PSYCH 001A	Introduction to General Psychology	3.0
PSYCH 028	Introduction to Research Methods in Psychology	3.0
BIOL 010	Introduction to Biology	4.0
MATH 013	Introduction to Statistics	4.0
Select two of the following (min 6 units):		6.0
PSYCH 006	Social Psychology	3.0
PSYCH 007A	Psychology of Childhood	3.0
PSYCH 021	Lifespan Human Development	3.0
PSYCH 024	Abnormal Psychology	3.0

PSYCH 012	Human Sexuality	3.0
OR		
BIOL 027	Human Sexuality	3.0
SOC 001	Introduction to Sociology	3.0
PSYCH 026	Culture and Psychology	3.0
Total Major Units:		20.0
IGETC or CSU GE-Breadth Education pattern:		37.0-39.0
CSU Transferable Elective Course to meet 60 units:		
Total Units:		60.0

Associate of Arts in Geography for Transfer - AA-T Degree

Summary

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.

Program Learning Outcomes

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

1. Analyze and critically evaluate scientific information.
2. Synthesize multiple concepts integrating and connecting atmospheric, hydrologic and geologic systems and their influence on the biosphere.
3. Characterize geographic principals that embody climate change issues.

Requirements

SUBJECT #	TITLE	UNITS
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Core Requirements (7 units):		7.0
GEOG 001	Physical Geography	3.0
GEOG 001L	Physical Geography Laboratory	1.0
GEOG 002	Cultural Geography	3.0
OR		
GEOG 003	World Regional Geography	3.0
List A: Select 2 courses (6 units):		6.0
GEOG 018	California Geography	3.0
GEOG 019	Global Climate Change	3.0
List B: Select 2 courses (6 units):		6.0
GEOL 010	Introduction to Geology	3.0
ANTHR 003	Introduction to Social and Cultural Anthropology	3.0
Total Major Units:		19.0
IGETC or CSU GE-Breadth Education pattern:		37.0-39.0
CSU Transferable General Elective Courses to meet 60 units:		
Total Units:		60.0

AudioVisual Technologist - Certificate of Achievement

Summary

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.

Program Learning Outcomes

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

1. Analyze and apply components of sound and hearing, vision and light, as they pertain to human perception and venue audiovisual systems integration
2. Assemble, test, maintain and troubleshoot an audio, video, and audiovisual network according to AV principles and industry standards
3. Manage the business aspects of AV and communicate effectively both with clientele and team members.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses		11.0
Courses taught at Laney and CCSF (per MOU agreement, see notes below)		

MEDIA 104	Beginning Digital Video Production	3.0
*: Students may substitute CCSF BCST 141 for Media 104		
MEDIA 108	Studio Production	3.0
**: Students may substitute CCSF BCST14 for Media 108.		
MEDIA 111	Basic Audio Production	3.0
***: Students may substitute CCSF BCST 120 for Media 111.		
MEDIA 460A	Occupational Work Experience in Media Communications	1.0-4.0
Laney College Courses		6.0
MEDIA 165	AV Essentials I	3.0
MEDIA 166	AV Essentials II	3.0
City College of San Francisco Courses		4.0
BCST 128 Sound Reinforcement (MEDIA 111 is the prerequisite)		3.0
BCST 127B Interconnected Audio Systems		1.0
Total Units:		21.0

Baking And Pastry - A.S. Degree

Summary

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

Career opportunities with the Baking and Pastry degree include, but are not limited to: baker, cake decorator, pastry chef, dessert plater, caterer, recipe tester, candy maker, and chocolatier. Skills acquired in the certificate will also prepare students for business ownership in the culinary industry.

Program Learning Outcomes

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

1. Demonstrate food safety and sanitation practices while using baking and pastry related equipment.
2. Apply fundamental baking and pastry techniques and their variations to a wide range of classic and contemporary pastries, breads, cake candy and plated desserts.
3. Interpret recipes or formulas both orally and written and evaluate products base on ingredients, cost, method, timing, appearance, texture and overall eating quality.

Requirements

SUBJECT #	TITLE	UNITS
First Semester (13 units):		13.0
CULIN 088	Introduction to Food and Culture	3.0
CULIN 203	Introduction to Baking Foundations	4.0
CULIN 204	Baking Fundamentals	4.0
CULIN 215	Culinary Math Fundamentals	1.0

CULIN 217	Formulas and Food Costs	1.0
Second Semester (9 units):		9.0
CULIN 205	Artisan Breads	5.0
CULIN 206	Cake Decorating	4.0
Third Semester (10 units):		10.0
CULIN 207	International Patisserie	5.0
CULIN 208	Confiserie (Candy and Chocolate Making)	5.0
Fourth Semester (8 units):		8.0
CULIN 228	Managing Food Sanitation	1.0
CULIN 209	Contemporary Plated Desserts	6.0
CULIN 236	Culinary Career Development	1.0
Total Major Units:		40.0
General Education Requirements:		18.0
Electives to meet 60 units:		
Total Units:		60.0

Baking And Pastry - Certificate of Achievement

Summary

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.

Program Learning Outcomes

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

1. Demonstrate food safety and sanitation practices while using baking and pastry related equipment.
2. Apply fundamental baking and pastry techniques and their variations to a wide range of classic and contemporary pastries, breads, cake candy and plated desserts.
3. Interpret recipes or formulas, both orally and written, and evaluate products base on ingredients, cost, method, timing, appearance, texture and overall eating quality.

Requirements

SUBJECT #	TITLE	UNITS
First Semester (13 units)		13.0
CULIN 088	Introduction to Food and Culture	3.0
CULIN 203	Introduction to Baking Foundations	4.0
CULIN 204	Baking Fundamentals	4.0

CULIN 215	Culinary Math Fundamentals	1.0
CULIN 217	Formulas and Food Costs	1.0
Second Semester (9 units):		9.0
CULIN 205	Artisan Breads	5.0
CULIN 206	Cake Decorating	4.0
Third Semester (10 units):		10.0
CULIN 207	International Patisserie	5.0
CULIN 208	Confiserie (Candy and Chocolate Making)	5.0
Fourth Semester (8 units):		8.0
CULIN 228	Managing Food Sanitation	1.0
CULIN 209	Contemporary Plated Desserts	6.0
CULIN 236	Culinary Career Development	1.0
Total Units:		40.0

Banking And Finance - A.S. Degree

Summary

The Banking and Finance program introduces students to broad range of banking and finance including asset and liability management, financial decision making, financial markets and institutions, and gain practical knowledge of the core principles of accounting and economics. Coursework will include: 1) an overview of banking system; 2) specific banking functions and the role of banking in the economy; 4) review legal and regulatory issues, including compliance; and 5) explore the Federal Reserve System's policies and operations.

Career Opportunities

personal banker; universal teller; operation banking manager; financial advisor, investment banker; bank manager

Program Learning Outcomes

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

1. Apply appropriate critical and problem solving skills to a banking situation dealing with services banks provide to the public
2. Critique the functions of money and evaluate which functions holds the greatest significance.
3. Investigate the technology advances in the bank's cash management systems, and evaluate the strength and weakness of each system.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses (18-19 units):		18.0-19.0
BNK/F 054	Principles of Banking	3.0
BNK/F 055	Money and Banking	3.0
BNK/F 056	Bank Management	3.0
BUS 001A	Financial Accounting	4.0
OR		
BUS 020	General Accounting	3.0
BUS 005	Human Relations in Business	3.0
ECON 001	Principles of Economics (Macro-Economics)	3.0

* MATH 201 or 210D or a more advanced Math course may be substituted for BUS 202.

Select one course from the following (3-4 units):		3.0-4.0
BUS 038	Introduction to Microcomputers and Business Software	4.0
BUS 210	Financial Management and Investments	3.0
BUS 202	Business Mathematics	3.0
Total Major Units:		21.0-23.0
General Education Requirements:		18.0
Refer to Associate Degree Requirements tab for more information.		
Electives to meet 60 units:		
Total Units:		60.0

Banking And Finance - Certificate of Achievement

Summary

The Banking and Finance program introduces students to broad range of banking and finance including asset and liability management, financial decision making, financial markets and institutions, and gain practical knowledge of the core principles of accounting and economics. Coursework will include: 1) an overview of banking system; 2) specific banking functions and the role of banking in the economy; 4) review legal and regulatory issues, including compliance; and 5) explore the Federal Reserve System's policies and operations.

Career Opportunities

personal banker; universal teller; operation banking manager; financial advisor

Program Learning Outcomes

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

1. Apply appropriate critical and problem solving skills to a banking situation dealing with services banks provide to the public
2. Critique the functions of money and evaluate which functions holds the greatest significance.
3. Investigate the technology advances in the bank's cash management systems, and evaluate the strength and weakness of each system.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses (15-16 units):		15.0-16.0
BNK/F 054	Principles of Banking	3.0
BNK/F 055	Money and Banking	3.0
BNK/F 056	Bank Management	3.0
BUS 001A	Financial Accounting	4.0
OR		
BUS 020	General Accounting	3.0
ECON 001	Principles of Economics (Macro-Economics)	3.0
* MATH 201 or 210D or a more advanced Math course may be substituted for BUS 202		

Select one course from the following (3 units):		3.0
BUS 005	Human Relations in Business	3.0
BUS 210	Financial Management and Investments	3.0
BUS 202	Business Mathematics	3.0
Total Units:		18.0-19.0

Biomanufacturing - Certificate of Achievement

Summary

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 technicians, 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

Program Learning Outcomes

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

1. Setup and manipulate laboratory equipment, carry out experimental procedures and identify possible sources of error.
2. Maintain a laboratory notebook according to standard scientific guidelines or write clear, well-documented lab reports using the language of science.
3. 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.

Requirements

SUBJECT #	TITLE	UNITS
First Semester (4-7 units):		4.0-7.0
BIOL 075	Fundamentals of Biotechnology	2.0
BIOL 78 can be taken in lieu of all the following courses: BIOL 75, BIOL 76		
CHEM 030A	Introductory General Chemistry	4.0
OR		
CHEM 001A	General Chemistry	5.0
Second Semester (7-10 units):		7.0-10.0
BIOL 076	Principles of Biomanufacturing	3.0
BIOL 78 can be taken in lieu of all the following courses: BIOL 75, BIOL 76		
OR		
BIOL 078	Applied Biomanufacturing Technology with Laboratory	5.0

BIOL 78 can be taken in lieu of all the following courses: BIOL 75, BIOL 76

OR		
BIOL 003	Microbiology	5.0
OR		
BIOL 073	Cell Culture Principles and Techniques	4.0

Total Units:	13.0-15.0
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Recommended: any transfer level MATH course

Biomanufacturing Production - A.S. Degree

Summary

The Associates 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

Program Learning Outcomes

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

1. PLO # 1 Set up and manipulate laboratory equipment, carry out experimental procedures and identify possible sources of error as well as practice laboratory safety guidelines relating to working with laboratory equipment.
2. PLO # 2 Communicate using industry standard documentation of laboratory notebooks, SOPs or batch records or write clear well documented lab reports as appropriate.
3. PLO # 3 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.

Requirements

SUBJECT #	TITLE	UNITS
First Semester (4-7 units):		4.0-7.0
BIOL 075	Fundamentals of Biotechnology	2.0
BIOL 78 can be taken in lieu of all the following courses: BIOL 75, BIOL 76		
CHEM 030A	Introductory General Chemistry	4.0
OR		
CHEM 001A	General Chemistry	5.0
Second Semester (7-10 units):		7.0-10.0
BIOL 003	Microbiology	5.0
OR		
BIOL 073	Cell Culture Principles and Techniques	4.0

BIOL 076	Principles of Biomanufacturing	3.0
BIOL 78 can be taken in lieu of all the following courses: BIOL 75, BIOL 76		
BIOL 078	Applied Biomanufacturing Technology with Laboratory	5.0
BIOL 78 can be taken in lieu of all the following courses: BIOL 75, BIOL 76		

Third Semester (7 units):		7.0
BIOL 072A	Biotech Instrumentation: Good Manufacturing Practices and Safe Chemical Handling	1.0
BIOL 072B	Biotech Instrumentation: Clean Room	1.0
BIOL 072C	Biotech Instrumentation: PCR	1.0
BIOL 072D	Biotech Instrumentation: Protein Purification and Quality Control	1.0
BIOL 074	Scientific Communication	3.0
Fourth Semester (7 units):		7.0
BIOL 077	Business and Regulatory Practices in Biomanufacturing	3.0
BIOL 079	Bioreactor Cell Culture and Protein Recovery	4.0

Total Major Units:	27.0-29.0
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General Education Requirements:	18.0-0.0
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Refer to Associate Degree Requirements tab for more information.

Electives to meet 60 units:

Total Units:	60.0
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Recommended: any transfer level MATH course

Biomanufacturing Skills - Certificate of Proficiency

Summary

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

Program Learning Outcomes

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

1. Program level outcome # 1 Setup and manipulate laboratory equipment, carry out experimental procedures and identify possible sources of error
2. Program Level outcome # 2 Maintain a laboratory notebook according to standard scientific guidelines.

Requirements

SUBJECT #	TITLE	UNITS
Certificate of Proficiency Requirements:		9.0-10.0
BIOL 075	Fundamentals of Biotechnology	2.0

MATH 208	Mathematics for Laboratory Sciences	3.0
		4.0-5.0
CHEM 001A	General Chemistry	5.0
OR		
CHEM 030A	Introductory General Chemistry	4.0

Biomedical Engineering Technology - Certificate of Achievement

Summary

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, electronic technology, and compliance with Federal Food and Drug Administration Regulations related to the medical device manufacturing sector.

Career Opportunities

1. Advanced manufacturing biomedical technician 2. Micro/nano-scale fabrication and characterization technician for biomedical technology 3. Maintenance technician (medical device equipment and repair)

Program Learning Outcomes

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

1. Categorize and explain the operations of instruments in current use in biomedical device industry.
2. Interpret graphical specifications and develop designs for biomedical devices using standard industry software
3. Analyze and apply safety principles and practices in high technology cleanroom environment.
4. Apply and demonstrate ability and skills in the fabrication of biomedical devices.
5. Assess and apply FDA regulations to biomedical device manufacturing; formulate and propose preventive and corrective documentation.

Requirements

SUBJECT #	TITLE	UNITS
		0.0
Semester 1		
E/ET 204	Technical Mathematics for Electricians	3.0
		1.0
CIS 205	Computer Literacy	1.0
OR		
BUS 219	Computer Literacy	1.0
ENGIN 050	Fundamentals of Biomedical Engineering Instrumentation	3.0
Semester 2		
MACH 020	CAD Solid Modeling with Solidworks	4.0
E/ET 220	Electronics and Semiconductors	3.0
ENGIN 051	Introduction to Biomedical Engineering I	3.0
ENGIN 053	Regulations for Medical Device Technology	1.0
E/ET 203	Basic Electricity	3.0
Total Units		22.0

Bookkeeping - Certificate of Achievement

Summary

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.

Program Learning Outcomes

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

1. Computational Skills: Input financial transactions and prepare financial statements.
2. Design and create a business spreadsheet using Microsoft Excel application to summarize business transactions.
3. Ethics and Personal Responsibility: Apply legal, accounting and ethical principles when preparing business reports.

Requirements

SUBJECT #	TITLE	UNITS
Required core courses (5.5 units)		5.5
BUS 206	Certified Bookkeeper Exam Review	4.0
BUS 239	QuickBooks	1.5
Electives (select a min of 11 units):		11.0
BUS 001A	Financial Accounting	4.0
BUS 024	Computerized Accounting Principles	3.0
BUS 043B	Introduction to Microsoft Excel for Business Applications	4.0
BUS 209	Fundamentals of Income Tax	4.0
Total Units:		16.5
Recommended but not required		
BUS 001B	Managerial Accounting	4.0
BUS 004	Cost Accounting	3.0
BUS 020	General Accounting	3.0
BUS 021	Payroll Accounting	2.0

Bridge to Credit ESOL - Certificate of Competency

Summary

The Bridge to Credit Certificate of Competency (CCy ESOL) verifies that a student has achieved the outcomes of the final two courses in the four-course Bridge to Credit 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 ESOL faculty 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.

Program Learning Outcomes

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

1. Students will develop education plans and other credit course readiness skills and materials
2. Students will use software to organize and produce class work.
3. Students will assemble a portfolio of projects to demonstrate credit course readiness.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses:		100.0-172.7
Students must complete a minimum of 100 hrs		
ESOL 541C	Basic English C	50.0-96.2
ESOL 541D	Basic English D	50.0-96.2
Competency Requirement:		
Teacher or department will determine if student has met the competencies of the program and document it.		
Total Hours:		100.0-172.7

Building Automation Systems - A.S. Degree

Summary

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 systems 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.

Program Learning Outcomes

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

1. 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.
2. Describe the components, functional applications, troubleshooting strategies, and testing, adjusting and balancing techniques for commercial HVAC systems.
3. 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.

4. Describe the processes for building commissioning, re-commissioning and retro-commissioning
5. Assessment method: assess control systems networking and control systems integration strategies in commercial buildings
6. 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.

Requirements

SUBJECT #	TITLE	UNITS
First Semester		12.0
ECT 214	Technical Mathematics for ECT	3.0
E/ET 202	Fundamentals of Electricity for ECT	2.0
		4.0
ECT 001	Physics for Building Science	4.0
OR		
PHYS 99		
		3.0
E/ET 037	Introduction to PC Hardware and Software for Building Technicians	3.0
OR		
ECT 037	Introduction to PC Hardware and Software for Building Technicians	3.0
Second Semester		16.0
ECT 011	Mechanical and Electrical Devices	2.0
ECT 022	Commercial HVAC Systems and Troubleshooting	3.0
ECT 024	Commercial HVAC System Troubleshooting	2.0
ECT 021	Introduction to Direct Digital Controls	3.0
		3.0
ECT 031	Introduction to DDC Hardware for Building Automation Systems	3.0
OR		
E/ET 031	Introduction to DDC Hardware for Building Automation Systems	3.0
E/ET 221	Motors and Drives	3.0
Third Semester		12.5
ECT 027	Advanced Direct Digital Controls	2.0
ECT 025	Introduction to Building Commissioning	2.0
ECT 012	Blueprint Reading and Interpretation for ECT	1.5
ECT 032	Control Systems Design	2.0
		3.0
ECT 033	Control Systems Networking for Building Automation	3.0
OR		
E/ET 033	Control Systems Networking for Building Automation	3.0
ECT 212	Testing, Adjusting and Balancing HVAC Systems	2.0
Fourth Semester		10.5
ECT 034	Control Routines for Energy Efficiency	2.0
ECT 035	Control Systems Integration and Design	2.0
ECT 036	Energy Issues, Policies, and Codes	1.5
ECT 026	Advanced Building Commissioning	3.0
ECT 029	Data Analysis for Performance Monitoring	2.0

Building Automation Systems - Certificate of Achievement

Summary

The Certificate 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 systems 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.

Program Learning Outcomes

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

1. 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.
2. Describe the components, functional applications, troubleshooting strategies, and testing, adjusting and balancing techniques for commercial HVAC systems.
3. Describe the components and functions of Direct Digital Controls (DDC) microprocessor hardware and software and practice control systems programming and energy efficient design strategies.
4. Describe and apply the building commissioning, re-commissioning and retro-commissioning process
5. Assess control systems networking and control systems integration strategies in commercial buildings
6. 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.

Requirements

SUBJECT #	TITLE	UNITS
First Semester		12.0
ECT 214	Technical Mathematics for ECT	3.0
E/ET 202	Fundamentals of Electricity for ECT	2.0
		4.0
ECT 001	Physics for Building Science	4.0
OR		
PHYS 99		
		3.0
E/ET 037	Introduction to PC Hardware and Software for Building Technicians	3.0
OR		
ECT 037	Introduction to PC Hardware and Software for Building Technicians	3.0
Second Semester		16.0
ECT 011	Mechanical and Electrical Devices	2.0
ECT 022	Commercial HVAC Systems and Troubleshooting	3.0
ECT 024	Commercial HVAC System Troubleshooting	2.0

ECT 021	Introduction to Direct Digital Controls	3.0
		3.0
ECT 031	Introduction to DDC Hardware for Building Automation Systems	3.0
OR		
E/ET 031	Introduction to DDC Hardware for Building Automation Systems	3.0
E/ET 221	Motors and Drives	3.0
Third Semester		12.5
ECT 027	Advanced Direct Digital Controls	2.0
ECT 025	Introduction to Building Commissioning	2.0
ECT 012	Blueprint Reading and Interpretation for ECT	1.5
ECT 032	Control Systems Design	2.0
		3.0
ECT 033	Control Systems Networking for Building Automation	3.0
OR		
E/ET 033	Control Systems Networking for Building Automation	3.0
ECT 212	Testing, Adjusting and Balancing HVAC Systems	2.0
Fourth Semester		10.5
ECT 034	Control Routines for Energy Efficiency	2.0
ECT 035	Control Systems Integration and Design	2.0
ECT 036	Energy Issues, Policies, and Codes	1.5
ECT 026	Advanced Building Commissioning	3.0
ECT 029	Data Analysis for Performance Monitoring	2.0

Building Codes And Inspections - Certificate of Proficiency

Summary

No description.

Program Learning Outcomes

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

1. Communication Cite, list, and write effectively to communicate the intent of construction management and inspection services.
2. Critical Thinking Create a work plan, construct a project management plan of execution and design a schedule for execution of construction.
3. Technical Skills Create, assemble, and generate relevant, technical reports on real world projects and construction project simulations.

Requirements

SUBJECT #	TITLE	UNITS
FIRST SEMESTER		6.0
CONMT 012	Uniform Building Codes I	3.0
CONMT 015	Electrical Code Inspections	3.0
SECOND SEMESTER		6.0
CONMT 016	Plumbing Code Inspections	3.0
CONMT 022	Uniform Building Codes II	3.0

THIRD SEMESTER		5.5
CONMT 014	Mechanical Code Inspections	3.0
CONMT 017	Seismic Code Inspections	2.5

Business Administration - A.S. Degree

Summary

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

Successful completion of this program prepares students for entry to mid-level management positions in administrative services, hospitality, sales, marketing, general business, and HR management.

Program Learning Outcomes

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

1. Exhibit ethical and personal responsibilities when applying legal and ethical principles in business decisions.
2. Using critical thinking skills analyze a business situation and recommend a solution or plan by for improvement.
3. Analyze data and corporate financial statements to ensure maximum use of organizational resources to achieve goals.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses (20 units):		20.0
BUS 001A	Financial Accounting	4.0
BUS 002	Introduction to Business Law	3.0
BUS 010	Introduction to Business	3.0
BUS 020	General Accounting	3.0
** Students should either complete BUS 20 BEFORE BUS 1A; or only enroll in BUS 1A and substitute any other 3-4 unit accounting course to meet core requirement.		
BUS 038	Introduction to Microcomputers and Business Software	4.0
ECON 001	Principles of Economics (Macro-Economics)	3.0
Select one of the following (3-4 units):		3.0-4.0
BUS 201	Business Communications	3.0
ENGL 001A	Composition and Reading	4.0
* ENGL 1A is required for students who plan to transfer		
Total Major Units:		23.0-24.0
General Education Requirements:		18.0
Refer to Associate Degree Requirements tab for more information.		
Electives to meet 60 units:		
Total Units:		60.0

Recommended but not required:

M/SVN 060	Introduction to Management	3.0
M/SVN 061	Psychology of Management	3.0
M/SVN 064	Organization and Management	3.0

Business Administration - Certificate of Achievement**Summary**

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

Program Learning Outcomes

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

1. Ethics and Personal Responsibility: Exhibit legal and ethical principles in business decision making.
2. Critical Thinking: Using critical thinking skills analyze a business situation and recommend a solution or plan by for improvement.
3. Computational Skills: Review and analyze data and corporate financial statements to maximize organizational resources to achieve goals.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses (17 units):		17.0
BUS 001A	Financial Accounting	4.0
BUS 010	Introduction to Business	3.0
BUS 020	General Accounting	3.0
** Students should either complete BUS 20 BEFORE BUS 1A; or only enroll in BUS 1A and substitute any other 3-4 unit accounting course to meet core requirement.		
BUS 038	Introduction to Microcomputers and Business Software	4.0
ECON 001	Principles of Economics (Macro-Economics)	3.0
Select one of the following:		3.0-4.0
BUS 201	Business Communications	3.0
ENGL 001A	Composition and Reading	4.0
* ENGL 1A is required for students who plan to transfer		
Total Units:		20.0-21.0
Recommended but not required:		0.0
BUS 002	Introduction to Business Law	3.0
ECON 002	Principles of Economics (Micro-Economics)	3.0
M/SVN 060	Introduction to Management	3.0
M/SVN 061	Psychology of Management	3.0

Business Administration 2.0 - AS-T Degree

Summary

The Associate in Science in Business Administration 2.0 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 Business Administration 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 "P") in all courses required for the major or area of emphasis.
- No more than 60 semester units are required.

The Associate in Science in Business Administration 2.0 for Transfer Degree will also assist Business Administration 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

an transfer to a four-year university; administrative supervisor; financial analyst; business consultant

Program Learning Outcomes

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

1. Analyze a business situation and recommend a solution or plan for improvement, applying legal and ethical principles in business decision making.
2. Obtain information related to the profession using traditional and electronic sources. Synthesize the information into a business report.
3. Analyze data and prepare common business and personal financial reports.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses (17 units):		17.0
BUS 001A	Financial Accounting	4.0
BUS 001B	Managerial Accounting	4.0
BUS 002	Introduction to Business Law	3.0
ECON 001	Principles of Economics (Macro-Economics)	3.0
ECON 002	Principles of Economics (Micro-Economics)	3.0
Select both classes (7 units):		7.0
MATH 013	Introduction to Statistics	4.0
MATH 016A	Calculus for Business and the Life and Social Sciences	3.0
Required for degree (3 units):		3.0
BUS 010	Introduction to Business	3.0

Total Major Units:	27.0
IGETC or CSU GE-Breadth Education pattern:	37.0-39.0
CSU Transferable General Elective Courses to meet 60	
Total Units:	60.0

Business Information Systems - A.S. Degree

Summary

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 services 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.

Program Learning Outcomes

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

1. Information Competency: Obtain information related to the profession using traditional and electronic sources. Synthesize the information into written or oral business reports.
2. Critical Thinking: Analyze business situations and recommend solutions or plans for improvement.
3. Computational Skills: Analyze data and prepare common business and personal financial reports.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses (23 units):		0.0
BUS 005	Human Relations in Business	3.0
BUS 010	Introduction to Business	3.0
BUS 020	General Accounting	3.0
BUS 038	Introduction to Microcomputers and Business Software	4.0
BUS 043B	Introduction to Microsoft Excel for Business Applications	4.0
BUS 201	Business Communications	3.0
BUS 202	Business Mathematics	3.0
Total Major Units:		23.0
Recommended but not required:		0.0
BUS 021	Payroll Accounting	2.0

BUS 230D	Beginning Keyboarding	1.0
BUS 245E	Word Processing Using Microsoft Word	4.0
BUS 456D	Occupational Work Experience in Business Administration	1.0-4.0
ECON 002	Principles of Economics (Micro-Economics)	3.0
		0.0
General Education Requirements:		19.0
		0.0
Electives to meet 60 units:		18.0
		60.0
Total Units:		60.0

Business Information Systems - Certificate of Achievement

Summary

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 services 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.

Program Learning Outcomes

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

1. Information Competency: Obtain information related to the profession using traditional and electronic sources. Synthesize the information into written or oral business reports.
2. Critical Thinking: Analyze business situations and recommend solutions or plans for improvement.
3. Computational Skills: Analyze data and prepare common business and personal financial reports.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses (23 units):		0.0
BUS 005	Human Relations in Business	3.0
BUS 010	Introduction to Business	3.0
BUS 020	General Accounting	3.0
BUS 038	Introduction to Microcomputers and Business Software	4.0
BUS 043B	Introduction to Microsoft Excel for Business Applications	4.0
BUS 201	Business Communications	3.0
BUS 202	Business Mathematics	3.0

		23.0
Total Major Units:		23.0
Recommended but not required:		0.0
BUS 021	Payroll Accounting	2.0
BUS 230D	Beginning Keyboarding	1.0
BUS 245E	Word Processing Using Microsoft Word	4.0
BUS 456D	Occupational Work Experience in Business Administration	1.0-4.0
ECON 002	Principles of Economics (Micro-Economics)	3.0

California Green & Sustainable Building Standards - Certificate of Achievement

Summary

The Certificate of Achievement in California Green & Sustainable Building fills the gap for students wanting to gain knowledge as it relates to the complex California energy building requirements. Students will learn concepts related to sustainable architecture, California Title 24 Part 6 & 11, green rating systems, and LEED exam preparation. Upon completion, students will be career ready for industry entry level, project/construction management positions.

Career Opportunities

project coordinator, project management positions, serve as LEED liaison for project seeking certification, work for general contractors, engineers or architects,

Program Learning Outcomes

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

1. Communicate in written, oral and visual forms to express the principles of sustainable management .
2. Analyze Title 24 Energy Compliance Documentation regarding the impact the building design
3. Analyze architectural, lighting, and HVAC design to determine their effectiveness at meeting or exceeding Title 24 Energy Code Requirements.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses (15 units):		15.0
CONMT 002	Green Rating Systems for the Built Environment	3.0
CONMT 003	California Title 24 Part 6 Nonresidential Energy Standards	3.0
CONMT 004	California Title 24 Part 6 Residential Energy Standards	3.0
CONMT 008	California Title 24, Part 11 CALGreen	3.0
ARCH 111	Sustainable Design Applications	3.0
Select one course from the following (1 unit):		1.0
CONMT 006	LEED Green Associate Exam Preparation	1.0
CONMT 007	LEED AP Exam Preparation	1.0
Total Units:		16.0

California State University General Education (CSU GE Breadth) - Certificate of Achievement

Summary

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-3 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.

Career Opportunities

n/a

Program Learning Outcomes

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

1. Communication: Students will effectively express and exchange ideas through various modes of communication.
2. • 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.
3. • 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

Requirements

SUBJECT #	TITLE	UNITS
COMPLETE THE FOLLOWING REQUIREMENTS:		39.0
Area A: Communication in the English Language, and Critical Thinking		
Minimum of 9 semester (12-15 quarter) units		
One 3-unit course from each sub group (A1, A2, and A3) with a grade of "C" or better		
A1: Oral communications COMM 1A, 20, 44, 45 ESOL 50A		
A2: Written communications ENGL 1A		
A3: Critical Thinking ENGL 5 PHIL 10		
Area B: Scientific inquiry and Quantitative Reasoning		
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 ASTR 10 CHEM 1A/L, 1B/L, 12A/L, 12B/L, 30A/L, 30B/L GEOG 1, 9, 19 GEOL 10 PHYS 3A/L, 3B/L, 4A/L, 4B/L, 4C/L, 10		
B2: Life Sciences ANTHR 1, 21 BIOL 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: ANTHR 1L GEOG 1L		
B4: Mathematics, Quantitative Reasoning (Must be completed with a grade of "C" or better.) MATH 1, 2, 3A, 3B, 3C, 3E, 3F, 11, 13, 15, 16A, 16B, 50 PHYS 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 AFRAM 26 ARCH 107 ART 1, 2, 3, 4, 5, 7 ASAME 10 DANCE 1, 5 M/LAT 37 MUSIC 8A, 8B, 8C, 8D, 10, 14A, 15A, 15B, 100, 101 PHOTO 25 THART 2, 11		

C2: Humanities AFRAM 18^, 29^, 45* ASAME 30 CHIN 1, 2, 3, 4, 22A COMM 2A ENGL 1B, 10A, 10B, 12, 17A, 17B, 30A, 30B, 31, 43 FREN 1A, 2A, 2B HUMAN 6, 7, 16, 30A, 30B, 31A, 31B, 40, 45* JAPAN 1A, 1B, 2A M/LAT 30A, 30B, 32^, 36 PHIL 1, 2, 4, 6, 14, 20A, 20B, 30, 37 SPAN 1A, 1B, 2A, 2B, 22A, 22B, 30A, 30B, 33A, 33B, 33C, 36A, 36B, 40 ^ Students receive credit for one course and course will be certified for one area only. * Students receive credit and certification for one course only.

Area D: Social Sciences: Social, Political, Economic Institutions and Behavior, and Historical Background.

Minimum of 9 semester (12-15 quarter) units from at least two disciplines
AFRAM 1, 2, 5, 8, 11, 12, 14A, 16, 18^, 23, 29^, 30, 31, 32, 35*, 38 ANTHR 2, 3, 7, 14, 19 ASAME 2, 21, 26, 29, 32#, 35*, 42, 45A, 45B BIOL 27+ COMM 19** ECON 1, 2 ETHST 1, 3, 12, 13, 14, 30#, 50 GEOG 1, 2, 3, 18 HIST 2A, 2B, 3A, 3B, 7A, 7B, 19 JOURN 62** LABST 10 M/LAT 12, 19, 23, 31, 32^, 33, 34, 35* NATAM 1, 2, 35* POSCI 1, 2, 3, 4, 6, 16, 18 PSYCH 1A, 7A, 12+, 21#, 24, 26, 28 SOC 1, 2, 5, 8, 13, 120 SOCSC 19, 20 * or ** Student receives credit and certification for one course only. ^ or + Student receives credit for one course and course will be certified for one area only. # Course will be certified for one area only.

Area E: Lifelong Understanding and Self-Development

ASAME 32# ATHL1, 2, 11, 12, 17, 18, 41, 42, 43, 44, 45, 51, 53, 54, 59, 60, 66, 67, 71, 72, 73 BIOL 27+, 28 COUN 24, 30, 57 ETHST 30# HLTED 1, 5, 6 KIN 1A-D, 2, 3, 4, 5, 14B-C, 19A-D, 47A-C, 51A-C, 58A-D, 70A-D, 74A-D, 76A-D, 77A, 80A-D, 89A-B, 90A-B, 95, 96, 103A-C, 107A-B, 110A-D, 111A-D, 120A-D PSYCH 6, 12+, 21 SPFT 7A-D, 9, 33, 34, 35, 36, 37A-D, 54A-D, 59A-D, 67A-D, 86A-D + Student receives credit for one course and course will be certified for one area only. # Course will be certified for one area only.

Carpentry - Certificate of Achievement

Summary

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.

Program Learning Outcomes

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

1. Communicate effectively in the technical language of the Carpentry/Construction Trades
2. 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.
3. Analyze building components in order to determine the proper execution of construction or repair.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses (22-23 units):		22.0-23.0
CARP 206	High Performance Building	3.5
CARP 210	Foundation and Forms Construction	3.5

CARP 211	Beginning Carpentry	3.5
CARP 223	OSHA 30-Hour Construction Safety Training	2.0
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	3.0
OR		
MATH 221	Technical Mathematics	4.0

Total Units:

22.0-23.0

Ceramics - A.A. Degree

Summary

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, artist, or as a technician.

A student will have skills to obtain entry level positions as an educator/technician or sole proprietor for a business.

Career Opportunities

start own business; employed as production potter; ceramicist; technician at a school or community center; teach at community center; add to teaching credential abilities.

Program Learning Outcomes

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

1. Demonstrate ability to load, fire, and unload, gas, and electric kilns
2. Formulate and mix glazes as well as test and evaluate the results.
3. Produce work using the potter's wheel as well as creating work using hand building techniques.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses (23 units):		23.0
ART 020	Beginning Drawing & Composition	3.0
ART 165	Beginning Figure Sculpture	3.0
ART 080	Beginning Ceramics	3.0
ART 081	Continuing Ceramics	3.0
ART 082	Intermediate Ceramics	3.0
ART 003	History of Western Art: Renaissance to Contemporary Art	3.0
ART 084	Special Projects: Ceramics	2.0
ART 083	Advanced Ceramics	3.0
Design Course (Select one of the following) (3 units):		3.0
ART 046	2-D Visual Design	3.0
ART 047	3-D Visual Design	3.0
ART 040	Color Dynamics: The Interaction of Color	3.0
Electives (min 3 units):		3.0

ART 001	Introduction to Art History	3.0
ART 002	History of Western Art: Prehistoric Through the Middle Ages	3.0
ART 005	History of Asian Art (Past to Present)	3.0
ART 007	History of African American Art (Past to Present)	3.0
ART 137	Beginning Figure Drawing and Composition	3.0
ART 141	Eco Art Matters-Beginning	3.0
ART 100	Beginning Printmaking	3.0
ART 035	Beginning Portraiture	2.0
ART 176	Beginning Sculpture	3.0

Total Major Units:	29.0
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General Education Requirements	18.0
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Refer to Associate Degree Requirements tab for more information.

Electives to meet 60 units

Total Units	60.0
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Chicana/o and Latina/o Studies - A.A. Degree

Summary

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.

Program Learning Outcomes

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

1. 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.
2. Analysis of issues: Effectively employ social science methodologies in the analysis of issues related to Chicana/o and Latina/o Studies.
3. History: Identify and describe the general history of Chicana/o and Latina/o people in the Americas.

Requirements

SUBJECT #	TITLE	UNITS
Core Required Courses (9 units)		0.0

M/LAT 033	Introduction to Chicana/o and Latina/o Studies	3.0
M/LAT 034	History of Latinos in the United States: 1800 to Present	3.0
		3.0
M/LAT 035	Women of Color	3.0
OR		
AFRAM 035	Women of Color	3.0
OR		
ASAME 035	Women of Color	3.0
OR		
NATAM 035	Women of Color	3.0
OR		
M/LAT 031	Survey of Chicana/Latina Women	3.0
Arts and Humanities (min 3 units)		0.0
M/LAT 030A	Survey of Latin-American Films	3.0
M/LAT 030B	Survey of Latin-American Films	3.0
		3.0
M/LAT 032	African Heritage of Latin America	3.0
OR		
AFRAM 018	African Heritage of Latin America	3.0
M/LAT 036	Survey of Latina/o Literature	3.0
M/LAT 037	Latinx Culture: Music, Art, and Theater	3.0
History and Social Sciences (min 3 units)		0.0
M/LAT 012	United States Relations with Mexico and Latin America	3.0
M/LAT 019	History of the Mexican American	3.0
M/LAT 023	Psychology of Latinas and Latinos	3.0
M/LAT 031	Survey of Chicana/Latina Women	3.0
		3.0
M/LAT 032	African Heritage of Latin America	3.0
OR		
AFRAM 018	African Heritage of Latin America	3.0
Comparative Ethnic Studies (min 3 units)		0.0
ETHST 001	Introduction to Ethnic Studies	3.0
ETHST 003	Race, Gender and Sports	3.0
ETHST 012	Economics and Social Change: Racial Conflict and Class in America	3.0
ETHST 013	Introduction to Community Based Research in Urban America	3.0
ETHST 014	Community Building and Transformation in Urban America	3.0
ETHST 030	Introduction to Race, Gender and Health	3.0
ETHST 050	Introduction to Race, Class and Schools	3.0
Total Major Units		0.0
		18.0
General Education Requirements		0.0
		19.0
Elective courses to meet 60		0.0
		23.0
Total Units:		60.0

Chinese - A.A. Degree

Summary

The Associate in Arts degree in Chinese will provide students with skills in understanding, speaking, reading and writing Mandarin Chinese. The curriculum exposes students to Chinese culture and civilization and provides foundational skills in language that can apply to a broad range of international and domestic career opportunities and professions. The degree will provide the preparation necessary for transferring to UC, CSU and other four-year colleges and universities to earn a bachelor's degree. 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 study of Chinese can open up opportunities in communications, foreign trade and banking, transportation, government, the Foreign Service, tourism, library services, professional translating, journalism, and all levels of education.

Program Learning Outcomes

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

1. Display an intermediate level of proficiency in speaking, reading and writing in Chinese on a wide range of subjects.
2. Analyze and interpret social protocols, cultural nuances and regional behaviors of Chinese communities.
3. Examine Chinese experience and films from a historical, social and political context.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses (20 units):		20.0
CHIN 001	Elementary Chinese (Mandarin)	5.0
*: If you were educated in a country where Chinese is the primary language of instruction and transferring to a UC, please see a counselor for more information.		
CHIN 002	Elementary Chinese (Mandarin) (Continuation)	5.0
*: If you were educated in a country where Chinese is the primary language of instruction and transferring to a UC, please see a counselor for more information.		
CHIN 003	Intermediate Chinese (Mandarin)	5.0
*: If you were educated in a country where Chinese is the primary language of instruction and transferring to a UC, please see a counselor for more information.		
CHIN 004	Intermediate Chinese (Mandarin) (Continuation)	5.0
*: If you were educated in a country where Chinese is the primary language of instruction and transferring to a UC, please see a counselor for more information.		
Writing and Conversation: Choose one of the following (3-5 units):		3.0-5.0
CHIN 025A	Chinese Character Writing I	3.0
CHIN 025B	Chinese Character Writing II	3.0
CHIN 040A	Conversational Chinese (Mandarin)	3.0
CHIN 040B	Conversational Chinese (Mandarin)	3.0
CHIN 022A	Chinese for Bilingual Speakers I	5.0

CHIN 022B	Chinese for Bilingual Speakers II	5.0
Art and Culture (3 units):		3.0
ART 005	History of Asian Art (Past to Present)	3.0
ASAME 010	Asian and Asian American Popular Culture	3.0
ASAME 021	Asian-American Communities	3.0
ASAME 030	Asians and Asian-Americans Through Films	3.0
CHIN 008	Chinese Study Abroad	3.0
Total Major Units:		26.0-28.0
General Education Requirements:		18.0
Electives to meet 60 units:		
Total Units:		60.0

Chinese - Certificate of Achievement

Summary

The Certificate of Achievement in Chinese will provide students with skills in understanding, speaking, reading and writing Mandarin Chinese. The curriculum exposes students to Chinese culture and provides foundational skills in language that can apply to a broad range of international and domestic career opportunities and professions. It provides students and prospective employers with documented evidence of academic accomplishment in Chinese.

Career Opportunities

The study of Chinese can open up opportunities in communications, foreign trade and banking, transportation, government, the Foreign Service, tourism, library services, teaching, professional translating, journalism, and all levels of education, including university teaching.

Program Learning Outcomes

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

1. Display an intermediate level of proficiency in speaking, reading and writing in Chinese on a wide range of subjects.
2. Analyze and interpret social protocols, cultural nuances and regional behaviors of Chinese communities.
3. Examine Chinese experience and films from a historical, social and political context.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses (10 units):		10.0
CHIN 001	Elementary Chinese (Mandarin)	5.0
CHIN 002	Elementary Chinese (Mandarin) (Continuation)	5.0
Writing and Conversation: Select one of the following (3-5 units):		3.0-5.0
CHIN 003	Intermediate Chinese (Mandarin)	5.0
CHIN 004	Intermediate Chinese (Mandarin) (Continuation)	5.0
CHIN 025A	Chinese Character Writing I	3.0
CHIN 025B	Chinese Character Writing II	3.0
CHIN 040A	Conversational Chinese (Mandarin)	3.0
CHIN 040B	Conversational Chinese (Mandarin)	3.0

CHIN 022A	Chinese for Bilingual Speakers I	5.0
Art and Culture: Select one of the following (min 3 units):		3.0
ART 005	History of Asian Art (Past to Present)	3.0
ASAME 010	Asian and Asian American Popular Culture	3.0
ASAME 021	Asian-American Communities	3.0
ASAME 030	Asians and Asian-Americans Through Films	3.0
ASAME 045A	Asian-American History to 1945	3.0
ASAME 045B	Asian American History From 1945 to the Present	3.0
CHIN 008	Chinese Study Abroad	3.0

Chinese Music - A.A. Degree

Summary

The Chinese Music A.A. recognizes mastery of Chinese Music essentials. Students will examine basic music theory, solo performance techniques, Chinese Music History; Jianpu notation, instrumentation, Chinese Opera traditions, and ensemble playing techniques. After completing this program, students will be able to play concerts, compose music, participate in recording sessions, or continue with their studies by transferring to a four-year Music program, especially in Ethnomusicology.

Career Opportunities

Performer, instructor, coach, conductor, recording artist, lecturer.

Program Learning Outcomes

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

1. Employ proper instrumental or vocal technique to construct properly prepared musical phrasing.
2. Apply basic music theory and skills.
3. Synthesize music skills ability, music theory knowledge, and instrumental or vocal technique into informed performances.

Requirements

SUBJECT #	TITLE	UNITS
Survey of Chinese Music and Opera (6 units):		6.0
MUSIC 014A	Introduction to Chinese Opera	3.0
MUSIC 053B	Music of China	3.0
Performance (8 units from the following)		8.0
Courses in this category may be repeated 3 times.		
MUSIC 032	Chinese Orchestra	1.0
MUSIC 054	Chinese Small Ensemble	1.0
Theory, Skills, and Piano (5 units):		5.0
MUSIC 101	Music Theory and Culture I	3.0
MUSIC 121	Music Skills I	1.0
MUSIC 130	Elementary Piano Method I	1.0
Total Major Units		19.0
General Education Requirements:		18.0

Elective courses to meet 60 units:

Total Units:

60.0

Chinese Music - Certificate of Achievement

Summary

The Certificate of Achievement in Chinese Music recognizes mastery of Chinese music essentials. Students will examine basic music theory, solo performance techniques, Chinese Music History; Jianpu notation, instrumentation, Chinese Opera traditions, and ensemble playing techniques. After completing this program, students will be able to play concerts, compose music, participate in recording sessions, or continue with their studies towards an associate degree.

Career Opportunities

Performer, instructor, coach, conductor, recording artist, lecturer.

Program Learning Outcomes

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

1. Employ proper instrumental or vocal technique to construct properly prepared musical phrasing.
2. Apply basic music theory and skills.
3. Synthesize music skills ability, music theory knowledge, and instrumental or vocal technique into informed performances.

Requirements

SUBJECT #	TITLE	UNITS
Survey of Chinese Music and Opera (6 units):		6.0
MUSIC 014A	Introduction to Chinese Opera	3.0
MUSIC 053B	Music of China	3.0
Performance (8 units from the following)		8.0
Courses in this category may be repeated 3 times.		
MUSIC 032	Chinese Orchestra	1.0
MUSIC 054	Chinese Small Ensemble	1.0
Theory, Skills, and Piano (5 units):		5.0
MUSIC 101	Music Theory and Culture I	3.0
MUSIC 121	Music Skills I	1.0
MUSIC 130	Elementary Piano Method I	1.0
Total Units:		19.0

CIS--Computer Programming - A.S. Degree

Summary

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

Program Learning Outcomes

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

1. 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.
2. Programming Skills: Demonstrate the ability to analyze a problem, using algorithms to create computer systems and appropriate problem solving using a programming language.
3. 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.

Requirements

SUBJECT #	TITLE	UNITS
Introduction to Computer Science (5 units)		5.0
CIS 005	Introduction to Computer Science	5.0
Introductory Programming (Choose one of the following) (5 units)		5.0
CIS 006	Introduction to Computer Programming	5.0
OR		
CIS 061	Structure and Interpretation of Computer Programs	5.0
Programming Fundamentals (Choose one of the following) (4 units)		4.0
CIS 025	Object Oriented Programming Using C++	4.0
OR		
CIS 036A	Java Programming Language I	4.0
Advanced Programming (Choose one of the following) (4 units)		4.0
CIS 025B	C++ Programming Language II	4.0
OR		
CIS 036B	Java Programming Language II	4.0
OR		
CIS 020	Microcomputer Assembly Language	4.0
Electives (minimum 7 units)		7.0
BUS 001A	Financial Accounting	4.0
BUS 001B	Managerial Accounting	4.0
BUS 005	Human Relations in Business	3.0
BUS 020	General Accounting	3.0
BUS 024	Computerized Accounting Principles	3.0
CIS 006	Introduction to Computer Programming	5.0
CIS 020	Microcomputer Assembly Language	4.0
CIS 025	Object Oriented Programming Using C++	4.0
CIS 025B	C++ Programming Language II	4.0
CIS 027	Data Structures and Algorithms	4.0

CIS 036A	Java Programming Language I	4.0
CIS 036B	Java Programming Language II	4.0
CIS 061	Structure and Interpretation of Computer Programs	5.0
CIS 062	Introduction to Systems Analysis and Design	3.0
CIS 081	Systems Analysis with UML	3.0
CIS 098	Database Programming with SQL	4.0
CIS 099	Database Administration with SQL	4.0
ECON 002	Principles of Economics (Micro-Economics)	3.0
MATH 003A	Calculus I	5.0
MATH 011	Discrete Mathematics	4.0
MATH 013	Introduction to Statistics	4.0

Total Major Units:	25.0
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General Education Requirements:	18.0
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Refer to Associate Degree Requirements tab for more information.

Electives to meet 60 units:

Total Units	60.0
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College Preparation and Orientation - Certificate of Competency

Summary

The College Preparation and Orientation Certificate of Competency will provide students with experience with navigating the college student records system. Courses will cover college orientation, resources, time management skills and goal setting skills to incoming college students.

Career Opportunities

This is a non-credit certificate of completion

Program Learning Outcomes

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

1. Navigate the college system (student portal, email account and Passport system), for college policies, procedures, and various information.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses (min 4 hours)		4.0-8.0
COUN 521	College Readiness I	4.0-8.0
COUN 522	College Readiness II	4.0-8.0

Competency Requirement:

Teacher or department will determine if student has met the competencies of the program and document it.

Total Hours:	4.0-8.0
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Commercial HVAC Systems - A.S. Degree

Summary

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 controls 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 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.

Program Learning Outcomes

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

1. - Demonstrate proper and safe use of chemicals, combustible materials, electricity, high-pressure gases, climbing ladders and lifting heavy objects.
2. - Explain the theory of Refrigeration and Air Conditioning and the physical properties of components and devices.
3. - Demonstrate critical thinking, interpersonal, writing, and reading skills working with team members and customers.

Requirements

SUBJECT #	TITLE	UNITS
FIRST SEMESTER		15.5
E/ET 202	Fundamentals of Electricity for ECT	2.0
ECT 012	Blueprint Reading and Interpretation for ECT	1.5
ECT 013	Fundamentals of Refrigeration	4.0
ECT 211	Mechanical and Electrical Codes	1.5
ECT 214	Technical Mathematics for ECT	3.0
WELD 215	Welding for ECT Technicians	1.5
ECT 011	Mechanical and Electrical Devices	2.0
SECOND SEMESTER		15.0
E/ET 221	Motors and Drives	2.0
ECT 014	Advanced Refrigeration	2.0
ECT 015	Advanced Refrigeration & Troubleshooting	3.0
ECT 016	Fundamentals of Residential and Light Commercial HVAC Systems	2.0
ECT 017	Fundamentals of HVAC and Troubleshooting	3.0
ECT 018	HVAC Installation Practices	1.0
ECT 028	Energy Management and Efficiency in Building Systems	2.0
THIRD SEMESTER		16.0
E/ET 011	Commercial Electricity for HVAC	2.0
ECT 019	Psychrometrics and Load Calculations	2.0
ECT 021	Introduction to Direct Digital Controls	3.0

ECT 022	Commercial HVAC Systems and Troubleshooting	3.0
ECT 024	Commercial HVAC System Troubleshooting	2.0
ECT 025	Introduction to Building Commissioning	2.0
ECT 212	Testing, Adjusting, and Balancing HVAC Systems	2.0

FOURTH SEMESTER		12.0
ECT 023	HVAC System Design	2.0
ECT 026	Advanced Building Commissioning	3.0
ECT 027	Advanced Direct Digital Controls	3.0
ECT 029	Data Analysis for Performance Monitoring	2.0
ECT 040	Introduction to Control System Networking	1.0
ECT 213	Indoor Air Quality and Building Envelope	1.0

Commercial HVAC Systems - Certificate of Achievement

Summary

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 controls 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 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.

Program Learning Outcomes

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

1. - Demonstrate proper and safe use of chemicals, combustible materials, electricity, high-pressure gases, climbing ladders and lifting heavy objects.
2. - Explain the theory of Refrigeration and Air Conditioning and the physical properties of components and devices.
3. - Demonstrate critical thinking, interpersonal, writing, and reading skills working with team members and customers.

Requirements

SUBJECT #	TITLE	UNITS
FIRST SEMESTER		15.5
E/ET 202	Fundamentals of Electricity for ECT	2.0
ECT 12	Blueprint Reading and Interpretation for ECT	1.5
ECT 13	Fundamentals of Refrigeration	4.0
ECT 211	Mechanical and Electrical Codes	1.5
ECT 214	Technical Mathematics for ECT	3.0

WELD 215 Welding for ECT Technicians	1.5
E/ET 011 Commercial Electricity for HVAC	2.0
SECOND SEMESTER	12.0
E/ET 221 Motors and Drives	2.0
ECT 14 Advanced Refrigeration	2.0
ECT 15 Refrigeration Equipment Trouble-shooting	2.0
ECT 16 Fundamentals of Heating and Air Conditioning	2.0
ECT 17 Heating and Air Conditioning Trouble-shooting	1.0
ECT 18 HVAC Installation Practices	1.0
ECT 28 Energy Management and Efficiency in Building Systems	2.0
THIRD SEMESTER	14.0
E/ET 11 Commercial Electricity for HVAC Applications	2.0
ECT 19 Psychrometrics and Load Calculations	2.0
ECT 21 Introduction to Direct Digital Controls	2.0
ECT 22 Commercial HVAC Systems	2.0
ECT 24 Commercial HVAC Systems Trouble- shooting	2.0
ECT 25 Introduction to Building Commissioning	2.0
ECT 212 Testing, Adjusting, and Balancing HVAC Systems	2.0
FOURTH SEMESTER	11.0
ECT 23 HVAC Systems Design	2.0
ECT 26 Advanced Building Commissioning	3.0
ECT 27 Advanced Direct Digital Controls	2.0
ECT 29 Data Analysis for Performance Monitoring	2.0
ECT 040 Introduction to Control System Networking	1.0
ECT 213 Indoor Air Quality and Building Envelope	1.0

Communication Studies - Certificate of Achievement

Summary

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 Studies CA prepares students for jobs related to the field of speech/communications.

Career Opportunities

Public service officer, law tech assistant, communications officer, commentator, speech writer.

Program Learning Outcomes

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

1. Research and think critically about the influence and impact of Mass Media on society.
2. Speak, listen and critically think to resolve conflict and get your message across as intended.
3. Deliver presentations that are clear in message and voice, using appropriate nonverbals.

Requirements

SUBJECT #	TITLE	UNITS
Complete the following core requirement courses:		12.0

COMM 002A	The Fundamentals of Oral Interpretation of Literature	3.0
COMM 020	Interpersonal Communication Skills	3.0
COMM 044	Argumentation	3.0
COMM 045	Public Speaking	3.0

Total Units:	12.0
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Computer Information Science - A.S. Degree

Summary

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.

Program Learning Outcomes

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

1. Students who receive a degree in Computer Information Systems will be able to: 1. solve problems and conduct experiments in basic computer science.
2. 2. solve mathematical problems using calculus, linear algebra, discrete math and differential equations.
3. 3. create and program algorithmic solutions to solve problems.

Requirements

SUBJECT #	TITLE	UNITS
First Semester		10.0
CIS 005	Introduction to Computer Science	5.0
MATH 003A	Calculus I	5.0
Second Semester		10.0
CIS 061	Structure and Interpretation of Computer Programs	5.0
MATH 003B	Calculus II	5.0
Third Semester		7.0
CIS 036A	Java Programming Language I	4.0
OR		
CIS 025	Object Oriented Programming Using C++	4.0
MATH 003E	Linear Algebra	3.0
Fourth Semester		7.0-8.0
CIS 025B	C++ Programming Language II	4.0
OR		
CIS 036B	Java Programming Language II	4.0

MATH 003F	Differential Equations	3.0
OR		
MATH 011	Discrete Mathematics	4.0

Total Major Units:	34.0-35.0
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General Education Requirements:	18.0
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Refer to Associate Degree Requirements tab for more information.

Electives to meet 60 units:	
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Total Units:	60.0
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Computer Programming With C++ - Certificate of Achievement

Summary

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, Software Engineer.

Program Learning Outcomes

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

1. 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.
2. Programming Skills: Analyze a problem, using algorithms to create computer systems and appropriate problem solving using a programming language.
3. 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.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses:		13.0
CIS 006	Introduction to Computer Programming	5.0
OR		
CIS 061	Structure and Interpretation of Computer Programs	5.0
* Students planning to transfer to a Computer Science program, especially at UC Berkeley, should choose CIS 61.		
CIS 025	Object Oriented Programming Using C++	4.0
CIS 025B	C++ Programming Language II	4.0

Choose at least 3 units from the following.		3.0-4.0
BUS 001A	Financial Accounting	4.0
BUS 005	Human Relations in Business	3.0
BUS 020	General Accounting	3.0
BUS 024	Computerized Accounting Principles	3.0
CIS 020	Microcomputer Assembly Language	4.0
CIS 027	Data Structures and Algorithms	4.0
CIS 036A	Java Programming Language I	4.0
CIS 036B	Java Programming Language II	4.0
CIS 062	Introduction to Systems Analysis and Design	3.0
CIS 081	Systems Analysis with UML	3.0
CIS 098	Database Programming with SQL	4.0
CIS 099	Database Administration with SQL	4.0
ECON 002	Principles of Economics (Micro-Economics)	3.0
MATH 011	Discrete Mathematics	4.0
MATH 013	Introduction to Statistics	4.0
Total Units:		16.0-17.0

Computer Programming With Java - Certificate of Achievement

Summary

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, Software Engineer.

Program Learning Outcomes

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

1. 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.
2. Programming Skills: Analyze a problem, using algorithms to create computer systems and appropriate problem solving using a programming language.
3. Solve Business Problems with Computers: Interpret and analyze a business information problem and design, code, compile, test and debug a program solution in Java using proper program syntax balancing efficiency and maintainability, and manage project tasks required for completion of a computer system development project.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses:		13.0
CIS 006	Introduction to Computer Programming	5.0

OR

CIS 061 Structure and Interpretation of Computer Programs 5.0

* Students planning to transfer to a Computer Science program, especially at UC Berkeley, should choose CIS 61.

CIS 036A	Java Programming Language I	4.0
CIS 036B	Java Programming Language II	4.0

Choose at least 3 units from the following list.	3.0-4.0
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BUS 001A	Financial Accounting	4.0
BUS 005	Human Relations in Business	3.0
BUS 020	General Accounting	3.0
BUS 024	Computerized Accounting Principles	3.0
CIS 020	Microcomputer Assembly Language	4.0
CIS 025	Object Oriented Programming Using C++	4.0
CIS 025B	C++ Programming Language II	4.0
CIS 027	Data Structures and Algorithms	4.0
CIS 062	Introduction to Systems Analysis and Design	3.0
CIS 081	Systems Analysis with UML	3.0
CIS 098	Database Programming with SQL	4.0
CIS 099	Database Administration with SQL	4.0
ECON 002	Principles of Economics (Micro-Economics)	3.0
MATH 011	Discrete Mathematics	4.0
MATH 013	Introduction to Statistics	4.0

Total Units:	16.0-17.0
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Computer Systems Analysis - Certificate of Achievement

Summary

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.

Program Learning Outcomes

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

1. Explain the purpose of systems analysis and design, life cycle of systems design, iterative, and waterfall development processes, object oriented analysis and design.
2. 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.
3. 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.
4. Design high-level logical system characteristics (user interface design, design of data and information requirements), and prototype system artifacts to implement a solution.

5. Analyze and articulate economic, ethical, cultural, and legal issues and their feasibilities among alternative solutions.
6. Communicate effectively with various organizational stakeholders to collect information using a variety of techniques and to convey proposed solution characteristics to them.

Requirements

SUBJECT #	TITLE	UNITS
Core Requirements		11.0
CIS 006	Introduction to Computer Programming	5.0
OR		
* Students planning to transfer to a Computer Science program, especially at UC Berkeley, should choose CIS 61.		
CIS 061	Structure and Interpretation of Computer Programs	5.0
CIS 062	Introduction to Systems Analysis and Design	3.0
CIS 081	Systems Analysis with UML	3.0
Choose 2 courses from the following		7.0-8.0
BNK/F 056	Bank Management	3.0
BUS 001A	Financial Accounting	4.0
BUS 001B	Managerial Accounting	4.0
BUS 005	Human Relations in Business	3.0
BUS 010	Introduction to Business	3.0
BUS 020	General Accounting	3.0
BUS 024	Computerized Accounting Principles	3.0
BUS 076	E-Commerce/Entrepreneurship	3.0
COMM 020	Interpersonal Communication Skills	3.0
CIS 025	Object Oriented Programming Using C++	4.0
CIS 036A	Java Programming Language I	4.0
ECON 002	Principles of Economics (Micro-Economics)	3.0
ENGL 005	Critical Thinking in Reading and Writing	3.0
GRART 115	Website Design	3.0
M/SVN 082	Essentials of Managerial Communications	3.0
MATH 013	Introduction to Statistics	4.0
PHIL 010	Logic	3.0

Systems analysts must understand the business that they are analyzing, so courses emphasizing business and organization are encouraged. Since many systems analysis jobs involve financial systems, an introductory accounting or micro-economics course (such as BUS 1, BUS 20, or ECON 2) is useful to a systems analysis career so can be used as an elective.

Total Units:	18.0-19.0
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Construction Management - A.A. Degree

Summary

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.

Program Learning Outcomes

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

1. Communication Cite, list, and write effectively to communicate the intent of construction management and inspection services.
2. Critical Thinking Create a work plan, construct a project management plan of execution and design a schedule for execution of construction.
3. Technical Skills Create, assemble, and generate relevant, technical reports on real world projects and construction project simulations.

Requirements

SUBJECT #	TITLE	UNITS
First Semester		12.0
CONMT 010	Introduction to Construction Practices	3.0
CONMT 011	Construction Estimating I - Residential Projects	3.0
CONMT 012	Uniform Building Codes I	3.0
CONMT 020	Blueprint Reading and Interpretation	3.0
Second Semester		12.0
CONMT 018	Construction Project Management I	3.0
CONMT 021	Construction Estimating II - Commercial Projects	3.0
CONMT 022	Uniform Building Codes II	3.0
CONMT 031A	Computer Applications in Contracting-Scheduling	3.0
Third Semester		12.0
CONMT 019	Construction Project Management II	3.0
CONMT 031B	Computer Applications in Contracting-Business Management	3.0
CONMT 032	Materials and Methods of Construction	3.0
Select one course from the following:		
CONMT 030	State Contracting License Law	3.0
CONMT 040	Construction Contracts and Specifications	3.0
Total Major Units:		36.0
If completing an AS, students must complete 18 GE Requirement units and Electives to meet 60 units:		

Recommended but not required:

BUS 1A, 20

CHEM 1A, 30A, 50

ENGL1A

MATH 220A, 220B, 220C, 220D

PHYS 4A, 10

Cosmetology - A.A. Degree

Summary

The Cosmetology program prepares students in all phases of cosmetology. The program consists of 1600 hours training in theoretical foundations, manipulative skills, business knowledge, professional and ethical practices and prepares students to take the California State Board of Cosmetology examination for licensure.

Admission Requirements: Contact the Cosmetology Department at (510) 464-3285 for supplementary application information and forms. First-time students are required to attend an orientation meeting. A grade of "C" or above

is required in each prerequisite course to continue in the sequence of course offerings. Transfer students will be accepted when space is available, providing they have not achieved more than 300 certified hours and apply within a one-year period of withdrawal from a previous school. Upon completion of the 1600-hour program, students are eligible for the Cosmetology certificate and are qualified to apply for licensing through California State Board of Cosmetology.

Program Learning Outcomes

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

1. Provide professional hair, nail and skin care services.
2. Write an effective resume.
3. Pass California State Board Exam for cosmetology license.

Requirements

SUBJECT #	TITLE	UNITS
FIRST SEMESTER		15.0-17.0
COSM 210	Cosmetology Theory I	5.0
COSM 210L	Cosmetology Laboratory I	7.0
OR		
COSM 210LE	Cosmetology Laboratory I	5.0
COSM 211	Manicuring and Pedicuring I	1.0
COSM 212	Chemical Services/Haircutting I	1.0
COSM 213	Hairstyling Services/Haircutting I	1.0
COSM 214	Haircolor Services/Haircutting I	1.0
COSM 215	Facials I	1.0
SECOND SEMESTER		15.0-17.0
COSM 220	Cosmetology Theory II	5.0
COSM 220L	Cosmetology Laboratory II	7.0
OR		
COSM 220LE	Cosmetology Laboratory II	5.0
COSM 221	Manicuring and Pedicuring II	1.0
COSM 222	Chemical Services/Haircutting II	1.0
COSM 223	Hairstyling Services/Haircutting II	1.0
COSM 224	Haircolor Services/Haircutting II	1.0
COSM 225	Facials II	1.0
THIRD SEMESTER		15.0-17.0
COSM 230	Cosmetology Theory III	5.0
COSM 230L	Cosmetology Laboratory III	7.0
OR		
COSM 230LE	Cosmetology Laboratory III	5.0
COSM 231	Manicuring and Pedicuring III	1.0
COSM 232	Chemical Services/Haircutting III	1.0
COSM 233	Hairstyling Services/Haircutting III	1.0
COSM 234	Haircolor Services/Haircutting III	1.0
COSM 235	Facials III	1.0
FOURTH SEMESTER		6.0-7.0
only if completing the evening program		
COSM 240LE	Cosmetology Laboratory IV	5.0

COSM 200	Special Projects: Laboratory	1.0-2.0
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Total Major Units:	50.0-51.0
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General Education Requirements:	18.0
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Refer to Associate Degree Requirements tab for more information.

Electives to meet 60 units:	
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Total Units:	60.0
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Recommended but not required		
BUS 020	General Accounting	3.0
BUS 054	Small Business Management	3.0
COMM 045	Public Speaking	3.0
PSYCH 006	Social Psychology	3.0
SOC 001	Introduction to Sociology	3.0

Cosmetology - Certificate of Achievement

Summary

The Cosmetology program prepares students in all phases of cosmetology. The program consists of 1600 hours training in theoretical foundations, manipulative skills, business knowledge, professional and ethical practices and prepares students to take the California State Board of Cosmetology examination for licensure.

Admission Requirements: Contact the Cosmetology Department at (510) 464-3285 for supplementary application information and forms. First-time students are required to attend an orientation meeting. A grade of "C" or above is required in each prerequisite course to continue in the sequence of course offerings.

Transfer students will be accepted when space is available, providing they have not achieved more than 300 certified hours and apply within a one-year period of withdrawal from a previous school.

Upon completion of the 1600-hour program, students are eligible for the Cosmetology certificate and are qualified to apply for licensing through California State Board of Cosmetology.

Program Learning Outcomes

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

1. Provide professional hair, nail and skin care services.
2. Write an effective resume.
3. Pass California State Board Exam for cosmetology license.

Requirements

SUBJECT #	TITLE	UNITS
FIRST SEMESTER		15.0-17.0
COSM 210	Cosmetology Theory I	5.0
COSM 210L	Cosmetology Laboratory I	7.0
OR		
COSM 210LE	Cosmetology Laboratory I	5.0
COSM 211	Manicuring and Pedicuring I	1.0
COSM 212	Chemical Services/Haircutting I	1.0
COSM 213	Hairstyling Services/Haircutting I	1.0
COSM 214	Haircolor Services/Haircutting I	1.0

COSM 215	Facials I	1.0
SECOND SEMESTER		15.0-17.0
COSM 220	Cosmetology Theory II	5.0
COSM 220L	Cosmetology Laboratory II	7.0
OR		
COSM 220LE	Cosmetology Laboratory II	5.0
COSM 221	Manicuring and Pedicuring II	1.0
COSM 222	Chemical Services/Haircutting II	1.0
COSM 223	Hairstyling Services/Haircutting II	1.0
COSM 224	Haircolor Services/Haircutting II	1.0
COSM 225	Facials II	1.0
THIRD SEMESTER		15.0-17.0
COSM 230	Cosmetology Theory III	5.0
COSM 230L	Cosmetology Laboratory III	7.0
OR		
COSM 230LE	Cosmetology Laboratory III	5.0
COSM 231	Manicuring and Pedicuring III	1.0
COSM 232	Chemical Services/Haircutting III	1.0
COSM 233	Hairstyling Services/Haircutting III	1.0
COSM 234	Haircolor Services/Haircutting III	1.0
COSM 235	Facials III	1.0
FOURTH SEMESTER:		6.0-7.0
only if completing the evening program		
COSM 240LE	Cosmetology Laboratory IV	5.0
COSM 200	Special Projects: Laboratory	1.0-2.0
Total Major Units:		50.0-51.0
Recommended but not required		
BUS 020	General Accounting	3.0
BUS 054	Small Business Management	3.0
COMM 045	Public Speaking	3.0
PSYCH 006	Social Psychology	3.0
SOC 001	Introduction to Sociology	3.0

Culinary Arts and Restaurant Management - A.S. Degree

Summary

Is food your art? Do you love the sound and smell of sizzling food? Do you enjoy “nourishing” people with the recipes you create? Deep down, do you secretly feel you could be the next Top Chef? If you answered yes to any of these questions, the Restaurant Management program could be the place for you!

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 numerous and diverse job classifications of this exciting and growing industry. Students have the opportunity to demonstrate their talents and capabilities in the operations and supervision of the food preparation facilities at Laney College. With classes in safety, leadership, math, nutrition, and operational efficiency, the Restaurant Management AS Degree

and Certificate of Achievement integrate the techniques and knowledge needed for success in this dynamic industry.

Note: This program includes frequent application of fractions, decimals, and percentages. The department recommends, if needed, to take an introductory Mathematics course to assist with these concepts.

Career Opportunities

Career opportunities with the Culinary Arts & Restaurant Management certificate include, but are not limited to: 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 Product Developer, Food & Beverage Manager, and Cooking Instructor. Skills acquired in the certificate will also prepare students for business ownership such as Restaurateur, Food Truck Owner, and Independent Business Owner/Consultant.

Program Learning Outcomes

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

1. Apply the concepts and techniques of food safety, sanitation, personal hygiene, and professionalism in food handling, preparation, proper service techniques, and dining room management including the use of commercial equipment and tools.
2. Use classical cooking terminology and demonstrate station organization.
3. Apply procedures in order to run a cost effective food service establishment, including: menu analysis, labor cost, and human resource practices to manage restaurant staff.

Requirements

SUBJECT #	TITLE	UNITS
First Semester (7 units):		7.0
CULIN 212	Introduction to Culinary Arts	4.0
CULIN 215	Culinary Math Fundamentals	1.0
CULIN 217	Formulas and Food Costs	1.0
CULIN 218	Ingredients and Equipment	1.0
Second Semester (7 units):		7.0
CULIN 228	Managing Food Sanitation	1.0
CULIN 223	Stocks, Soups and Sauces	1.0
CULIN 224	Principals of Heat Cooking	1.0
CULIN 227	Dynamic Heat Cooking	4.0
Third Semester (12 units):		12.0
CULIN 237	Garde Manger and Contemporary American Bistro Cooking	7.0
CULIN 232	Dining Room Service and Management	1.0
CULIN 235	Culinary Nutrition	3.0
CULIN 236	Culinary Career Development	1.0
Fourth Semester (13 units):		13.0
CULIN 238	International Cuisine	7.0
CULIN 243	Principles of Food, Beverage, and Labor Controls	3.0
CULIN 242	Supervision in the Hospitality Industry	3.0
Total Major Units:		39.0
General Education Requirement:		18.0
Electives to meet 60 units:		
Total Units:		60.0

Recommended but not required

CULIN 203	Introduction to Baking Foundations	4.0
OR		
CULIN 204	Baking Fundamentals	4.0

Culinary Arts and Restaurant Management - Certificate of Achievement**Summary**

Is food your art? Do you love the sound and smell of sizzling food? Do you enjoy “nourishing” people with the recipes you create? Deep down, do you secretly feel you could be the next Top Chef? If you answered yes to any of these questions, the Restaurant Management program could be the place for you!

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 numerous and diverse job classifications of this exciting and growing industry. Students have the opportunity to demonstrate their talents and capabilities in the operations and supervision of the food preparation facilities at Laney College. With classes in safety, leadership, math, nutrition, and operational efficiency, the Restaurant Management AS Degree and Certificate of Achievement integrate the techniques and knowledge needed for success in this dynamic industry.

Note: This program includes frequent application of fractions, decimals, and percentages. 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.

Program Learning Outcomes

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

1. Apply the concepts and techniques of food safety, sanitation, personal hygiene, and professionalism in food handling, preparation, proper service techniques, and dining room management including the use of commercial equipment and tools
2. Synthesize classical cooking terminology and station organization.
3. 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.

Requirements

SUBJECT #	TITLE	UNITS
First Semester (7 units):		7.0
CULIN 212	Introduction to Culinary Arts	4.0
CULIN 215	Culinary Math Fundamentals	1.0
CULIN 217	Formulas and Food Costs	1.0
CULIN 218	Ingredients and Equipment	1.0
Second Semester (7 units):		7.0
CULIN 228	Managing Food Sanitation	1.0
CULIN 223	Stocks, Soups and Sauces	1.0
CULIN 224	Principals of Heat Cooking	1.0

CULIN 227	Dynamic Heat Cooking	4.0
Third Semester (12 units):		12.0
CULIN 237	Garde Manger and Contemporary American Bistro Cooking	7.0
CULIN 232	Dining Room Service and Management	1.0
CULIN 235	Culinary Nutrition	3.0
CULIN 236	Culinary Career Development	1.0
Fourth Semester (13 units):		13.0
CULIN 238	International Cuisine	7.0
CULIN 243	Principles of Food, Beverage, and Labor Controls	3.0
CULIN 242	Supervision in the Hospitality Industry	3.0
Total Units:		39.0
Recommended but not required:		
CULIN 203	Introduction to Baking Foundations	4.0
OR		
CULIN 204	Baking Fundamentals	4.0

Culinary Foundations - Certificate of Achievement

Summary

The Culinary Foundations Certificate of Achievement is composed of courses designed for the individual seeking to acquire culinary skills for employment within the exciting and fast-growing food service industry. The program of study includes courses in knife skills, ingredient identification, cooking methods (i.e., sautéing, 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

Career opportunities with the Culinary Foundations certificate include, but are not limited to: Cook's Assistant/ Commis, Cook (Station, Line and/or Short-Order), Personal Chef, Caterer, Food Writer, Recipe Tester, Food Truck Owner, Food Product Developer.

Program Learning Outcomes

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

1. Apply the concepts and techniques of food safety, sanitation, personal hygiene, and professionalism in food handling and preparation.
2. Apply classical cooking terminology and techniques

Requirements

SUBJECT #	TITLE	UNITS
Core Courses (13 units):		13.0
CULIN 212	Introduction to Culinary Arts	4.0
CULIN 215	Culinary Math Fundamentals	1.0
CULIN 217	Formulas and Food Costs	1.0
CULIN 218	Ingredients and Equipment	1.0
CULIN 223	Stocks, Soups and Sauces	1.0
CULIN 224	Principals of Heat Cooking	1.0

Total Units:**13.0****Dance - A.A. Degree****Summary**

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 Programs, 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.)

Program Learning Outcomes

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

1. COMMUNICATION: Students will be able to analyze, write and speak about historical, theoretical and cultural dimensions of multiple dance genres
2. DANCE MECHANICS: Students will recognize and apply basic anatomical and kinesthetic structure and function for more efficient and sustainable dancing:
3. CHOREOGRAPHY: Students will develop an articulate individual choreographic voice by expressing themselves creatively through dance composition and performance:
4. MUSICALITY: Students will identify, analyze and demonstrate movement as related to musical structure

Requirements

SUBJECT #	TITLE	UNITS
Core Curriculum		9.0
DANCE 001	History of Dance	3.0
DANCE 006	Dance Production, Rehearsal and Performance	3.0
DANCE 008A	Dance Composition and Choreography	3.0
Required Activity Courses		7.0
DANCE 060	Ballet I	1.0
DANCE 064	Jazz Dance I	1.0
DANCE 068	Modern Dance I	1.0
Select one of the following:		
DANCE 061	Ballet II	1.0
OR		
DANCE 077	West African Dance II	1.0

OR		
DANCE 081	Haitian Dance II	1.0
Select one of the following:		
DANCE 065	Jazz Dance II	2.0
OR		
DANCE 069	Modern Dance II	2.0
Select one of the following:		
DANCE 076	West African Dance I	1.0
OR		
DANCE 080	Haitian Dance I	1.0
Select 3 units from the following:		3.0
DANCE 005	Rhythmic Analysis	2.0
DANCE 007	Dance Study Abroad	5.0
DANCE 061	Ballet II	1.0
DANCE 062	Ballet III	1.0
DANCE 063	Ballet IV	1.0
DANCE 065	Jazz Dance II	2.0
DANCE 066	Jazz Dance III	2.0
DANCE 067	Jazz Dance IV	2.0
DANCE 069	Modern Dance II	2.0
DANCE 070	Modern Dance III	2.0
DANCE 071	Modern Dance IV	2.0
DANCE 072	Jazz Tap I	1.0
DANCE 073	Jazz Tap II	1.0
DANCE 076	West African Dance I	1.0
DANCE 077	West African Dance II	1.0
DANCE 078	West African Dance III	1.0
DANCE 079	West African Dance IV	1.0
DANCE 080	Haitian Dance I	1.0
DANCE 081	Haitian Dance II	1.0
DANCE 082	Haitian Dance III	1.0
DANCE 083	Haitian Dance IV	1.0
Total Major Units		19.0
General Education Requirements:		18.0
Electives to meet 60 units:		
Total Units:		60.0
Recommended but not required:		
THART 021	Acting I	3.0
MUSIC 010	Music Appreciation	3.0

Darkroom Photography - Certificate of Proficiency

Summary

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.

Program Learning Outcomes

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

1. Demonstrate proficiency in the black and white medium.
2. Analyze traditional photography for aesthetic presentation.
3. Create a working portfolio of traditional photography.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses		9.0
PHOTO 011	Introduction to Black/White Film Photography	3.0
PHOTO 012	Intermediate Black/White Darkroom Printing	3.0
PHOTO 013	Creative Darkroom: Alternative Processes	3.0
Total Units:		9.0

Database Management With SQL - Certificate of Achievement

Summary

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).

Program Learning Outcomes

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

1. Develop Data Models such as Class Diagrams or Entity Relationship Diagrams (ERDs) from business processes to support database analysis and design.
2. Create and modify a database and its tables using Structured Query Language's Data Definition Language (SQL-DDL) features.
3. Write programs that store and modify data in database tables using Structured Query Language's Data Manipulation Language (SQL-DML) features.

Requirements

SUBJECT #	TITLE	UNITS
Core Requirements		13.0
CIS 006	Introduction to Computer Programming	5.0

OR

CIS 061 Structure and Interpretation of Computer Programs 5.0

* Students planning to transfer to a Computer Science Program, especially at UC Berkeley, should choose CIS 61.

CIS 098	Database Programming with SQL	4.0
CIS 099	Database Administration with SQL	4.0

Choose 1 course from the following		3.0-4.0
BUS 001A	Financial Accounting	4.0
BUS 005	Human Relations in Business	3.0
BUS 020	General Accounting	3.0
BUS 024	Computerized Accounting Principles	3.0
CIS 020	Microcomputer Assembly Language	4.0
CIS 025	Object Oriented Programming Using C++	4.0
CIS 025B	C++ Programming Language II	4.0
CIS 027	Data Structures and Algorithms	4.0
CIS 036A	Java Programming Language I	4.0
CIS 036B	Java Programming Language II	4.0
CIS 062	Introduction to Systems Analysis and Design	3.0
CIS 081	Systems Analysis with UML	3.0
ECON 002	Principles of Economics (Micro-Economics)	3.0
MATH 011	Discrete Mathematics	4.0
MATH 013	Introduction to Statistics	4.0

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 (such as MATH 3A, 11, or 13).

Total Units:	16.0-17.0
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Digital Fabrication Technology - Art - Certificate of Achievement

Summary

This certificate is created to help students develop professional skills in computer and software driven fabrication. This program takes a multi-material approach to fabricating all kinds of parts, installations, and sculptures. There is an emphasis on learning software skills that aid in the automation of manufacturing along with the hand skills required for finishing projects and creating works of art.

Career Opportunities

fabricator, manager, technician, artist, designer, CAD designer, educator

Program Learning Outcomes

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

1. Solve problems for the iterative process of design and fabrication.
2. Execute planning, measurement, and analysis of a project.
3. Create works using digital fabrication independently of instruction
4. Work collaboratively with Highschool students and community partners.

Requirements

SUBJECT #	TITLE	UNITS
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Required Fundamental Courses (8 units)		8.0
ART 047	3-D Visual Design	3.0
ART 176	Beginning Sculpture	3.0
CARP 224A	Digital Fabrication I	2.0
Computer Assisted Design (CAD) (3-4 units)		3.0-4.0
ENGIN 022	Engineering Graphics	3.0
ARCH 125	Digital Tools for Architecture and Design	3.0
WDTEC 030	CAD/CAM Techniques in the Cabinet-Making Industry	4.0
ARCH 104A	Beginning Computer Aided Drafting (CAD)	3.0
Application of Fundamentals (7 units)		7.0
CARP 224B	Digital Fabrication II	2.0
ART 071	Continuing Sculpture	2.0
ART 080	Beginning Ceramics	3.0
Continued Fundamentals (6 units)		6.0
WDTEC 010	Wood Technology I	3.0
WELD 205	Introduction to Welding	3.0
Cooperative Education (Minimum 2 Units)		2.0
ART 466C	Occupational Work Experience in Art	1.0-4.0
Total Units:		26.0-27.0
Recommended Courses (Not Required)		0.0
ART 046	2-D Visual Design	3.0
ART 082	Intermediate Ceramics	3.0
ART 074	Special Projects: Sculpture	2.0

Digital Fabrication Technology - Design and Engineering - Certificate of Achievement

Summary

Laney College's Engineering and Design focused Digital Fabrication Technology Program prepares graduates for modern Digital Fabrication and Advanced Manufacturing careers in design firms, engineering firms, furniture, cabinet, industrial art, custom installation and parts manufacturing shops. These multi-disciplinary courses emphasize and expand on the fundamentals of computer-assisted design (CAD) and computer-assisted manufacturing (CAM) techniques. Students will learn intermediate and advanced skills in iterative, design oriented thinking by employing rapid prototyping philosophy framed within a creative problem solving mindset. Graduates will leave with the ability to: conceptualize a project, 3D model it in its entirety, create the project using computer numerically controlled (CNC) and advanced manufacturing equipment, rapidly analyze and improve a project through iteration, and finish a project using modern and hand techniques. Engineering and design based thinking will frame the way students approach projects and problems, using skills and techniques in those disciplines to guide solution based problem solving.

Career Opportunities

CNC operator CNC programmer Part designer Fabricator CAD/CAM specialist Design and fabrication consultant 3D printer operator Digital Fabrication technician Production assistant

Program Learning Outcomes

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

1. Safety - Demonstrate proper safety protocols of all tools and equipment in the classroom .

2. Skills - Students will be able to use modern industrial computer numerically controlled (CNC) equipment to produce projects and apply improvements within the prototyping process using engineering and design principles.
3. Materials and Practices - Students will identify, analyze, evaluate and apply the correct materials to the appropriate production parameters creating efficient work flows for projects with optimal material use.

Requirements

SUBJECT #	TITLE	UNITS
Fundamental skills (min 10 units):		10.0
CARP 224A	Digital Fabrication I	2.0
MACH 210	Machine Technology I	5.0
ENGIN 010	Introduction to Engineering	3.0
Computer Assisted Design (min 3 or 4 units):		3.0-4.0
MACH 020	CAD Solid Modeling with Solidworks	4.0
OR		
ENGIN 022	Engineering Graphics	3.0
OR		
ARCH 125	Digital Tools for Architecture and Design	3.0
Further study in Digital Fabrication (min 10 units):		10.0
CARP 224B	Digital Fabrication II	2.0
MACH 030	Introduction to CNC Programming	4.0
MACH 031	Advanced CNC and CAD/CAM Programming	4.0
Continuation and discovery of new disciplines (min 6 units)		6.0
ARCH 142	Digital Craft For Architecture and Design	3.0
ENGIN 110	Engineering Entrepreneurship	3.0
Cooperative Education min 2 units):		2.0
ENGIN 466J	Occupational Work Experience in Engineering Technology	1.0-4.0
Total Units:		31.0-32.0

Digital Fabrication Technology - Machine Technology - Certificate of Achievement

Summary

Laney College's Machine Technology focused Digital Fabrication Technology Program prepares graduates for modern Digital Fabrication and Advanced Manufacturing careers in industrial art, custom installation and parts manufacturing shops. These multi-disciplinary courses emphasize and expand on the fundamentals of computer-assisted design (CAD) and computer-assisted manufacturing (CAM) techniques within, but not limited to, the machining field. Students will learn intermediate and advanced skills in iterative, design oriented thinking by employing rapid prototyping philosophy framed within a creative problem solving mindset. Graduates will leave with the ability to: conceptualize a project, 3D model it in its entirety, create the project using CNC and advanced manufacturing equipment, rapidly analyze and improve a project through iteration, and finish a project using modern and hand techniques.

Career Opportunities

CNC operator CNC programmer Part designer Fabricator CAD/CAM specialist Design and fabrication consultant 3D printer operator Digital Fabrication technician Production assistant

Program Learning Outcomes

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

1. Safety - Demonstrate proper safety protocols of all tools and equipment in the classroom .
2. Skills - Students will be able to use modern industrial computer numerically controlled (CNC) equipment to produce projects and apply improvements within the prototyping process.
3. Materials and Practices - Students will identify, analyze, evaluate and apply the correct materials to the appropriate production parameters creating efficient work flows for projects with optimal material use.

Requirements

SUBJECT #	TITLE	UNITS
Fundamental skills (min 7 units):		7.0
CARP 224A	Digital Fabrication I	2.0
MACH 210	Machine Technology I	5.0
Computer Assisted Design (min 3 or 4 units):		3.0
MACH 020	CAD Solid Modeling with Solidworks	4.0
OR		
ENGIN 022	Engineering Graphics	3.0
Further study in Digital Fabrication (min 10 units):		10.0
CARP 224B	Digital Fabrication II	2.0
MACH 030	Introduction to CNC Programming	4.0
MACH 031	Advanced CNC and CAD/CAM Programming	4.0
Continuation and discovery of new disciplines (min 8 units):		8.0
MACH 220	Machine Technology II	5.0
WDTEC 010	Wood Technology I	3.0
Cooperative Education (min 2 units):		2.0
MACH 466L	Occupational Work Experience in Machine Technology	1.0-4.0
Total Units:		30.0-31.0

Digital Fabrication Technology--Wood Technology - Certificate of Achievement

Summary

Laney College's Wood Technology focused Digital Fabrication Technology Program prepares graduates for modern Digital Fabrication and Advanced Manufacturing careers in furniture, cabinet, industrial art, custom installation and parts manufacturing shops. These multi-disciplinary courses emphasize and expand on the fundamentals of computer-assisted design (CAD) and computer-assisted manufacturing (CAM) techniques. Students will learn intermediate and advanced skills skills in iterative, design oriented thinking by employing rapid prototyping philosophy framed within a creative problem solving mindset. Graduates will leave with the ability to: conceptualize a project, 3D model it in its entirety, create the project using computer numerically controlled (CNC) and advanced manufacturing equipment, rapidly analyze and improve a project through iteration, and finish a project using modern and hand techniques.

Career Opportunities

CNC operator CNC programmer Part designer Fabricator CAD/CAM specialist Design and fabrication consultant 3D printer operator Digital Fabrication technician Production assistant Manufacturing technician Shop fabricator Fabrication technician Fabrication lab manager Advanced manufacturing teacher Shop manager Process engineer Engineering Equipment Technician Makerspace and Instructional Support Technician Sign fabricator Fablab instructor Laser cutter operator

Program Learning Outcomes

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

1. Safety--Demonstrate proper safety protocols of all tools and equipment in the classroom .
2. Skills - Students will be able to use modern industrial computer numerically controlled (CNC) equipment to produce projects and apply improvements within the prototyping process.
3. Materials and Practices - Students will identify, analyze, evaluate and apply the correct materials to the appropriate production parameters creating efficient work flows for projects with optimal material use.

Requirements

SUBJECT #	TITLE	UNITS
Fundamental skills (min 5 units):		5.0
CARP 224A	Digital Fabrication I	2.0
WDETC 010	Wood Technology I	3.0
Computer Assisted Design (min 3 or 4 units)		3.0-4.0
MACH 020	CAD Solid Modeling with Solidworks	4.0
OR		
ENGIN 022	Engineering Graphics	3.0
Further study in Digital Fabrication (min 6 units)		6.0
CARP 224B	Digital Fabrication II	2.0
WDETC 030	CAD/CAM Techniques in the Cabinet-Making Industry	4.0
Continuation and discovery of new disciplines (min 8 units)		8.0
MACH 210	Machine Technology I	5.0
WDETC 020	Wood Technology II	3.0
Cooperative Education (min 2 units)		2.0
WDETC 466N	Occupational Work Experience in Wood Technology	1.0-4.0
Total Units:		24.0-25.0

Digital Newsgathering - Certificate of Achievement

Summary

The Certificate of Achievement in Digital Newsgathering provides foundational knowledge and hands-on training that prepares students for jobs in the media realm. The certificate serves as a comprehensive and multi-discipline overview of content and skills needed by the modern journalist.

Career Opportunities

reporting, copywriting, public relations, communication, screenwriting, social media, brand management.

Program Learning Outcomes

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

1. Assemble a portfolio of appropriate photographs, writings, journals or digital media that reflects the skills and understanding of techniques of journalism.
2. Write news, features, and opinion pieces in newspaper style.
3. Apply media law, fact-checking and ethics to the journalistic process.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses (12 units):		12.0

JOURN 033	Smartphone Reporting	3.0
JOURN 021	Newswriting	3.0
JOURN 069	Multimedia Reporting for Journalists	3.0
JOURN 070	Data Journalism	3.0

Total Major Units:	12.0
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Electrical Technology - A.S. Degree

Summary

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.

Program Learning Outcomes

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

1. Analyze how electrical concepts, and safety impacts the function and efficiency of the residential and commercial buildings.
2. Develop communication skills to effectively address and resolve work related issues.
3. Diagnose appropriate electrical safety and theories, to make sound and safe installations

Requirements

SUBJECT #	TITLE	UNITS
First Semester (8 units):		8.0
E/ET 203	Basic Electricity	3.0
E/ET 204	Technical Mathematics for Electricians	3.0
E/ET 223	CAL-OSHA 30-Hour Construction Industry Training for Electrical & Electronics Technology	2.0
Second Semester (9 units):		9.0
E/ET 217	Residential House Wiring	3.0
E/ET 208	Solar Photovoltaic Systems	3.0
E/ET 226	Lighting Efficiency Technology	3.0
Third Semester (9 units):		9.0
E/ET 218	Commercial Electrical Wiring	3.0
E/ET 221	Motors and Drives	3.0
E/ET 207A	National Electrical Code for Electricians I	3.0
Fourth Semester (5 units):		5.0

E/ET 207B	National Electrical Code for Electricians II	3.0
E/ET 227	Professional Interactions in the Workplace	2.0

Total Major Units:	31.0
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General Education Requirements:	18.0
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Electives to meet 60 units:	
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Total Units:	60.0
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Electrical Technology - Certificate of Achievement

Summary

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.

Program Learning Outcomes

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

1. Analyze how electrical concepts, and safety impacts the function and efficiency of the residential and commercial buildings.
2. Develop communication skills to effectively address and resolve work related issues.
3. Diagnose appropriate electrical safety and theories, to make sound and safe installations

Requirements

SUBJECT #	TITLE	UNITS
First Semester (8 units):		8.0
E/ET 203	Basic Electricity	3.0
E/ET 204	Technical Mathematics for Electricians	3.0
E/ET 223	CAL-OSHA 30-Hour Construction Industry Training for Electrical & Electronics Technology	2.0
Second Semester (9 units):		9.0
E/ET 217	Residential House Wiring	3.0
E/ET 208	Solar Photovoltaic Systems	3.0
E/ET 226	Lighting Efficiency Technology	3.0
Third Semester (9 units):		9.0
E/ET 218	Commercial Electrical Wiring	3.0

E/ET 221	Motors and Drives	3.0
E/ET 207A	National Electrical Code for Electricians I	3.0

Fourth Semester (5 units):	5.0
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E/ET 207B	National Electrical Code for Electricians II	3.0
E/ET 227	Professional Interactions in the Workplace	2.0

Total Units:	31.0
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English for Speakers of Other Languages:Advanced - Certificate of Proficiency

Summary

The Advanced Certificate of Proficiency in ESL verifies that a student has successfully completed 14 units of college-level work, including the Advanced ESL Reading and Writing course and at least four other units of Advanced ESL. Students interested in completing this certificate should consult with the ESL 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.

Program Learning Outcomes

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

1. 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.
2. Reading -Advanced Apply active reading strategies in order to comprehend, critically analyze and explain ideas in advanced ESOL and college-level texts.
3. Classroom Culture - Advanced Participate in campus and classroom culture at a level required for success as an advanced ESOL student.
4. Communication - Advanced Communicate fluently, accurately and appropriately in spoken American English at a level required in advanced ESOL courses.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses: Choose two or three courses (8-14 units):		14.0
ESOL 050A	Advanced Listening and Speaking	4.0
OR		
ESL 050A	Advanced Listening and Speaking	4.0
		6.0
ESOL 052A	Advanced Reading and Writing	6.0
OR		
ESL 052A	Advanced Reading and Writing	6.0
		4.0
ESOL 274A	Grammar 4	4.0
OR		
ESL 217A	Advanced Grammar	4.0

<i>If you have not completed a minimum of 14 units from the above core courses, you may choose any of the following:</i>		0.0
		4.0
ESOL 275A	Grammar 5	4.0
OR		
ESL 219A	Applied Grammar and Editing	4.0
OR		
Courses numbered 1-199 in any discipline		

English for Speakers of Other Languages: High Intermediate - Certificate of Proficiency

Summary

The High Intermediate Certificate of Proficiency in ESL verifies that a student has successfully completed three ESL 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 ESL program chair and a counselor.

Career Opportunities

This certificate will prepare immigrant 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.

Program Learning Outcomes

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

1. 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.
2. Classroom Culture - Intermediate Participate in campus and classroom culture at a level required for success in intermediate ESOL courses
3. Reading – High Intermediate Apply active reading strategies in order to comprehend, critically analyze and explain ideas in high intermediate level ESOL texts.
4. Communication – High Intermediate Communicate fluently, accurately and appropriately in spoken American English at a level required in high intermediate ESOL courses.

Requirements

SUBJECT #	TITLE	UNITS
Core Requirements:		14.0
		6.0
ESOL 253A	Reading and Writing 3	6.0
OR		
ESL 223A	High Intermediate Reading and Writing	6.0
		4.0
ESOL 273A	Grammar 3	4.0
OR		
ESOL 274A	Grammar 4	4.0
OR		
ESOL 273A	Grammar 3	4.0
OR		

ESL 217A	Advanced Grammar	4.0
		4.0
ESOL 263A	Listening and Speaking 3	4.0
OR		
ESOL 050A	Advanced Listening and Speaking	4.0
OR		
ESL 233A	High Intermediate Listening and Speaking	4.0
OR		
ESL 050A	Advanced Listening and Speaking	4.0

English for Speakers of Other Languages: Intermediate - Certificate of Proficiency

Summary

The Intermediate Certificate of Proficiency in ESL verifies that a student has successfully completed three ESL core classes (Reading and Writing, Listening and Speaking, and Grammar) at the intermediate level. Students interested in completing this certificate should consult with the ESL program chair and a counselor.

Career Opportunities

This certificate will prepare immigrant 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.

Program Learning Outcomes

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

1. Writing - Intermediate Satisfy intermediate ESOL standards for clear, effective, well-organized, well-developed, well-edited and logically-sound sentences, paragraphs and essays, and appropriate citation of sources.
2. Reading - Intermediate Apply active reading strategies in order to comprehend, critically analyze and explain ideas in intermediate level ESOL texts.
3. Communication - Intermediate Communicate fluently, accurately and appropriately in spoken American English at a level required in intermediate ESOL courses.
4. Classroom Culture - Intermediate Participate in campus and classroom culture at a level required for success in intermediate ESOL courses.

Requirements

SUBJECT #	TITLE	UNITS
Core Requirements:		14.0
		6.0
ESOL 252A	Reading and Writing 2	6.0
OR		
ESL 222A	Intermediate Reading and Writing	6.0
		4.0
ESOL 262A	Listening and Speaking 2	4.0
OR		
ESL 232A	Intermediate Listening and Speaking	4.0
OR		
ESOL 263A	Listening and Speaking 3	4.0

OR		
ESL 233A	High Intermediate Listening and Speaking	4.0
OR		
ESOL 050A	Advanced Listening and Speaking	4.0
OR		
ESL 050A	Advanced Listening and Speaking	4.0
		4.0
ESOL 272A	Grammar 2	4.0
OR		
ESL 215A	Intermediate Grammar	4.0
OR		
ESOL 273A	Grammar 3	4.0
OR		
ESOL 273A	Grammar 3	4.0
OR		
ESOL 274A	Grammar 4	4.0
OR		
ESL 217A	Advanced Grammar	4.0

Entrepreneurship - Certificate of Achievement

Summary

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

Successful completion of this program prepares students for business development and planning, venture analysis, strategic management, and working in a small business setting or environment.

Program Learning Outcomes

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

1. Develop and prepare a comprehensive plan for a new business.
2. Evaluate the strengths and weakness in e-commerce versus a traditional business.
3. Prepare an income statement and balance sheet for a start up on business.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses (17.5 units):		17.5
BUS 002	Introduction to Business Law	3.0
BUS 043B	Introduction to Microsoft Excel for Business Applications	4.0
BUS 054	Small Business Management	3.0
BUS 070	Introduction to Marketing	3.0
BUS 076	E-Commerce/Entrepreneurship	3.0
BUS 239	QuickBooks	1.5
Electives: Select one of the following (3 units):		3.0
BUS 005	Human Relations in Business	3.0

Total Units:**20.5****ESOL Advanced - Certificate of Competency****Summary**

The ESOL Advanced Certificate of Competency verifies that a student has successfully completed three ESOL core classes (Reading and Writing, Listening and Speaking, and Grammar) at the advanced level. Students interested in completing this certificate should consult with the ESOL department chair and a counselor.

Career Opportunities

This certificate will help prepare students for vocational programs and job advancement.

Program Learning Outcomes

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

1. Demonstrate intermediate skills in English listening, speaking, reading, and/or writing which will allow them to achieve their personal, vocational, and academic goals.

Requirements

SUBJECT #	TITLE	UNITS
Courses (min 172 hours)		172.0-245.0
ESOL 550	Advanced Listening and Speaking	70.0
ESOL 552	Advanced Reading and Writing	105.0
ESOL 574	Grammar 4	70.0

Competency Requirement

Teacher or department will determine if student has met the competencies of the program and document it.

Total Hours:**172.0-245.0****ESOL Advanced Reading and Writing - Certificate of Competency****Summary**

The Advanced ESOL Reading and Writing Certificate of Competency verifies that multilingual students have gained critical academic skills to support their successful completion of college transfer English composition courses, other coursework and career goals.

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.

Program Learning Outcomes

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

1. Independently utilize reading strategies to critically integrate ideas into own writing.
2. Identify and revise for own problem areas in writing.
3. Locate and appropriately cite information from print and electronic sources— from libraries, the Internet, databases, and elsewhere—evaluate its relevance and reliability, and incorporate it effectively into essays.

Requirements

SUBJECT #	TITLE	UNITS
Students must complete a minimum of 110 hours.		110.0-157.5
ESOL 559A	Advanced Reading and Writing Workshop: Developing Critical Reading, Writing and Thinking Skills	26.3
AND ESOL 559B	Advanced Reading and Writing Workshop: Applying Reading, Writing and Critical Thinking Skills	26.3
AND ESOL 552	Advanced Reading and Writing	105.0
OR ESOL 559C	Advanced Reading and Writing Workshop: Strengthening Critical Reading, Writing and Thinking Skills	26.3
AND ESOL 559D	Advanced Reading and Writing Workshop: Consolidating Critical Reading, Writing, and Thinking Skills	26.3

Competency Requirement:

Teacher or department will determine whether student has met the competencies for the program and document it.

Total Hours:**110.0-157.5****ESOL College Ready Skills - Certificate of Competency****Summary**

The ESOL College Ready Skills Certificate verifies that a student has successfully completed the ESOL College Ready Skills four-course sequence. This sequence prepares beginning to low-intermediate English language learners new to American college classrooms for the cultural expectations and academic rigor of college-level ESOL courses. The program focuses on integrating English language instruction with study habits, communication skills, and education technology skills to facilitate student success. Students interested in completing the 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.

Program Learning Outcomes

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

1. Comprehend and respond appropriately to spoken American English at the level of entry-level credit ESOL courses.
2. Apply written information, technological skills, American classroom etiquette, and college success strategies to college-level courses.

Requirements

SUBJECT #	TITLE	UNITS
Courses (min 47 hours)		47.0-70.0
ESOL 595A	College Ready Skills: Culture and Classroom Etiquette	17.5

ESOL 595B	College Ready Skills: Academic Success Strategies	17.5
ESOL 595C	College Ready Skills: Best Study Practices	17.5
ESOL 595D	College Ready Skills: Education Technology Skills	17.5

Competency Requirement

Teacher or department will determine if the student has met the competencies of the program and document it.

Total Hours:	47.0-70.0
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ESOL High Beginning - Certificate of Competency

Summary

The ESOL High Beginning Certificate of Competency verifies that a student has successfully completed three ESOL core classes (Reading and Writing, Listening and Speaking, and Grammar) at the high beginning level. Students interested in completing this certificate should consult with the ESOL department chair and a counselor.

Career Opportunities

This certificate will help prepare students for vocational programs and job advancement.

Program Learning Outcomes

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

1. Demonstrate high beginning skills in English listening, speaking, reading, and/or writing which will allow them to achieve their personal, vocational, and academic goals.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses (min 172 hours):		172.0-245.0
ESOL 511	Reading and Writing 1	105.0
ESOL 561	Listening and Speaking 1	70.0
ESOL 571	Grammar 1	70.0

Competency Requirement:

Teacher or department will determine if student has met the competencies of the program and document it.

Total Hours:	172.0-245.0
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ESOL High Intermediate - Certificate of Competency

Summary

The ESOL High Intermediate Certificate of Competency 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 department chair and a counselor.

Career Opportunities

This certificate will help prepare students for vocational programs and job advancement.

Program Learning Outcomes

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

1. Demonstrate high intermediate skills in English listening, speaking, reading, and/or writing which will allow them to achieve their personal, vocational, and academic goals.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses (min 172 hours):		172.0-245.0
ESOL 513	Reading and Writing 3	105.0
ESOL 563	Listening and Speaking 3	70.0
ESOL 573	Grammar 3	70.0
OR		
ESOL 574	Grammar 4	70.0
Competency Requirement:		
Teacher or department will determine if student has met the competencies of the program and document it.		
Total Hours:		172.0-245.0

ESOL Intermediate - Certificate of Competency

Summary

The ESOL Intermediate Certificate of Competency verifies that a student has successfully completed three ESOL core classes (Reading and Writing, Listening and Speaking, and Grammar) at the intermediate level. Students interested in completing this certificate should consult with the ESOL department chair and a counselor.

Career Opportunities

This certificate will help prepare students for vocational programs and job advancement.

Program Learning Outcomes

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

1. Demonstrate intermediate skills in English listening, speaking, reading, and/or writing which will allow them to achieve their personal, vocational, and academic goals.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses (min 172 hours):		172.0-245.0
ESOL 512	Reading and Writing 2	105.0
ESOL 562	Listening and Speaking 2	70.0
ESOL 572	Grammar 2	70.0
Competency Requirement:		
Teacher or department will determine if student has met the competencies of the program and document it.		
Total Hours:		172.0-245.0

ESOL Intermediate Reading and Writing - Certificate of Competency

Summary

The Certificate of Competency in ESOL Intermediate Reading and Writing (CCy ESOL) serves verifies that multilingual students have gained critical academic skills to support their successful completion of ESOL reading and composition courses at the intermediate level.

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.

Program Learning Outcomes

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

1. Independently utilize reading strategies to critically integrate ideas into own writing.
2. Construct clear, effective, well-organized, well-developed, well-edited, and logically sound sentences, paragraphs and essays with appropriate citation of sources, satisfying intermediate ESOL standards.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses:		125.0-157.5
Students must complete a minimum of 125 hours.		
ESOL 512	Reading and Writing 2	105.0
AND		
ESOL 557A	Intermediate Reading & Writing Workshop: Developing Critical Reading, Writing and Thinking Skills	26.3
AND		
ESOL 557B	Intermediate Reading & Writing Workshop: Expanding Critical Reading, Writing and Thinking Skills	26.3
OR		
ESOL 513	Reading and Writing 3	105.0
AND		
ESOL 557C	Intermediate Reading & Writing Workshop: Strengthening Critical Reading, Writing and Thinking Skills	26.3
AND		
ESOL 557D	Intermediate Reading & Writing Workshop: Consolidating Critical Reading, Writing and Thinking Skills	26.3

Competency Requirement:

Teacher or department will determine if student has met the competencies of the program and document it.

Total Hours:	125.0-157.5
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Ethnic Studies - A.A. Degree

Summary

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 in 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.

Program Learning Outcomes

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

1. 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.
2. Analysis Effectively employ social science methodologies in the analysis of issues related to Ethnic Studies.
3. History Identify and describe the general history of racial/ethnic people in the U.S.

Requirements

SUBJECT #	TITLE	UNITS
Core Requirement 1: Introduction to Ethnic Studies (3 units):		0.0
ETHST 001	Introduction to Ethnic Studies	3.0
Core Requirement 2: Intersections of Race and Gender (3 units):		0.0
		3.0
AFRAM 035	Women of Color	3.0
OR		
ASAME 035	Women of Color	3.0
OR		
NATAM 035	Women of Color	3.0
OR		
M/LAT 035	Women of Color	3.0
Comparative Ethnic Studies Courses (6 units):		0.0
ETHST 003	Race, Gender and Sports	3.0
ETHST 012	Economics and Social Change: Racial Conflict and Class in America	3.0
ETHST 013	Introduction to Community Based Research in Urban America	3.0
ETHST 014	Community Building and Transformation in Urban America	3.0
ETHST 030	Introduction to Race, Gender and Health	3.0
ETHST 050	Introduction to Race, Class and Schools	3.0
Ethnic Studies Electives (6 units):		
Total Major Units		0.0
		18.0
General Education Units		0.0
		19.0
Elective Courses to meet 60 units		0.0
		23.0
Total Units		60.0

Global Studies - AA-T Degree

Summary

The Associate in Arts in Global Studies for Transfer Degree, (AA-T SOCSC) 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 Philosophy 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 "P") or better for each course in the major or area of emphasis.

No more than 60 semester units are required.

The Associate in Arts in Global Studies for Transfer Degree, (AA-T SOCSC) 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 in 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.

Program Learning Outcomes

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

1. Demonstrate knowledge of theories and concepts within global studies and the ability communicate them with accuracy, clarity and cultural sensitivity.
2. Develop an interdisciplinary training and ability to synthesize information.
3. Investigate and analyze global events.
4. Design a plan for social activism and civic engagement regarding a global issue.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses (6 units)		6.0
SOCSC 019	Introduction to Global Studies	3.0
SOCSC 020	Global Issues	3.0
List A: (min 15 units)		15.0
Select five courses (total) from the following areas:		
Culture and Society (choose at least one from the following):		
ANTHR 003	Introduction to Social and Cultural Anthropology	3.0
HIST 003B	World History Since 1500	3.0
Geography (choose at least one from the following):		
GEOG 001	Physical Geography	3.0
GEOG 002	Cultural Geography	3.0
GEOG 003	World Regional Geography	3.0

Economics (choose at least one from the following):		
ECON 001	Principles of Economics (Macro-Economics)	3.0
ECON 002	Principles of Economics (Micro-Economics)	3.0
Politics (choose at least one from the following):		
POSCI 002	Comparative Government	3.0
POSCI 003	International Relations	3.0
Total Major Units:		21.0
IGETC or CSU GE-Breadth Education pattern		37.0-39.0
CSU Transferable General Elective Courses to meet 60 units		
Total Units:		60.0

Graphics in Motion - Certificate of Proficiency

Summary

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

Animator, motion graphics assistant, checker of x-sheets, storyboarding artist, character designer, conceptual artist, assistant to video production using graphic arts, junior assistant in small graphic arts and video production companies; advertising specialist; video editing consultant, Intern in animation studios.

Program Learning Outcomes

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

1. Apply Disney's 12 principles of animation in animation projects.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses (9 Units)		9.0
GRART 043	Web Graphics and Animation	3.0
GRART 150	Graphics in Motion Introduction to Animation	3.0
GRART 151	Graphics in Motion Intermediate Animation	3.0
Total Units:		9.0

High Performance Building - Certificate of Achievement

Summary

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

Program Learning Outcomes

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

1. Analyze and apply energy efficient and safe building techniques.
2. Communicate effectively in the technical language of the Carpentry/Construction Trades, including written, verbal and mathematical computation skills.
3. 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.

Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		9.5-12.5
CARP 206	High Performance Building	3.5
CARP 223	OSHA 30-Hour Construction Safety Training	2.0
CONMT 002	Green Rating Systems for the Built Environment	3.0
CARP 200	Special Projects Laboratory	1.0-4.0
* Students must complete at least 1 unit of this course.		
Total Units:		9.5-12.5

History - AA-T Degree

Summary

The Associate in Arts Degree in History for Transfer (AA-T HIST) is designed to provide students with an understanding of both a diverse array of societies and how and why the historical process shaped our world. Through the coursework associated with the History AA-T, students will address questions of identity, community, knowledge, consciousness, intelligibility, communication, and meaning as they explore the broad disciplinary terrain of history.

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 "P") or better for each course in the major or area of emphasis.
- No more than 60 semester units are required.

The Associate in Arts Degree in History for Transfer (AA-T HIST) will also assist History 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

A History AA-T Degree into a history program provides students with the large range of potential educational and career opportunities afforded a graduate in the humanities and/or social sciences that include, but by no means are limited to, careers in education, public service, law, business, and creative arts.

Program Learning Outcomes

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

1. Apply knowledge of the historical process within particular fields of history and effective analysis and evaluation of historical cause and effect.
2. Apply historical methodology and critical and creative thinking skills to analyze and evaluate primary and secondary sources and historical arguments.
3. Analyze and evaluate the diverse historical identities, forces, and structures that have shaped past and present human history and continue to influence human history.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses (6 units):		6.0
HIST 007A	History of the United States to 1877	3.0
HIST 007B	History of the United States Since 1865	3.0
List A: Select two courses (6 units):		6.0
HIST 002A	History of Europe to 1500	3.0
OR		
HIST 003A	World History to 1500	3.0
HIST 002B	History of Europe Since 1500	3.0
OR		
HIST 003B	World History Since 1500	3.0
List B: Area 1: Diversity Select one course (3 units):		3.0
Including HIST 3A or HIST 3B if not used in List A		
HIST 003A	World History to 1500	3.0
HIST 003B	World History Since 1500	3.0
HIST 019	History of California	3.0
AFRAM 001	Introduction to African American Studies	3.0
AFRAM 030	African American History: Africa to 1865	3.0
AFRAM 031	African American History: 1865-1945	3.0
AFRAM 032	African American History: 1945 to the Present	3.0
ETHST 001	Introduction to Ethnic Studies	3.0
ETHST 014	Community Building and Transformation in Urban America	3.0
GEOG 002	Cultural Geography	3.0
M/LAT 019	History of the Mexican American	3.0
M/LAT 034	History of Latinos in the United States: 1800 to Present	3.0
NATAM 001	History of Native American Indians	3.0
Area 2: Breadth Select one course (3 units):		3.0
Including any List A course if not already used		
HIST 002A	History of Europe to 1500	3.0
HIST 002B	History of Europe Since 1500	3.0
HIST 003A	World History to 1500	3.0
HIST 003B	World History Since 1500	3.0
HIST 019	History of California	3.0
GEOG 003	World Regional Geography	3.0
POSCI 001	Government and Politics in the United States	3.0
POSCI 002	Comparative Government	3.0

POSCI 003	International Relations	3.0
SOCSC 019	Introduction to Global Studies	3.0
SOCSC 020	Global Issues	3.0

Total Major Units:	18.0
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IGETC or CSU GE-Breadth Education pattern	37.0-39.0
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Electives to meet 60 units	
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Total Units	60.0
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Humanities - A.A. Degree

Summary

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.

Program Learning Outcomes

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

1. Research and articulate Research and articulate the core philosophical, religious and artistic expressions within the humanistic traditions.
2. Apply lexicon Apply the appropriate lexicon to discuss philosophical, religious and artistic expressions within cultural socio-economic-historical contextual terms.
3. 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.

Requirements

SUBJECT #	TITLE	UNITS
Select 18 units from at least two discipline areas:		18.0
African-American Studies 6A, 29, 45*	3 each	
Anthropology 7		
Art 1, 2, 3, 4, 5, 6, 7, 40, 141	3 each	
Asian and Asian-American Studies 30		
Chinese 1, 2, 3, 4, 40A, 40B	5 each	
Communication 2A, 2B, 19	3 each	
Dance 1		
English 1B**, 2, 10A, 10B, 12, 17A, 17B, 20, 26, 30A, 30B, 31, 32A, 32B, 33A, 33B, 39, 43, 44A, 44B, 138, 210A, 210B, 217A, 217B, 220, 226, 230A, 230B, 231, 232A, 232B, 233A, 233B, 238, 239, 243, 244A, 244B	3 each	
French 1A, 1B, 2A, 2B, 30A***, 30B***	5 each	
Humanities 6, 7, 16, 30A, 30B, 31A, 31B, 40, 45*	3 each	

Japanese 1A, 50A***, 50B***
 Mexican and Latin-American Studies 30A, 30B 3 each
 Music 2A, 2B, 9, 10, 12A, 12B, 15A, 15B 3 each
 Philosophy 1, 2, 10, 20A, 20B, 37 3 each
 Sociology 30
 Spanish 1A, 1B, 2A, 2B, 22A, 22B, 30A***, 30B***, 40***, 60A***, 60B*** 5 each
 Theatre Arts 1****, 10, 30 3 each

Indigenous Languages and Cultures-Mam - Certificate of Achievement

Summary

The Certificate of Achievement in Indigenous Languages and Cultures -Mam is designed to assist community members and students develop an understanding and appreciation of an indigenous language still spoken by thousands of Mam people in Central America, Mexico and United States. The certificate is designed to prepare community members and students to know the roots of their Mayan culture and civilization and the Mayan-Mam speakers. Honoring a community-based approach, the Mam courses emphasize a deep knowledge and understanding of the language and the culture.

Career Opportunities

With the arrival of more than 15 000 Mam speakers into the Bay Area in the last 15 years, there is an enormous need for Mam translators and interpreters in our society. Even though most of the families come from Guatemala and the south of Mexico, they do not speak neither Spanish nor English. Their children attend day-cares, elementary schools, and high schools and need to be educated and trained in their own language. Many schools, clinics, hospitals, and legal companies required services of translation and cultural intermediates. This recent wave of Mam immigrants has created great career opportunities for people who get trained on Mama language and culture. Thus we have created this certificate of achievement in Mam language and culture.

Program Learning Outcomes

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

1. 1.- Demonstrate oral competence in the Mam language
2. 2.- Demonstrate written competence in the Mam language.
3. 3.- Describe and analyze critically the intersections between Mam, Spanish, and English in the US.
4. 4.- Analyze and interpret pre-colonial, colonial, and contemporary oral and written documents and texts of resistance created by the Mayan / Mam people.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses: (15 units)		15.0
SPAN 053A	Beginning Mam Language and Culture	5.0
SPAN 053B	Intermediate Mam Language and Culture	5.0
SPAN 053C	Advanced Mam Language and Culture	5.0
Elective (Select one course from the following) (min 3 units):		3.0
SPAN 033A	Beginning Conversational Nahuatl	3.0
LCI 201	Introduction to Translation and Interpretation – Spanish	4.0
M/LAT 030A	Survey of Latin-American Films	3.0
M/LAT 030B	Survey of Latin-American Films	3.0
MUSIC 101	Music Theory and Culture I	3.0
Total Units:		18.0

Industrial Maintenance - Certificate of Achievement

Summary

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. The certificate covers mechanics, machining, electrical and welding skills which play a critical role in the industrial maintenance field. Students also receive an OSHA 30-hour industrial safety certificate. The certificate prepares students for entry-level positions performing installation, maintenance and repair operations on industrial equipment (such as blowers, pumps, motors) and infrastructure (such as piping, conveyance systems) in a wide range of industries (such as refineries, utilities, manufacturing plants).

Career Opportunities

industrial maintenance machinist; industrial maintenance technician; pump and motor repair technician 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 \$19.50 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.

Program Learning Outcomes

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

1. Demonstrate safe work procedures while operating and repairing electrical and mechanical systems including use and disposal of hazardous materials.
2. Develop skills that enable precision and productivity in the repair and setup of mechanical systems.
3. Demonstrate technical literacy in reading and writing technical documents, determining required specifications based on engineering drawings and use of mathematics in problem solving.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses (24.5 units):		24.5
MACH 205	Engineering Drawings for Machinists, Welders, and Industrial Maintenance Technicians	3.0
MACH 206	Industrial Hydraulics and Pneumatics	2.0
MACH 207	Theory, Operation and Maintenance of Mechanical Drives	3.0
MACH 210	Machine Technology I	5.0
E/ET 011	Commercial Electricity for HVAC	2.0
E/ET 203	Basic Electricity	3.0
E/ET 223	CAL-OSHA 30-Hour Construction Industry Training for Electrical & Electronics Technology	2.0
WELD 205	Introduction to Welding	3.0
WELD 215	Welding for ECT Technicians	1.5
Math Requirement (3-4 units):		3.0-4.0
MATH 220A	Technical Mathematics with Algebra - Part 1 (Lab)	0.5
AND		

MATH 220B	Technical Mathematics with Algebra - Part 2 (Lab)	0.5
AND		
MATH 220C	Technical Mathematics with Algebra - Part 3 (Lab)	0.5
AND		
MATH 220D	Technical Mathematics with Algebra - Part 4 (Lab)	0.5
AND		
MATH 220E	Technical Mathematics with Geometry - Part 1 (Lab)	0.5
AND		
MATH 220F	Technical Mathematics with Geometry - Part 2 (Lab)	0.5
OR		
MATH 221	Technical Mathematics	4.0

Total Units:	27.5-28.5
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iOS Programming - Certificate of Achievement

Summary

The iOS 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 iOS Developer SDK. In addition to learning the fundamentals of programming for iOS devices, 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

Program Learning Outcomes

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

1. 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
2. Design and implement abstract data types using classes, encapsulation, inheritance and polymorphism
3. Create User Interfaces UIs using controls, layout managers, adaptors, menus and dialogs
4. Implement iOS applications incorporating activities, services, content providers, broadcast receivers, location tracking, maps, and internet access.
5. Integrate database management systems, media/content playback, and APIs.
6. Implement memory management best practices.
7. Write and debug apps using multiple threads, including their use to optimize power efficiency and performance.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses:		12.0
CIS 006	Introduction to Computer Programming	5.0
CIS 068A	iOS Programming	3.0
CIS 068B	Advanced iOS Programming	3.0
CIS 025	Object Oriented Programming Using C++	4.0

OR CIS 036A	Java Programming Language I	4.0
CIS 205	Computer Literacy	1.0
Total Units:		16.0

Jazz - A.A. Degree

Summary

The Jazz Associate in Arts Degree recognizes mastery of Jazz essentials. Students will examine basic Jazz theory, performance techniques, improvisation skills, and Jazz history; chord voicings, alphabet system, evolution of styles from Blues and Ragtime to the present; ensemble playing techniques including: blending, tone production, chart reading, and solo improvisation. After completing this program, students will be able to play concerts, compose music, participate in recording sessions, or continue with their studies towards a baccalaureate degree.

Career Opportunities

Performer, recording artist, arranger, composer, music teacher, promoter, arts management, arts administration, music critic, music consultant.

Program Learning Outcomes

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

1. Identify, construct, and play elements of Jazz Theory including: Chord construction, proper use of Alphabet Chord Symbols, use of Medieval church modes, diminished scales, whole tone scales, Lydian dominants, Blues scales, and melodic minor modes.
2. Jazz History: Successful students will identify, explain, and analyze concepts from the history of Jazz.
3. Performance: Successful students will synthesize their knowledge of style (Jazz history), theory (use of correct modes and chord voicings), and other improvisation techniques into live public performances.

Requirements

SUBJECT #	TITLE	UNITS
Group 1: Jazz History - (6 units):		6.0
MUSIC 015A	Jazz, Blues and Popular Music in the American Culture	3.0
AND		
MUSIC 015B	Jazz, Blues, and Popular Music in the American Culture	3.0
Group 2: Jazz Piano - Select a minimum of two units from the following (2 units):		2.0
May include repeatable courses for a total of 2 units		
MUSIC 138	Jazz Piano I	1.0
MUSIC 139	Jazz Piano II	1.0
MUSIC 140	Jazz Piano III	1.0
MUSIC 141	Jazz Piano IV	1.0
MUSIC 150	Applied Music	1.0
Group 3: Jazz Ensemble Performance - Select a minimum of 4 units from the following (4 units):		4.0
May include repeatable courses for a total of 4 units		
MUSIC 126	Jazz Orchestra	1.0

MUSIC 127	Jazz Combos	1.0
MUSIC 129	Jazz Orchestra Repertoire	1.0
MUSIC 144	Intermediate Jazz Combos	1.0
MUSIC 145	Advanced Jazz Combos	1.0
MUSIC 151	Pop Music Ensemble	1.0
GROUP 4: Music Theory - (12 units):		12.0
MUSIC 101	Music Theory and Culture I	3.0
MUSIC 102	Music Theory and Culture II	3.0
MUSIC 103	Music Theory and Culture III	3.0
MUSIC 104	Music Theory and Culture IV	3.0
GROUP 5: Musicianship (Music Skills)- (4 units):		4.0
MUSIC 121	Music Skills I	1.0
MUSIC 122	Music Skills II	1.0
MUSIC 123	Music Skills III	1.0
MUSIC 124	Music Skills IV	1.0
Total Major Units:		28.0
General Education Requirements:		18.0
Electives to meet 60 units:		
Total Units:		60.0

Jazz - Certificate of Achievement

Summary

The Jazz Certificate of Achievement recognizes mastery of Jazz essential. Students will examine basic Jazz theory, performance techniques, improvisation skills, and Jazz History; Chord voicings, Alphabet System, evolution of styles from Blues and Ragtime to the present; ensemble playing techniques including: blending, tone production, chart reading, and solo improvisation. After completing this program, students will be able to play concerts, compose music, participate in recording sessions, or continue with their studies towards an associate degree.

Career Opportunities

Music teacher, performer, recording artist, promoter, arts management, arts administration.

Program Learning Outcomes

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

1. Identify, construct, and play elements of Jazz Theory including: Chord construction, proper use of Alphabet Chord Symbols, use of Medieval church modes, diminished scales, whole tone scales, Lydian dominants, Blues scales, and melodic minor modes.
2. Jazz History: Successful students will identify, explain, and analyze concepts from the history of Jazz.
3. Performance: Successful students will synthesize their knowledge of style (Jazz history), theory (use of correct modes and chord voicings), and other improvisation techniques into live public performances.

Requirements

SUBJECT #	TITLE	UNITS
Group 1: Jazz History - (6 units):		6.0

MUSIC 015A	Jazz, Blues and Popular Music in the American Culture	3.0
MUSIC 015B	Jazz, Blues, and Popular Music in the American Culture	3.0
Group 2: Jazz Piano - Select a minimum of one unit from the following (1 unit):		1.0
MUSIC 138	Jazz Piano I	1.0
MUSIC 139	Jazz Piano II	1.0
MUSIC 140	Jazz Piano III	1.0
MUSIC 141	Jazz Piano IV	1.0
Group 3: Jazz Ensemble Performance - Select a minimum of 4 units from the following (4 units):		4.0
MUSIC 126	Jazz Orchestra	1.0
MUSIC 127	Jazz Combos	1.0
MUSIC 129	Jazz Orchestra Repertoire	1.0
MUSIC 144	Intermediate Jazz Combos	1.0
MUSIC 145	Advanced Jazz Combos	1.0
MUSIC 226	Jazz Orchestra Repertoire	1.0
Total Units:		11.0

Journalism - A.A. Degree

Summary

The Journalism Department offers practical newspaper experience and academic preparation for students preparing to transfer to four-year institutions. Emphasis is placed on new technologies and preparation for media jobs in a computer-oriented society. Additional areas of study include journalism history, ethics, law, and the role of the press in our society.

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.

Program Learning Outcomes

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

1. Assemble a portfolio of appropriate photographs, writings, journals or digital media that reflects the skills and understanding of techniques of journalism.
2. Write news, features, and opinion pieces in newspaper style.
3. Apply media law, fact-checking and ethics to the journalistic process.

Requirements

SUBJECT #	TITLE	UNITS
Core Curriculum (24 units):		24.0
JOURN 018A	News Production I	4.0
JOURN 018B	News Production II	4.0
JOURN 018C	News Production III	4.0
JOURN 021	Newswriting	3.0
JOURN 062	Survey of Mass Media	3.0
OR		
COMM 019	Survey of Mass Media	3.0

COMM 045	Public Speaking	3.0
GRART 032	Digital Documents (Adobe InDesign)	3.0
Electives: Select one class from the following (3 units):		3.0
JOURN 069	Multimedia Reporting for Journalists	3.0
OR		
JOURN 033	Smartphone Reporting	3.0
MEDIA 102A	Broadcast Journalism I	3.0
M/SVN 082	Essentials of Managerial Communications	3.0
JOURN 020	Photojournalism I	3.0
OR		
PHOTO 020	Photojournalism I	3.0
Total Major Units:		27.0
General Education Requirements:		18.0
Elective courses to meet 60 units:		
Total Units:		60.0

Journalism - AA-T Degree

Summary

The Associate in Arts in Journalism for Transfer Degree (AA-T JOURN) 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 Journalism 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 (CSU) 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 "P") or better for each course in the major or area of emphasis.
- No more than 60 semester units are required.

The Associate in Arts in Journalism for Transfer Degree (AA-T JOURN) 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.

Program Learning Outcomes

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

1. Assemble a portfolio of appropriate photographs, writings, journals or digital media requiring skills and understanding of techniques of journalism.
2. Write news, features, and opinion pieces in newspaper style.
3. Apply media law, fact-checking and ethics to the journalistic process.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses (10 units):		10.0
JOURN 018A	News Production I	4.0
JOURN 021	Newswriting	3.0
JOURN 062	Survey of Mass Media	3.0
OR		
COMM 019	Survey of Mass Media	3.0
LIST A: Select one of the following (3-4 units):		3.0-4.0
JOURN 018B	News Production II	4.0
PHOTO 020	Photojournalism I	3.0
OR		
JOURN 020	Photojournalism I	3.0
JOURN 069	Multimedia Reporting for Journalists	3.0
LIST B: Select two of the following (min 6 units):		6.0
COMM 044	Argumentation	3.0
ENGL 005	Critical Thinking in Reading and Writing	3.0
PHIL 010	Logic	3.0
POSCI 001	Government and Politics in the United States	3.0
Total Major Units:		19.0-20.0
IGETC or CSU GE-Breadth Education pattern		37.0-39.0
CSU Transferrable General Elective Courses to meet 60 units		
Total Units:		60.0

Labor Studies - Certificate of Achievement

Summary

Requirements

SUBJECT #	TITLE	UNITS
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Language Arts - A.A. Degree

Summary

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.

Program Learning Outcomes

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

1. Speak clearly, listen effectively, resolve conflict, and deliver a message/presentation concisely, while using appropriate nonverbal communication, and voice shared goals to create, build and maintain relationships.
2. Use conflict resolution to strengthen groups and individual cohesion.
3. Research and think critically about effective communication skills to influence and impact mass communication.
4. Analyze and reflect on interactions that are empathetic, non-defensive, therapeutic, and appreciative, while listening to others.

Requirements

SUBJECT #	TITLE	UNITS
Select a minimum of 18 units from the following:		18.0
Communication 1A, 1B, 2A, 2B, 15A, 15B, 19, 30A, 30B, 44, 45 3 each		
English 1A*, 1B*, 2, 5, 10A, 10B, 12, 17A, 17B, 20, 26, 30A, 30B, 31, 32A, 32B, 33A, 33B, 39, 43, 44A, 44B, 138, 210A, 210B, 211, 217A, 217B, 220, 226, 230A, 230B, 231, 232A, 232B, 233A, 233B, 238, 239, 243, 244A, 244B 3 each		
Chinese 1, 2, 3, 4, 40A, 40B 5 each		
French 1A, 1B, 2A, 30A, 30B 5 each		
Japanese 1A**, 50A, 50B 3 each		
Spanish 1A**, 1B**, 2A**, 2B**, 22A**, 22B**, 30A, 30B, 40, 60A, 60B 3 each		
Journalism 21, 55, 58, 62 3 each		
* 4 units ** 5 units		
Total Major Units:		18.0
General Education Requirements:		18.0
Refer to Associate Degree Requirements tab for more information.		
Electives to meet 60 units:		
Total Units:		60.0

Machine Technology - A.S. Degree

Summary

The Laney College Machine Technology AS degree is a career technical education program that prepares students for work as a machinist and CNC operator and/or programmer. The degree provides students with the theoretical knowledge and hands-on skills required for precision manufacturing, specifically metalcutting, using both conventional and modern computer numerically controlled (CNC) machine tools. The coursework also covers technical mathematics and a survey of welding processes.

Career Opportunities

machinist, manual machinist, CNC machinist, CNC machine operator, CNC setup technician, CNC programmer

Program Learning Outcomes

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

1. Demonstrate safe work procedures while operating hand tools and machine tools, as well as use of personal protective equipment and disposal of hazardous materials.
2. Develop a foundation of skills for operating conventional and CNC machine tools to manufacture and repair parts to meet engineering specifications.
3. Demonstrate technical literacy in reading and writing technical documents, determining required specifications based on engineering drawings, applying mathematics in problem solving and using computer software in design and manufacture.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses (33 units):		0.0
MACH 020	CAD Solid Modeling with Solidworks	4.0
MACH 030	Introduction to CNC Programming	4.0
MACH 031	Advanced CNC and CAD/CAM Programming	4.0
MACH 205	Engineering Drawings for Machinists, Welders, and Industrial Maintenance Technicians	3.0
MACH 210	Machine Technology I	5.0
MACH 220	Machine Technology II	5.0
MACH 230	Machine Technology III	5.0
WELD 205	Introduction to Welding	3.0
Math Requirement (4 units):		0.0
MATH 220A	Technical Mathematics with Algebra - Part 1 (Lab)	0.5
MATH 220B	Technical Mathematics with Algebra - Part 2 (Lab)	0.5
MATH 220C	Technical Mathematics with Algebra - Part 3 (Lab)	0.5
MATH 220D	Technical Mathematics with Algebra - Part 4 (Lab)	0.5
MATH 220E	Technical Mathematics with Geometry - Part 1 (Lab)	0.5
MATH 220F	Technical Mathematics with Geometry - Part 2 (Lab)	0.5
		1.0-4.0
MATH 220G	Technical Mathematics with Trigonometry (Lab)	1.0
OR		
MATH 221	Technical Mathematics	4.0
		0.0
Total Major Units:		37.0
		0.0
General Education Requirements		19.0
		0.0
Electives to meet 60 units		
		60.0
Total Units:		60.0

Machine Technology - Certificate of Achievement

Summary

The Laney College Machine Technology CA is a career technical education program that prepares students for work as a machinist and CNC operator and/or programmer. The certificate provides students with the theoretical knowledge and hands-on skills required for precision manufacturing, specifically metacutting, using both conventional and modern computer numerically controlled (CNC) machine tools. The coursework also covers technical mathematics and a survey of welding processes.

Career Opportunities

machinist, manual machinist, CNC machinist, CNC machine operator, CNC setup technician, CNC programmer

Program Learning Outcomes

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

1. Demonstrate safe work procedures while operating hand tools and machine tools, as well as use of personal protective equipment and disposal of hazardous materials.
2. Develop a foundation of skills for operating conventional and CNC machine tools to manufacture and repair parts to meet engineering specifications.
3. Demonstrate technical literacy in reading and writing technical documents, determining required specifications based on engineering drawings, applying mathematics in problem solving and using computer software in design and manufacture.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses (33 units):		33.0
MACH 020	CAD Solid Modeling with Solidworks	4.0
MACH 030	Introduction to CNC Programming	4.0
MACH 031	Advanced CNC and CAD/CAM Programming	4.0
MACH 205	Engineering Drawings for Machinists, Welders, and Industrial Maintenance Technicians	3.0
MACH 210	Machine Technology I	5.0
MACH 220	Machine Technology II	5.0
MACH 230	Machine Technology III	5.0
WELD 205	Introduction to Welding	3.0
Math Requirement (4 units):		4.0
MATH 220A	Technical Mathematics with Algebra - Part 1 (Lab)	0.5
MATH 220B	Technical Mathematics with Algebra - Part 2 (Lab)	0.5
MATH 220C	Technical Mathematics with Algebra - Part 3 (Lab)	0.5
MATH 220D	Technical Mathematics with Algebra - Part 4 (Lab)	0.5
MATH 220E	Technical Mathematics with Geometry - Part 1 (Lab)	0.5
MATH 220F	Technical Mathematics with Geometry - Part 2 (Lab)	0.5
		1.0-4.0
MATH 220G	Technical Mathematics with Trigonometry (Lab)	1.0
OR		
MATH 221	Technical Mathematics	4.0

Management and Supervision - A.S. Degree

Summary

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 level managerial positions or administrative services managers.

Program Learning Outcomes

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

1. Evaluate how management significantly impacts organizational performance and success.
2. Develop communication skills to effectively address and resolve work related issues.
3. Diagnose appropriate motivational theories to actively engage and empower employees.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses (18 units):		0.0
BUS 005	Human Relations in Business	3.0
BUS 056	Human Resources Management	3.0
M/SVN 060	Introduction to Management	3.0
M/SVN 061	Psychology of Management	3.0
M/SVN 064	Organization and Management	3.0
M/SVN 082	Essentials of Managerial Communications	3.0
Select one of the following (4 units):		0.0
		4.0
BUS 038	Introduction to Microcomputers and Business Software	4.0
OR		
BUS 043B	Introduction to Microsoft Excel for Business Applications	4.0
		0.0
Total Major Units:		22.0
		0.0
General Education Requirements:		19.0
		0.0
Electives to meet 60 units:		19.0
		60.0
Total Units:		60.0

Management and Supervision - Certificate of Achievement

Summary

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

Completion of this program prepares students for an entry or mid-level supervisory, managerial, or administrative position.

Program Learning Outcomes

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

1. Evaluate how management significantly impacts organizational performance and success.
2. Develop communication skills to effectively address and resolve work related issues.
3. Diagnose appropriate motivational theories to actively engage and empower employees.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses (18 units):		18.0
BUS 005	Human Relations in Business	3.0
BUS 056	Human Resources Management	3.0
M/SVN 060	Introduction to Management	3.0
M/SVN 061	Psychology of Management	3.0
M/SVN 064	Organization and Management	3.0
M/SVN 082	Essentials of Managerial Communications	3.0
Total Units:		18.0
Recommended but not required:		
BUS 038	Introduction to Microcomputers and Business Software	4.0
OR		
BUS 043B	Introduction to Microsoft Excel for Business Applications	4.0

Marketing And Sales - A.S. Degree

Summary

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

Successful completion of this program prepares students for careers in merchandising, professional sales, customer service representatives, planning and promotions, and advertising and public relations.

Program Learning Outcomes

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

1. Evaluate the variables of the marketing mix of a business.
2. Develop a sales plan using each of the stages of the selling process.
3. Apply college level critical thinking, research, and problem solving techniques for the completion of business based reports and writing assignments.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses (26 units):		26.0
BUS 001A	Financial Accounting	4.0

BUS 002	Introduction to Business Law	3.0
BUS 010	Introduction to Business	3.0
BUS 038	Introduction to Microcomputers and Business Software	4.0
BUS 072	Principles of Retailing	3.0
BUS 074	Introduction to Advertising	3.0
BUS 075	Salesmanship	3.0
M/SVN 060	Introduction to Management	3.0

Total Major Units:	26.0
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General Education Requirements:	18.0
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Refer to Associate Degree Requirements tab for more information.

Electives to meet 60 units:

Total Units:	60.0
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Marketing and Sales - Certificate of Achievement

Summary

The Certificate of Achievement in Marketing and Sales 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

Successful completion of this program provides students for careers in merchandising, professional sales, customer service representative representatives, planning and promotions, and advertising and public relations.

Program Learning Outcomes

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

1. Evaluate the variables of the marketing mix of a business.
2. Develop a sales plan using each of the stages of the selling process.
3. Apply college level critical thinking, research, and problem solving techniques for the completion of business based reports and writing assignments.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses (18 units):		18.0
BUS 010	Introduction to Business	3.0
OR		
BUS 002	Introduction to Business Law	3.0
BUS 020	General Accounting	3.0
BUS 070	Introduction to Marketing	3.0
BUS 072	Principles of Retailing	3.0
BUS 074	Introduction to Advertising	3.0
BUS 075	Salesmanship	3.0
Total Units:		18.0

Mathematics - A.S. Degree

Summary

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.

Program Learning Outcomes

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

1. 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.
2. Solving Problems Algebraically: Students should be able to use algebraic manipulation to find solutions to problems/equations both with and without a calculator.
3. Graphs: Students should be able to analyze, create and solve problems using graphs.

Requirements

SUBJECT #	TITLE	UNITS
Degree Major Requirements:		15.0
MATH 003A	Calculus I	5.0
MATH 003B	Calculus II	5.0
MATH 003C	Calculus III	5.0
Select one from the following:		3.0
MATH 003E	Linear Algebra	3.0
OR		
MATH 003F	Differential Equations	3.0
Select one course from the following		3.0-4.0
MATH 013	Introduction to Statistics	4.0
OR		
MATH 011	Discrete Mathematics	4.0
Total Major Units 21-23		
General Education Requirements: 19 units		19.0
Electives		20.0

Mathematics - AS-T Degree

Summary

The Associate in Science in Mathematics 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 Mathematics 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 20 semester 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 "P") or better for each course in the major or area of emphasis.
- No more than 60 semester units are required.

The Associate in Science in Mathematics for Transfer Degree 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 combine mathematical knowledge with a scientific, computer, or business background.

Program Learning Outcomes

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

1. Solve quantitative problems using numerical, graphical, and algebraic methods.
2. Compute derivatives and integrals of multivariable functions.
3. Evaluate integrals using Green's Theorem, Stokes' Theorem and Gauss' Theorem.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses (15 units):		15.0
MATH 003A	Calculus I	5.0
MATH 003B	Calculus II	5.0
MATH 003C	Calculus III	5.0
Select one from the following (min 3 units):		3.0
MATH 003E	Linear Algebra	3.0
OR		
MATH 003F	Differential Equations	3.0
Select one course from the following (4-5 units):		4.0-5.0
MATH 011	Discrete Mathematics	4.0
MATH 013	Introduction to Statistics	4.0
PHYS 004A	General Physics with Calculus	5.0
Total Major Units:		21.0-23.0
IGETC or CSU GE-Breadth Education pattern:		37.0-39.0
CSU Transferable General Elective Courses to meet 60 units		
Total Units:		60.0

Music - A.A. Degree

Summary

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: www.laney.edu/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.

Program Learning Outcomes

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

1. Employ proper instrumental or vocal technique to construct properly prepared musical phrasing.
2. Apply basic music theory and skills.
3. Synthesize music skills ability, music theory knowledge, and instrumental or vocal technique into informed performances.

Requirements

SUBJECT #	TITLE	UNITS
GROUP 1: Music Theory - (12 units):		0.0
MUSIC 101	Music Theory and Culture I	3.0
MUSIC 102	Music Theory and Culture II	3.0
MUSIC 103	Music Theory and Culture III	3.0
MUSIC 104	Music Theory and Culture IV	3.0
GROUP 2: Music Skills - (4 units):		0.0
MUSIC 121	Music Skills I	1.0
MUSIC 122	Music Skills II	1.0
MUSIC 123	Music Skills III	1.0
MUSIC 124	Music Skills IV	1.0
GROUP 3: Music History - (6 units):		0.0
MUSIC 008A	Music History: Antiquity Through the Renaissance	3.0
MUSIC 008B	Music History: The Baroque and Classical Eras	3.0
MUSIC 008C	Music History: The Romantic Era	3.0
MUSIC 008D	Music History: The Twentieth Century Through the Present	3.0
MUSIC 051A	Music History I: Antiquity to 1750	3.0
MUSIC 051B	Music History II: 1750 to Present	3.0
GROUP 4: Performance and Applied Music - (4 units):		0.0
MUSIC 032	Chinese Orchestra	1.0
MUSIC 052A	Orchestra	1.0
MUSIC 105	Classic Guitar I	1.0
MUSIC 106	Classic Guitar II	1.0
MUSIC 107	Classic Guitar III	1.0
MUSIC 108	Classic Guitar IV	1.0
MUSIC 113	Beginning Percussion I	1.0
MUSIC 114	Beginning Percussion II	1.0
MUSIC 115	Beginning Percussion III	1.0
MUSIC 116	Beginning Percussion IV	1.0
MUSIC 117	Voice I	1.0
MUSIC 118	Voice II	1.0

MUSIC 119	Voice III	1.0
MUSIC 120	Voice IV	1.0
MUSIC 125	Chorus	1.0
MUSIC 126	Jazz Orchestra	1.0
MUSIC 127	Jazz Combos	1.0
MUSIC 128	Choral Repertoire	1.0
MUSIC 129	Jazz Orchestra Repertoire	1.0
MUSIC 130	Elementary Piano Method I	1.0
MUSIC 131	Elementary Piano Method II	1.0
MUSIC 132	Elementary Piano Method III	1.0
MUSIC 133	Elementary Piano Method IV	1.0
MUSIC 134	Intermediate Piano Literature I	1.0
MUSIC 135	Intermediate Piano Literature II	1.0
MUSIC 136	Intermediate Piano Literature III	1.0
MUSIC 137	Intermediate Piano Literature IV	1.0
MUSIC 138	Jazz Piano I	1.0
MUSIC 139	Jazz Piano II	1.0
MUSIC 140	Jazz Piano III	1.0
MUSIC 141	Jazz Piano IV	1.0
MUSIC 142	Instrumental Ensemble	1.0
MUSIC 144	Intermediate Jazz Combos	1.0
MUSIC 145	Advanced Jazz Combos	1.0
MUSIC 146	Advanced Choral Repertoire	1.0
MUSIC 151	Pop Music Ensemble	1.0
Total Major Units:		0.0
Total Major Units:		26.0
General Education Requirements:		0.0
General Education Requirements:		19.0
		0.0
Electives to meet 60 units		
		60.0
Total Units		60.0

Music - Certificate of Achievement

Summary

The Music Certificate of Achievement provides a foundation in music theory, music skills (musicianship), solo performance, and ensemble performance. These fundamental skills promote success in music careers and artistic endeavors. After completing this program, students will be able to play concerts, compose music, participate in recording sessions, or continue with their studies towards an associate degree.

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.

Program Learning Outcomes

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

1. Synthesize knowledge of performance skills, theory, and music history into an informed performance of music.

2. Demonstrate musicianship skills
3. Apply basic music theory to music works and performances.

Requirements

SUBJECT #	TITLE	UNITS
Group 1: Music Theory-All of the following (12 units):		12.0
MUSIC 101	Music Theory and Culture I	3.0
MUSIC 102	Music Theory and Culture II	3.0
MUSIC 103	Music Theory and Culture III	3.0
MUSIC 104	Music Theory and Culture IV	3.0
Group 2: Musicianship (Music Skills) – All of the following (4 units):		4.0
MUSIC 121	Music Skills I	1.0
MUSIC 122	Music Skills II	1.0
MUSIC 123	Music Skills III	1.0
MUSIC 124	Music Skills IV	1.0
Group 3: Performance Ensemble – Select a minimum of 4 units from the following (4 units):		4.0
MUSIC 032	Chinese Orchestra	1.0
MUSIC 052A	Orchestra	1.0
MUSIC 125	Chorus	1.0
MUSIC 126	Jazz Orchestra	1.0
MUSIC 127	Jazz Combos	1.0
MUSIC 128	Choral Repertoire	1.0
MUSIC 129	Jazz Orchestra Repertoire	1.0
MUSIC 142	Instrumental Ensemble	1.0
MUSIC 144	Intermediate Jazz Combos	1.0
MUSIC 145	Advanced Jazz Combos	1.0
MUSIC 146	Advanced Choral Repertoire	1.0
MUSIC 151	Pop Music Ensemble	1.0
Group 4: Applied Music – Select a minimum of 4 units from the following (4 units):		4.0
MUSIC 105	Classic Guitar I	1.0
MUSIC 106	Classic Guitar II	1.0
MUSIC 107	Classic Guitar III	1.0
MUSIC 108	Classic Guitar IV	1.0
MUSIC 113	Beginning Percussion I	1.0
MUSIC 114	Beginning Percussion II	1.0
MUSIC 115	Beginning Percussion III	1.0
MUSIC 116	Beginning Percussion IV	1.0
MUSIC 117	Voice I	1.0
MUSIC 118	Voice II	1.0
MUSIC 119	Voice III	1.0
MUSIC 120	Voice IV	1.0
MUSIC 130	Elementary Piano Method I	1.0
MUSIC 131	Elementary Piano Method II	1.0
MUSIC 132	Elementary Piano Method III	1.0
MUSIC 133	Elementary Piano Method IV	1.0
MUSIC 134	Intermediate Piano Literature I	1.0
MUSIC 135	Intermediate Piano Literature II	1.0
MUSIC 136	Intermediate Piano Literature III	1.0

MUSIC 137	Intermediate Piano Literature IV	1.0
MUSIC 138	Jazz Piano I	1.0
MUSIC 139	Jazz Piano II	1.0
MUSIC 140	Jazz Piano III	1.0
MUSIC 141	Jazz Piano IV	1.0
MUSIC 150	Applied Music	1.0

Music History - Certificate of Achievement

Summary

The Music History Certificate of Achievement covers a survey of over five thousand years of music history and its relevance to today's music. Students will examine musical and social developments, major composers, technical developments, stylistic trends, and economic changes related to music. After completing this program, students will be able to teach private lessons, compose music, or continue with their studies towards an associate degree.

Career Opportunities

Music teacher, performer, recording artist, promoter, arts management, arts administration.

Program Learning Outcomes

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

1. Analyze and examine the relationship between socio-economic forces and musical developments.
2. Analyze recorded musical examples for historical relevance.
3. Distinguish major developments, people, and events of Music History.

Requirements

SUBJECT #	TITLE	UNITS
Music History (12 units)		12.0
MUSIC 008A	Music History: Antiquity Through the Renaissance	3.0
MUSIC 008B	Music History: The Baroque and Classical Eras	3.0
MUSIC 008C	Music History: The Romantic Era	3.0
MUSIC 008D	Music History: The Twentieth Century Through the Present	3.0
Total Units:		12.0

Music Industry - A.A. Degree

Summary

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.

Program Learning Outcomes

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

1. Students will employ proper audio engineering and midi techniques to produce sound recording projects.

- Students will create original music projects in line with current industry standards.
- Analyze a situation in the music industry and recommend a solution or plan for improvement.

Requirements

SUBJECT #	TITLE	UNITS
Group 1: Core Courses (11 units):		0.0
MUSIC-CM 001A	Beginning MIDI and Electronic Music	3.0
MUSIC-CM 002A	Introduction to Songwriting	3.0
MUSIC 149	Music Business	3.0
MUSIC-CM 003A	Introduction to Live Sound Systems	2.0
Group 2: Electives (9 units from the following):		0.0
MUSIC-CM 460	Occupational Work Experience in Commercial Music	1.0-4.0
MEDIA 111	Basic Audio Production	3.0
MEDIA 122	Music Video Production	3.0
MEDIA 150	Pro Tools: Sound Design/Aesthetics for Video, Broadcast and Digital Cinematography	3.0
MEDIA 155	Basic Sound Recording and Music Video	3.0
MEDIA 156	Sound Mixing and Mastering	3.0
MUSIC 101	Music Theory and Culture I	3.0
MUSIC 105	Classic Guitar I	1.0
MUSIC 117	Voice I	1.0
MUSIC 121	Music Skills I	1.0
MUSIC 130	Elementary Piano Method I	1.0
MUSIC-CM 001B	Intermediate MIDI and Electronic Music	3.0
MUSIC-CM 001C	Advanced MIDI and Electronic Music	3.0
MUSIC-CM 002B	Intermediate Songwriting	3.0
MUSIC 151	Pop Music Ensemble	1.0
MUSIC-CM 003B	Intermediate Sound Systems	2.0
Total Major Units:		0.0
Total Major Units:		20.0
General Education Requirements:		0.0
General Education Requirements		19.0
		0.0
Elective courses to meet 60		
		60.0
Total Units:		60.0

Music Industry - Certificate of Achievement

Summary

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, Songwriter. Students who receive this degree will be Career opportunities

Program Learning Outcomes

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

1. Students will employ proper audio engineering and midi techniques to produce sound recording projects.
2. Students will create original music projects in line with current industry standards.
3. Analyze a situation in the music industry and recommend a solution or plan for improvement.

Requirements

SUBJECT #	TITLE	UNITS
Group 1: Core Courses (11 units):		11.0
MUSIC-CM 001A	Beginning MIDI and Electronic Music	3.0
MUSIC-CM 002A	Introduction to Songwriting	3.0
MUSIC 149	Music Business	3.0
MUSIC-CM 003A	Introduction to Live Sound Systems	2.0
Group 2: Electives (9 units from the following):		9.0
MEDIA 111	Basic Audio Production	3.0
MEDIA 122	Music Video Production	3.0
MEDIA 150	Pro Tools: Sound Design/Aesthetics for Video, Broadcast and Digital Cinematography	3.0
MEDIA 155	Basic Sound Recording and Music Video	3.0
MEDIA 156	Sound Mixing and Mastering	3.0
MUSIC 101	Music Theory and Culture I	3.0
MUSIC 105	Classic Guitar I	1.0
MUSIC 117	Voice I	1.0
MUSIC 121	Music Skills I	1.0
MUSIC 130	Elementary Piano Method I	1.0
MUSIC-CM 001B	Intermediate MIDI and Electronic Music	3.0
MUSIC-CM 001C	Advanced MIDI and Electronic Music	3.0
MUSIC-CM 002B	Intermediate Songwriting	3.0
MUSIC 151	Pop Music Ensemble	1.0
MUSIC-CM 003B	Intermediate Sound Systems	2.0
MUSIC-CM 460	Occupational Work Experience in Commercial Music	1.0-4.0

Music Theory - Certificate of Achievement

Summary

The Music Theory Certificate of Achievement recognizes mastery of essential music theory. Students will employ harmonic analysis using both Roman Numeral and Alphabet Chord systems, figured-bass, voice-leading, chord construction, inversion, harmonic progression, scales, and modes, introduction to atonal theory. After completing this program, students will be to teach private lessons, compose music, or continue with their studies towards an associate degree.

Career Opportunities

Music teacher, performer, recording artist, promoter, arts management, arts administration.

Program Learning Outcomes

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

1. Harmonic analysis: Using both Roman Numeral and Alphabet Chord systems, successful students will analyze given excerpt of music related to the Jazz repertoire.
2. Chord construction: Successful students will explain, construct, and employ proper chord voicings, including inversions, and harmonic progressions. All common chord structures from triads to 13th chords will be included.
3. Music Composition: Under the guidance of the instructor, successful students will compose original compositions demonstrating principals of harmony and voice leading as presented in class.

Requirements

SUBJECT #	TITLE	UNITS
Music Theory (12 units)		12.0
MUSIC 101	Music Theory and Culture I	3.0
MUSIC 102	Music Theory and Culture II	3.0
MUSIC 103	Music Theory and Culture III	3.0
MUSIC 104	Music Theory and Culture IV	3.0
Total Units:		12.0

Musicianship and Performance - Certificate of Achievement

Summary

The Musicianship and Performance Certificate of Achievement recognizes mastery of essential musicianship and music skills classes and in public performances. Students will employ Solfège, melodic dictation, harmonic dictation, melodic analysis, interval recognition, key signatures, time signatures, metric modulation, poly-rhythms. After completing this program, students will be to teach private lessons, perform in concerts, or continue with their studies towards an associate degree.

Career Opportunities

Music teacher, performer, recording artist, promoter, arts management, arts administration.

Program Learning Outcomes

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

1. Employ proper use of Solfège.
2. Accurately take melodic and harmonic dictation.
3. Perform in public concerts.

Requirements

SUBJECT #	TITLE	UNITS
Group 1: Music Skills All of the following (4 units):		4.0

MUSIC 121	Music Skills I	1.0
MUSIC 122	Music Skills II	1.0
MUSIC 123	Music Skills III	1.0
MUSIC 124	Music Skills IV	1.0

Group 2: Ensemble Performance - Select a minimum of 4 units from the following (4 units): **4.0**

May include repeatable courses for a total of 4 units

MUSIC 032	Chinese Orchestra	1.0
MUSIC 052A	Orchestra	1.0
MUSIC 125	Chorus	1.0
MUSIC 126	Jazz Orchestra	1.0
MUSIC 127	Jazz Combos	1.0
MUSIC 128	Choral Repertoire	1.0
MUSIC 129	Jazz Orchestra Repertoire	1.0
MUSIC 142	Instrumental Ensemble	1.0
MUSIC 144	Intermediate Jazz Combos	1.0
MUSIC 145	Advanced Jazz Combos	1.0
MUSIC 146	Advanced Choral Repertoire	1.0
MUSIC 151	Pop Music Ensemble	1.0

Total Units: **8.0**

Newswriting and Reporting - Certificate of Achievement

Summary

The Certificate of Achievement in Newswriting and Reporting provides foundational knowledge and hands-on training that prepares students for jobs in the media realm. The certificate serves as a comprehensive and multi-discipline overview of content and skills needed by the modern journalist.

Career Opportunities

reporting, copyrighting, public relations, communication, screenwriting, social media, brand management.

Program Learning Outcomes

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

1. Assemble a portfolio of appropriate photographs, writings, journals or digital media that reflects the skills and understanding of techniques of journalism.
2. Write news, features, and opinion pieces in newspaper style.
3. Apply media law, fact-checking and ethics to the journalistic process.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses (17 units):		14.0
JOURN 018A	News Production I	4.0
JOURN 018B	News Production II	4.0
JOURN 021	Newswriting	3.0
JOURN 069	Multimedia Reporting for Journalists	3.0

JOURN 020	Photojournalism I	3.0
OR		
PHOTO 020	Photojournalism I	3.0

Select one of the following (3 units):		3.0
GRART 032	Digital Documents (Adobe InDesign)	3.0
GRART 036	Adobe Photoshop Basics	3.0
GRART 115	Website Design	3.0
JOURN 070	Data Journalism	3.0

Total Units:	20.0
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Offline and Online Editing with DaVinci Resolve - Certificate of Completion

Summary

Professional cinematography editing and aesthetics with DaVinci Resolve, incorporating primary and secondary color grading, motion graphics with Fusion page, audio finishing with Fairlight page, and media management. For all platforms to include Windows and Mac.

Career Opportunities

Video editor, colorist, film/video producers, video effects artists, sound engineers, event videographer, sports videographer, corporate video/promotions, video for web sites, training video production, infomercial production, advertising video, web shopping videos, music videos

Program Learning Outcomes

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

1. Design and create an edited short film using DaVinci Resolve
2. Analyze, compare and contrast among different editing techniques
3. Analyze, compare and distinguish between offline and online edited work

Requirements

SUBJECT #	TITLE	UNITS
Core Courses:		105.0-175.0
Students must complete a minimum of 105 hrs		
MEDIA 538	DaVinci Resolve: Video Editing	87.5
MEDIA 539	DaVinci Resolve: Advanced Video	87.5

Competency Requirement:

Teacher or department will determine if student has met the competencies of the program and document it.

Total Hours:	105.0-175.0
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Performance And Production For Video, Broadcast And Digital Cinematography - A.A. Degree

Summary

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

Program Learning Outcomes

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

1. Write and perform PSA's, commercials, news scripts and scenes for radio, television, web and film.
2. Analyze scripts to develop a performance which integrates appropriate vocal technique, characterization and emotional interpretation.
3. Apply appropriate critical and creative problem solving skills to analyze the aesthetic and production elements of television and other interactive media.
4. 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.
5. Create a coherent, industry relevant show reel of work and integrate studies toward professional aspirations.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses		10.0
MEDIA 104	Beginning Digital Video Production	3.0
MEDIA 111	Basic Audio Production	3.0
MEDIA 115	Media-based Computing: iLife and Mac OS X	3.0
MEDIA 129	Portfolio Development	1.0
Degree Major/Certificate Requirements:		12.0
MEDIA 100A	Broadcast Media Announcing and Performance	3.0
MEDIA 101A	Acting/Directing for Film and Digital Media	3.0
MEDIA 102A	Broadcast Journalism I	3.0
MEDIA 125	Scriptwriting for Video, Broadcast and Digital Cinematography	3.0
Select one course from the following:		2.0-3.0
MEDIA 100B	Media Communications B	3.0
MEDIA 101B	Acting/ Directing for Film and Digital Media	3.0
MEDIA 112	Media Freelancing and Entrepreneurship	3.0
MEDIA 121	Event Videography: Sports Video Production	3.0
MEDIA 150	Pro Tools: Sound Design/Aesthetics for Video, Broadcast and Digital Cinematography	3.0
MEDIA 151	Making Podcasts – The New Wave of Broadcasting	2.0
Total Major Units:		24.0-25.0
If completing a AA, student must completed 18 units of GE Requirements and Electives to meet 60 units		

Personal Trainer - Preparation For Certification - Certificate of Proficiency

Summary

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 up doors for a career in gyms, fitness centers, teaching classes, or working as a private personal trainer.

Program Learning Outcomes

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

- 1) Apply Personal Training Concepts through practice exams and sample workouts in preparation to take the National Academy of Sports Medicine (NASM) certification exam.
- 2) Pass CPR certification requirements.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses for Certificate of Proficiency in Personal Trainer - Certification Preparation		6.0
HLTED 014	First Aid and CPR	3.0
KIN 141	Personal Trainer - Certification Preparation	3.0
Total Units:		6.0

Photographic Foundations - Certificate of Achievement

Summary

The Photo Foundations Certificate of Achievement is designed to instruct students in the principles of digital capture of composition Natural, Available, Continuous, and Strobe light and its development. It will develop principles of composition and aesthetics. It will provide opportunity to create and capture lighting schemes for skill achievement and portfolio development.

Career Opportunities

Event, Portraiture, small set product photography, Art Copy Work.

Program Learning Outcomes

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

1. Model professional and ethical behavior while communicating with clients, management, and team members.
2. Demonstrate technical problem solving skills to determine the best solutions to creative challenges.
3. Demonstrate technical proficiency and application of photographic skills.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses:		9.0
PHOTO 071	Introduction to Digital Photography I	3.0
PHOTO 030A	Beginning Photographic Art and Design	3.0
PHOTO 074A	Beginning DSLR and Lighting for Professional Production I	3.0
Total Units:		9.0

Photography - A.A. Degree

Summary

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 foundational digital capture and processing 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.

Program Learning Outcomes

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

1. Model professional and ethical behavior while communicating with clients, management, and team members.
2. Demonstrate technical problem solving skills to determine the best solutions to creative challenges.
3. Demonstrate technical proficiency and application of photographic skills.

Requirements

SUBJECT #	TITLE	UNITS
Core Requirements (21 units):		21.0
PHOTO 020	Photojournalism I	3.0
PHOTO 025	Looking at Images: History and Aesthetics of Photography	3.0
PHOTO 030A	Beginning Photographic Art and Design	3.0
PHOTO 071	Introduction to Digital Photography I	3.0
PHOTO 074A	Beginning DSLR and Lighting for Professional Production I	3.0
PHOTO 075A	Intermediate DSLR and Lighting for Professional Production I	3.0
PHOTO 076A	Advanced Professional Photography I	3.0
Select 6 units from the following: (6 units):		6.0
PHOTO 011	Introduction to Black/White Film Photography	3.0
PHOTO 012	Intermediate Black/White Darkroom Printing	3.0
PHOTO 013	Creative Darkroom: Alternative Processes	3.0
PHOTO 021	Photojournalism II	3.0
PHOTO 030B	Intermediate Photographic Art and Design	3.0
PHOTO 030C	Advanced Photographic Art and Design	3.0
PHOTO 072	Introduction to Digital Photography II	3.0
PHOTO 074B	Beginning DSLR and Lighting for Professional Production II	3.0
PHOTO 075B	Intermediate DSLR and Lighting for Professional Production II	3.0
PHOTO 076B	Advanced Professional Photography II	3.0
PHOTO 180	HDSLR Workflow for Digital Photography and Cinematography	3.0
PHOTO 182	Introduction to Lighting for Video and Video Equipped DSLR	3.0
Total Major Units:		27.0
General Education Requirements:		18.0
Electives to meet 60 units		
Total Units:		60.0

Photography - Certificate of Achievement

Summary

The Certificate of Achievement 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 foundational digital capture and processing to design courses, finishing with professionally oriented studio classes.

Career Opportunities

This program prepares you for employment in the commercial, industrial, technical, and scientific photographic fields. Intermediate and advanced classes emphasize the digital process prevalent in the industry.

Program Learning Outcomes

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

1. Model professional and ethical behavior while communicating with clients, management, and team members.
2. Demonstrate technical problem solving skills to determine the best solutions to creative challenges.
3. Demonstrate technical proficiency and application of photographic skills.

Requirements

SUBJECT #	TITLE	UNITS
Core Curriculum (21 units):		21.0
PHOTO 020	Photojournalism I	3.0
PHOTO 025	Looking at Images: History and Aesthetics of Photography	3.0
PHOTO 030A	Beginning Photographic Art and Design	3.0
PHOTO 071	Introduction to Digital Photography I	3.0
PHOTO 074A	Beginning DSLR and Lighting for Professional Production I	3.0
PHOTO 075A	Intermediate DSLR and Lighting for Professional Production I	3.0
PHOTO 076A	Advanced Professional Photography I	3.0
Select one of the following (3 units):		3.0
PHOTO 011	Introduction to Black/White Film Photography	3.0
PHOTO 012	Intermediate Black/White Darkroom Printing	3.0
PHOTO 013	Creative Darkroom: Alternative Processes	3.0
PHOTO 021	Photojournalism II	3.0
PHOTO 030B	Intermediate Photographic Art and Design	3.0
PHOTO 030C	Advanced Photographic Art and Design	3.0
PHOTO 072	Introduction to Digital Photography II	3.0
PHOTO 074B	Beginning DSLR and Lighting for Professional Production II	3.0
PHOTO 075B	Intermediate DSLR and Lighting for Professional Production II	3.0
PHOTO 076B	Advanced Professional Photography II	3.0
PHOTO 180	HDSLR Workflow for Digital Photography and Cinematography	3.0
PHOTO 182	Introduction to Lighting for Video and Video Equipped DSLR	3.0
Total Units:		24.0

Preparation for Success in Calculus - Certificate of Competency

Summary

The Preparation for Success in Calculus Certificate in Competency was created to help students succeed in their transfer-level Calculus coursework. Students will receive just in time remediation, help with transfer-level Math homework, study skills and strategies, and learn about healthy mindsets as needed.

Career Opportunities

Take transfer level Math courses; transfer to 4-year college.

Program Learning Outcomes

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

1. Demonstrate competency in Mathematics: problem solving, applying formulas appropriately, numeracy, and/or Mathematical reasoning within transfer-level Math courses.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses:		52.5
Students must complete a minimum of 52.5 hrs		
MATH 515	Support for Pre-Calculus	35.0
MATH 516	Support for Trigonometry	17.5
Competency Requirement:		
Teacher or Department will determine if student has met the competencies of the program and document it.		
Total Hours:		52.5

Preparation for Success in Statistics - Certificate of Competency

Summary

The Preparation for Success in Statistics Certificate of Competency was created to help students succeed in their transfer-level Statistics coursework. Students will receive just in time remediation, help with transfer-level Math homework, study skills and strategies, and learn about healthy mind sets as needed.

Career Opportunities

Take transfer level Math courses; transfer to 4-year college.

Program Learning Outcomes

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

1. Demonstrate competency in Mathematics: problem solving, applying formulas appropriately, numeracy, and/or Mathematical reasoning within transfer-level Math courses.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses:		66.0-89.0
Students must complete a minimum of 66 hrs		
MATH 504	Workforce Math	30.0-54.0
MATH 513	Support for Statistics	35.0
Competency Requirement:		
Teacher or Department will determine if student has met the competencies of the program and document it.		

Professional Lighting - Certificate of Achievement

Summary

The classes in this program work to a professional level. They build an expanded awareness of light and its properties with a full variety of sources such as available light, strobe and continuous electronic appliances, adjunctive equipment and set building in the Studio and on location, their selected application to a highly complex state, and the business skills and methods needed to work at a professional level.

Career Opportunities

This program prepares for employment in commercial, industrial, technical, art and scientific photographic fields. Professional lighting classes emphasize the digital process prevalent in the industry.

Program Learning Outcomes

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

1. Model professional and ethical behavior while communicating with clients, management, and team members.
2. Demonstrate technical problem solving skills to determine the best solutions to creative challenges.
3. Demonstrate technical proficiency and application of photographic skills.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses (9 units):		9.0
PHOTO 074A	Beginning DSLR and Lighting for Professional Production I	3.0
PHOTO 075A	Intermediate DSLR and Lighting for Professional Production I	3.0
PHOTO 076A	Advanced Professional Photography I	3.0
Total Units:		9.0

Program Readiness for Multilingual Students - Certificate of Achievement

Summary

The Program Readiness Certificate of Achievement verifies that multilingual students have demonstrated readiness to succeed in in a four-year college transfer program.

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. This program also provides international students with evidence of advanced English proficiency, a qualification that opens many career opportunities when they return to their native countries.

Program Learning Outcomes

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

1. Develop individual perspectives in essays that demonstrate critical thinking skills, command of standard grammar, and logical organization.
2. Locate and appropriately cite information from print and electronic sources--from libraries, the internet, databases and elsewhere; evaluate its relevance and reliability; and incorporate it effectively into essays.
3. Function as a productive member of a college class by cooperating in interactive learning.

Requirements

SUBJECT #	TITLE	UNITS
Complete the following courses (14 units):		14.0
ESOL 050A	Advanced Listening and Speaking	4.0
ESOL 052	Advanced Reading and Writing	6.0
ENGL 001A	Composition and Reading	4.0
Select one of the following (3 min):		3.0
COUN 024	College Success	3.0
COUN 030	Personal Growth and Development	3.0
COUN 057	Career and Life Planning	3.0
Total Units:		17.0

Quality and Regulatory Practices in Biotechnology - Certificate of Completion**Summary**

The Certificate of Completion in in Quality and Regulatory Practices in Biotechnology (CCT BIOL) prepares students to work in a regulated field. Students will explore concepts related to quality control and quality assurance. Key concepts for product safety and quality include the roles of governmental oversight and regulation during discovery, development and manufacturing of products in validation, documentation and regulatory compliance. Students will gain sufficient mastery of the Quality Book of Knowledge to take the CQIA exam administered by the American Society for Quality (ASQ)

Career Opportunities

Quality Job titles that align with Certifications include Analyst Initiates and coordinates quality-related data from production, service or process improvement activities and reports these data using statistical techniques. Average salary: \$69,98 Associate: Involved in quality improvement projects but not necessarily full time. Does not necessarily have primary responsibility for traditional quality management, assurance or control activities. Average salary: \$59,036 Auditor: Performs and reports on internal or external quality system audits. Average salary: \$76,979 • Average with certification: \$79,264 • Average without certification: \$71,555 Other titles: Calibration Technician, Reliability/Safety Engineer, Inspector, Specialist, SSupplier Quality Engineer/Professional Technician

Program Learning Outcomes

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

1. Apply knowledge gained in sufficient mastery of the Quality Body of Knowledge to pass the Certified Quality Improvement Associate exam

Requirements

SUBJECT #	TITLE	UNITS
Core Courses:		89.3-105.0
BIOL 574	Quality Practices in Biotechnology	36.8-52.5
BIOL 577	Business and Regulatory Practices in Biomanufacturing	52.5
Competency Requirement:		
Teacher or department will determine if student has met the competencies of the program and document it.		
Total Core Hours:		89.3-105.0

Quality Control - Certificate of Achievement

Summary

The Laney College Quality Control Certificate of Achievement is a career technical education program that prepares students for work as a quality control (QC) technician or quality assurance (QA) technician. The certificate provides students with the theoretical knowledge and hands-on skills required for precision measurement of manufactured parts according to specifications in engineering drawings using hand tools and sophisticated modern equipment like coordinate measuring machines (CMMs). The coursework also covers technical mathematics and a survey of machining processes.

Career Opportunities

quality control (QC) technician, quality assurance (QA) technician

Program Learning Outcomes

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

1. Develop a foundation of skills for using precision measuring tools and metrology equipment to inspect parts and assemblies and ensure they meet engineering specifications.
2. Demonstrate technical literacy in reading and writing technical documents, determining required specifications based on engineering drawings, developing inspection plans, applying statistical process control, applying mathematics in problem solving.
3. Demonstrate effective work practices for inspection rooms, including: establishment of good lab practices, proper care and maintenance of measuring tools, calibration of tools and equipment.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses (16 units):		16.0
MACH 075	Geometric Dimensioning and Tolerancing	2.0
MACH 205	Engineering Drawings for Machinists, Welders, and Industrial Maintenance Technicians	3.0
MACH 210	Machine Technology I	5.0
MACH 211	Dimensional Metrology	3.0
MACH 212	Introduction to Quality Assurance	3.0
Math Requirement (4 units):		4.0
MATH 220A	Technical Mathematics with Algebra - Part 1 (Lab)	0.5
AND		
MATH 220B	Technical Mathematics with Algebra - Part 2 (Lab)	0.5
AND		
MATH 220C	Technical Mathematics with Algebra - Part 3 (Lab)	0.5
AND		
MATH 220D	Technical Mathematics with Algebra - Part 4 (Lab)	0.5
AND		
MATH 220E	Technical Mathematics with Geometry - Part 1 (Lab)	0.5
AND		
MATH 220F	Technical Mathematics with Geometry - Part 2 (Lab)	0.5
AND		
MATH 220G	Technical Mathematics with Trigonometry (Lab)	1.0
OR		
MATH 221	Technical Mathematics	4.0
Total Units:		20.0

Quantitative Preparation for Skilled Trades - Certificate of Competency

Summary

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.

Program Learning Outcomes

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

1. Students will demonstrate interview techniques in mock sessions and apply resume writing skills in resume creation.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses:		60.0-72.0
Students must complete a minimum of 60 hrs		
MATH 504	Workforce Math	18.0-24.0
LRNRE 521	Test Preparation for the Skilled Trades	30.0-54.0
Competency requirement:		
Teacher or department will determine if student has met the competencies of the program and document it.		
Total Hours:		60.0-72.0

Quantitative Preparation for Workforce - Certificate of Competency

Summary

The Quantitative Preparation for Civil Service 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.

Program Learning Outcomes

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

1. 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.

Requirements

SUBJECT #	TITLE	UNITS
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Core Courses:		60.0-72.0
Students must complete a minimum of 60 hrs		
MATH 504	Workforce Math	30.0-54.0
LRNRE 522	Apprenticeship and Civil Service Opportunities	18.0-24.0
Competency requirement:		
Teacher or department will determine if student has met the competencies of the program and document it.		
Total Hours:		60.0-72.0

Refrigeration Technology - Certificate of Proficiency

Summary

No description.

Program Learning Outcomes

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

1. Safe use of materials Demonstrate proper and safe use of chemicals, combustible materials, electricity, high-pressure gases, climbing ladders and lifting heavy objects.
2. Explain concepts related to refrigeration Explain the theory of Refrigeration and Air Conditioning and the physical properties of components and devices.
3. Team work Demonstrate critical thinking, interpersonal, writing, and reading skills working with team members and customers.

Requirements

SUBJECT #	TITLE	UNITS
Certificate of Proficiency Requirements:		16.5
E/ET 202	Fundamentals of Electricity for ECT	2.0
ECT 11	Mechanical and Electrical Devices	2.0
ECT 13	Fundamentals of Refrigeration	4.0
ECT 14	Advanced Refrigeration	2.0
ECT 15	Refrigeration Equipment Trouble-shooting	2.0
ECT 211	Mechanical and Electrical Codes	1.5
ECT 214	Technical Mathematics for ECT	3.0

Research Skills - Certificate of Competency

Summary

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.

Program Learning Outcomes

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

1. Apply information literacy skills to academic, professional, and personal life.
2. Analyze, synthesize, and apply information practically and ethically.

Requirements

SUBJECT #	TITLE	UNITS
Core Course:		9.0
Students must complete a minimum of 9 hrs		
LIS 511	Research Skills I	3.0
LIS 512	Research Skills II	3.0
LIS 513	Research Skills III	3.0
Competency Requirement:		
Teacher or department will determine if student has met the competencies of the program and document it.		
Total Hours:		9.0

Residential And Light Commercial HVAC & R - A.A. Degree

Summary

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 controls 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 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.

Program Learning Outcomes

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

1. Demonstrate proper and safe use of chemicals, combustible materials, electricity, high-pressure gases, climbing ladders and lifting heavy objects.
2. Explain the theory of Refrigeration and Air Conditioning and the physical properties of components and devices.
3. Demonstrate critical thinking, interpersonal, writing, and reading skills working with team members and customers.

Requirements

SUBJECT #	TITLE	UNITS
FIRST SEMESTER		15.5
E/ET 202	Fundamentals of Electricity for ECT	2.0
ECT 11	Mechanical and Electrical Devices	2.0
ECT 12	Blueprint Reading and Interpretation for ECT	1.5
ECT 13	Fundamentals of Refrigeration	4.0
ECT 211	Mechanical and Electrical Codes	1.5
ECT 214	Technical Mathematics for ECT	3.0

WELD 215	Welding for ECT Technicians	1.5
SECOND SEMESTER		14.0
E/ET 221	Motors and Drives	2.0
ECT 14	Advanced Refrigeration	2.0
ECT 15	Refrigeration Equipment Trouble-shooting	2.0
ECT 016	Fundamentals of Residential and Light Commercial HVAC Systems	2.0
ECT 017	Fundamentals of HVAC and Troubleshooting	3.0
ECT 18	HVAC Installation Practices	1.0
ECT 028	Energy Management and Efficiency in Building Systems	2.0

Residential Automation Cloud Based - Certificate of Achievement

Summary

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.

Program Learning Outcomes

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

1. Analyze the requirements and design of electronics and communication (data) cabling installation.
2. 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
3. Test, locate, and correct faults within cable and/or cable installation and providing customer support home and building

Requirements

SUBJECT #	TITLE	UNITS
Core Requirements:		18.0
E/ET 203	Basic Electricity	3.0
E/ET 220	Electronics and Semiconductors	3.0
E/ET 224	Security and Fire Alarm Systems	3.0
E/ET 225	Audio & Video Technology	3.0
E/ET 228	Advanced Lighting Controls	3.0
E/ET 234	Programmable Devices	3.0
Total Units:		18.0

Retail Management - Certificate of Achievement

Summary

The Retail Management Certificate of Achievement program prepares students to become highly skilled and knowledgeable in a fast growing industry which provides promotional opportunities.

Career Opportunities

Successful completion of this program prepares students for an assistant buyer, assistant store manager, pricing and signing coordinator, and merchandising representative positions.

Program Learning Outcomes

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

1. Determine best operation procedures in choosing location, set-up and operations of a retail store in several different business situations.
2. Demonstrate decision-making skills, particularly in such areas as buying, pricing, financial management, and personnel relations.
3. Apply college level critical thinking, research, and problem solving techniques for the completion of business based reports and writing assignments.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses		20.5
BUS 005	Human Relations in Business	3.0
BUS 020	General Accounting	3.0
BUS 038	Introduction to Microcomputers and Business Software	4.0
BUS 056	Human Resources Management	3.0
BUS 070	Introduction to Marketing	3.0
BUS 072	Principles of Retailing	3.0
BUS 239	QuickBooks	1.5
Total Units:		20.5

Robotics and Mechatronics Controls - Certificate of Achievement

Summary

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

Program Learning Outcomes

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

1. Explain the concept of inventory, indexing, and sorting.
2. Analyze program actuators and sensors.
3. Describe transformers, reversing contractors, control relays, and logic functions and how they are used in the field.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses (26 units):		26.0

E/ET 203	Basic Electricity	3.0
E/ET 220	Electronics and Semiconductors	3.0
E/ET 221	Motors and Drives	3.0
E/ET 223	CAL-OSHA 30-Hour Construction Industry Training for Electrical & Electronics Technology	2.0
E/ET 228	Advanced Lighting Controls	3.0
E/ET 229	PLC (Programmable Logic Controllers)	3.0
E/ET 231	Mechatronics & Electric Motor Control	3.0
E/ET 234	Programmable Devices	3.0
E/ET 235	Hydraulic Control System	3.0
Total Units:		26.0

Science - A.S. Degree

Summary

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.

Program Learning Outcomes

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

1. Synthesize multiple concepts, integrating and connecting scientific information
2. Analyze and critically evaluate scientific information
3. Properly use scientific equipment, following appropriate safety guidelines

Requirements

SUBJECT #	TITLE	UNITS
Select a minimum of 18 units from at least two disciplines		18.0
Biology Courses:		
BIOL 001A	General Biology	5.0
BIOL 001B	General Biology	5.0
BIOL 002	Human Anatomy	5.0
BIOL 003	Microbiology	5.0
BIOL 004	Human Physiology	5.0
BIOL 020A	Human Anatomy and Physiology	5.0
BIOL 020B	Human Anatomy and Physiology	5.0
Chemistry Courses:		
CHEM 001A	General Chemistry	5.0
CHEM 001B	General Chemistry	5.0

CHEM 030A	Introductory General Chemistry	4.0
CHEM 030B	Introductory Organic and Biochemistry	4.0

Mathematics Courses:

MATH 003A	Calculus I	5.0
MATH 003B	Calculus II	5.0
MATH 013	Introduction to Statistics	4.0

Physics Courses:

PHYS 003A	General Physics	5.0
PHYS 003B	General Physics	5.0
PHYS 004A	General Physics with Calculus	5.0
PHYS 004B	General Physics with Calculus	5.0
PHYS 004C	General Physics with Calculus	5.0

Total Major Units	18.0-20.0
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General Education Requirements:	18.0
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Refer to Associate Degree Requirements tab for more information.

Electives to meet 60 units:

Total Major Units:	60.0
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Skilled Trades Apprenticeship and Civil Service Preparation - Certificate of Competency

Summary

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.

Program Learning Outcomes

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

1. Students will demonstrate competency in required mathematical skills, spatial reasoning and mechanical reasoning, at a level that will enable them to pass required exams.
2. Students will create a resume, navigate the job search process, and demonstrate successful job interview skills.

Requirements

SUBJECT #	TITLE	UNITS
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Core courses:	36.0-48.0
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Students must complete a minimum of 36 hrs

LRNRE 521	Test Preparation for the Skilled Trades	18.0-24.0
LRNRE 522	Apprenticeship and Civil Service Opportunities	18.0-24.0

Competency requirement	
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Teacher or department will determine if student has met the competencies of the program and document it.

Total Hours:	36.0-48.0
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Social Justice Studies: African American Studies - AA-T Degree

Summary

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.

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: African American Studies, (AA-T AFRAM) 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.

Program Learning Outcomes

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

1. 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.
2. Analysis: Effectively employ social science methodologies in the analysis of issues related to African American Studies.
3. 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.

Requirements

SUBJECT #	TITLE	UNITS
Required Core 1: Introduction to Ethnic Studies (3 units):		3.0
ETHST 001	Introduction to Ethnic Studies	3.0
Required Core 2: Intersections of Race and Gender (3 units):		3.0
AFRAM 035	Women of Color	3.0
OR		
ASAME 035	Women of Color	3.0
OR		
M/LAT 035	Women of Color	3.0
OR		
NATAM 035	Women of Color	3.0
Required Core 3: Introduction to African American Studies (3 units):		3.0
AFRAM 001	Introduction to African American Studies	3.0
List A: Select three courses from at least two of the following areas (9-12 units):		9.0-12.0
Area 1: History or Government (3-4 units):		
Choose one course from the following list. Courses used in one area cannot be used to fulfill a requirement for another area.		
AFRAM 008	African-American Politics	3.0
AFRAM 030	African American History: Africa to 1865	3.0
AFRAM 031	African American History: 1865-1945	3.0
AFRAM 032	African American History: 1945 to the Present	3.0
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.		
AFRAM 026	African American Culture: Black Music, Art, and Literature	3.0
AFRAM 029	African American Experience Through Films	3.0
AFRAM 045	Religion and the African American Church in America	3.0
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.		
AFRAM 002	Black Economics	3.0
AFRAM 005	The African American Family in the United States	3.0
AFRAM 011	Perceptions of the African American Male in America	3.0
AFRAM 012	Psychology of African Americans	3.0
AFRAM 014A	Social Psychology of African American Male/Female Relationships	3.0
AFRAM 016	The Prison Industrial Complex: African American Incarceration	3.0
AFRAM 023	Perceptions of African American Women	3.0
AFRAM 045	Religion and the African American Church in America	3.0
AFRAM 038	Environmental Racism and Justice	3.0
Area 4: Quantitative Reasoning and Research Methods (4 units):		
Choose one course from the following list. Courses used in one area cannot be used to fulfill a requirement for another area.		

MATH 013	Introduction to Statistics	4.0
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Total Major Units:	18.0-21.0
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IGETC or CSU GE-Breadth Education pattern:	37.0-39.0
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CSU Transferable General Elective Courses to meet 60 units

Total Units:	60.0
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Social Justice Studies: Chicanx and Latinx Studies - AA-T Degree

Summary

The Associate in Arts in Social Justice Studies: Chicanx and Latinx 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 Chicanx and Latinx 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 Chicanx and Latinx 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.

Program Learning Outcomes

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

1. Evaluate and Research: Evaluate the development of the field of Chicax and Latinx Studies, utilizing research methodologies and scholarship within the field to produce research and community education.
2. Analysis: Effectively employ social science methodologies in the analysis of issues related to Chicanx and Latinx Studies.

- Identify and describe the social, political, cultural, and economic forces that have shaped the histories and current day realities of Chicana and Latina populations in the United States as well as Latin American populations throughout the Americas.

Requirements

SUBJECT #	TITLE	UNITS
Required Core 1: Introduction to Ethnic Studies (3 units):		3.0
ETHST 001	Introduction to Ethnic Studies	3.0
Required Core 2: Intersections of Race and Gender (3 units):		3.0
Select 1 course		
AFRAM 035	Women of Color	3.0
ASAME 035	Women of Color	3.0
NATAM 035	Women of Color	3.0
M/LAT 035	Women of Color	3.0
*: M/LAT 35 is preferred		
Required Core 3: Introduction to Chicana/o and Latina/o Studies (3 units):		3.0
M/LAT 033	Introduction to Chicana/o and Latina/o Studies	3.0
Area 1: History or Government (3 units):		3.0
Choose one course from the following list. Courses used in one area cannot be used to fulfill a requirement for another area.		
M/LAT 034	History of Latinos in the United States: 1800 to Present	3.0
M/LAT 019	History of the Mexican American	3.0
Area 2: Arts and Humanities (3 units):		3.0
Choose one course from the following list. Courses used in one area cannot be used to fulfill a requirement for another area.		
M/LAT 030A	Survey of Latin-American Films	3.0
M/LAT 030B	Survey of Latin-American Films	3.0
M/LAT 036	Survey of Latina/o Literature	3.0
M/LAT 037	Latinx Culture: Music, Art, and Theater	3.0
AFRAM 018	African Heritage of Latin America	3.0
OR		
M/LAT 032	African Heritage of Latin America	3.0
**: M/LAT 32 is preferred		
Area 3: Social Science (3 units):		3.0
Choose one course from the following list. Courses used in one area cannot be used to fulfill a requirement for another area.		
M/LAT 012	United States Relations with Mexico and Latin America	3.0
M/LAT 023	Psychology of Latinas and Latinos	3.0
M/LAT 031	Survey of Chicana/Latina Women	3.0
M/LAT 032	African Heritage of Latin America	3.0
**: M/LAT 32 is preferred		

OR		
AFRAM 018	African Heritage of Latin America	3.0

Total Major Units:	18.0
IGETC or CSU GE-Breadth Education pattern	37.0-39.0
CSU Transferable General Elective Courses to meet 60 units	
Total Units:	60.0

Social Justice Studies: Ethnic Studies - AA-T Degree

Summary

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.

Program Learning Outcomes

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

1. 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.
2. Analysis: Effectively employ social science methodologies in the analysis of issues related to Ethnic Studies.
3. Identify and describe the general history of racial/ethnic people in the U.S.

Requirements

SUBJECT #	TITLE	UNITS
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Required Core 1: Introduction to Ethnic Studies (3 units):		3.0
ETHST 001	Introduction to Ethnic Studies	3.0
Required Core 2: Intersections of Race and Gender (3 units):		3.0
Choose one of the following:		
AFRAM 035	Women of Color	3.0
M/LAT 035	Women of Color	3.0
ASAME 035	Women of Color	3.0
NATAM 035	Women of Color	3.0
Area 1: History or Government (3 units):		3.0
Choose 1 course from this list		
AFRAM 030	African American History: Africa to 1865	3.0
AFRAM 031	African American History: 1865-1945	3.0
ASAME 002	Introduction to the Pacific Islander Experience from 1850 to the Present	3.0
M/LAT 034	History of Latinos in the United States: 1800 to Present	3.0
Area 2: Arts and Humanities (3 units):		3.0
Choose 1 course from this list		
AFRAM 026	African American Culture: Black Music, Art, and Literature	3.0
ASAME 010	Asian and Asian American Popular Culture	3.0
ASAME 030	Asians and Asian-Americans Through Films	3.0
M/LAT 030A	Survey of Latin-American Films	3.0
M/LAT 030B	Survey of Latin-American Films	3.0
M/LAT 036	Survey of Latina/o Literature	3.0
Area 3: Social Science (6 units):		6.0-0.0
Choose 2 courses from this list		
AFRAM 001	Introduction to African American Studies	3.0
AFRAM 002	Black Economics	3.0
AFRAM 005	The African American Family in the United States	3.0
AFRAM 008	African-American Politics	3.0
AFRAM 011	Perceptions of the African American Male in America	3.0
AFRAM 012	Psychology of African Americans	3.0
AFRAM 014A	Social Psychology of African American Male/Female Relationships	3.0
AFRAM 016	The Prison Industrial Complex: African American Incarceration	3.0
AFRAM 023	Perceptions of African American Women	3.0
AFRAM 038	Environmental Racism and Justice	3.0
ASAME 002	Introduction to the Pacific Islander Experience from 1850 to the Present	3.0
ASAME 021	Asian-American Communities	3.0
ASAME 026	Politics in Modern Asia	3.0
ASAME 032	Asian-American Psychology	3.0
ASAME 042	Southeast Asians in the United States	3.0
ASAME 045A	Asian-American History to 1945	3.0
ASAME 045B	Asian American History From 1945 to the Present	3.0
ETHST 003	Race, Gender and Sports	3.0
ETHST 012	Economics and Social Change: Racial Conflict and Class in America	3.0
ETHST 013	Introduction to Community Based Research in Urban America	3.0
ETHST 014	Community Building and Transformation in Urban America	3.0

ETHST 030	Introduction to Race, Gender and Health	3.0
ETHST 050	Introduction to Race, Class and Schools	3.0
M/LAT 012	United States Relations with Mexico and Latin America	3.0
M/LAT 019	History of the Mexican American	3.0
M/LAT 023	Psychology of Latinas and Latinos	3.0
M/LAT 031	Survey of Chicana/Latina Women	3.0
M/LAT 033	Introduction to Chicana/o and Latina/o Studies	3.0
NATAM 001	History of Native American Indians	3.0
NATAM 002	Native American Indians in Contemporary Society	3.0

Total Major Units:	18.0
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IGETC or CSU GE-Breadth Education pattern	37.0-39.0
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CSU Transferable General Elective Courses to meet 60 units

Total Units:	60.0
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Social Sciences - A.A. Degree

Summary

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.

Program Learning Outcomes

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

1. Apply and communicate discipline-appropriate approaches to critically analyze and evaluate social processes and structures.
2. 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.
3. Apply and communicate analyses and evaluation of the foundations, opportunities, and challenges of diversity within the human experience.

Requirements

SUBJECT #	TITLE	UNITS
Select 18 units from at least TWO discipline areas (18 units):		18.0

*or ** or *** or **** Students will receive credit for one course only.

AFRAM

AFRAM 001	Introduction to African American Studies	3.0
AFRAM 002	Black Economics	3.0
AFRAM 005	The African American Family in the United States	3.0
AFRAM 008	African-American Politics	3.0
AFRAM 011	Perceptions of the African American Male in America	3.0
AFRAM 012	Psychology of African Americans	3.0
AFRAM 014A	Social Psychology of African American Male/Female Relationships	3.0
AFRAM 016	The Prison Industrial Complex: African American Incarceration	3.0
AFRAM 018	African Heritage of Latin America	3.0

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AFRAM 023	Perceptions of African American Women	3.0
AFRAM 030	African American History: Africa to 1865	3.0
AFRAM 031	African American History: 1865-1945	3.0
AFRAM 035	Women of Color	3.0

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AFRAM 038	Environmental Racism and Justice	3.0
AFRAM 045	Religion and the African American Church in America	3.0

ANTHR

ANTHR 002	Introduction to Archaeology and Prehistory	3.0
ANTHR 003	Introduction to Social and Cultural Anthropology	3.0
ANTHR 007	Magic, Religion and Witchcraft	3.0
ANTHR 014	Introduction to the Anthropology of Race, Class, Ethnicity, and Society	3.0

ASAME

ASAME 021	Asian-American Communities	3.0
ASAME 026	Politics in Modern Asia	3.0
ASAME 030	Asians and Asian-Americans Through Films	3.0
ASAME 032	Asian-American Psychology	3.0
ASAME 035	Women of Color	3.0

BIOL

BIOL 027	Human Sexuality	3.0
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BUS

BUS 005	Human Relations in Business	3.0
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COMM

COMM 019	Survey of Mass Media	3.0
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COUN

COUN 030	Personal Growth and Development	3.0
COUN 230	Strategies for Personal Development	3.0

CULIN

CULIN 088	Introduction to Food and Culture	3.0
ECON		
ECON 001	Principles of Economics (Macro-Economics)	3.0
ECON 002	Principles of Economics (Micro-Economics)	3.0
ENGIN		
ENGIN 100	Earth Systems: Sustainability, Ecology & Environmental Justice for Technicians & Engineers	3.0
ETHST		
ETHST 001	Introduction to Ethnic Studies	3.0
ETHST 003	Race, Gender and Sports	3.0
ETHST 014	Community Building and Transformation in Urban America	3.0
ETHST 030	Introduction to Race, Gender and Health	3.0
ETHST 050	Introduction to Race, Class and Schools	3.0
GEOG		
GEOG 001	Physical Geography	3.0
GEOG 002	Cultural Geography	3.0
GEOG 003	World Regional Geography	3.0
GEOG 018	California Geography	3.0
HLTED		
HLTED 001	Exploring Health Issues	3.0
HIST		
HIST 002A	History of Europe to 1500	3.0
HIST 002B	History of Europe Since 1500	3.0
HIST 003A	World History to 1500	3.0
HIST 003B	World History Since 1500	3.0
HIST 007A	History of the United States to 1877	3.0
HIST 007B	History of the United States Since 1865	3.0
HIST 019	History of California	3.0
JOURN		
JOURN 062	Survey of Mass Media	3.0

LABST		
LABST 010	American Labor Movement	3.0
LABST 013	Economics for Labor and Community Leadership	3.0
LABST 021	Workplace Organizing	3.0
LABST 030	Labor Law	3.0
M/LAT		
M/LAT 012	United States Relations with Mexico and Latin America	3.0
M/LAT 019	History of the Mexican American	3.0
M/LAT 023	Psychology of Latinas and Latinos	3.0
M/LAT 031	Survey of Chicana/Latina Women	3.0
M/LAT 032	African Heritage of Latin America	3.0
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M/LAT 033	Introduction to Chicana/o and Latina/o Studies	3.0
M/LAT 034	History of Latinos in the United States: 1800 to Present	3.0
M/LAT 035	Women of Color	3.0
**		
NATAM		
NATAM 001	History of Native American Indians	3.0
NATAM 002	Native American Indians in Contemporary Society	3.0
NATAM 035	Women of Color	3.0
**		
POSCI		
POSCI 001	Government and Politics in the United States	3.0
POSCI 002	Comparative Government	3.0
POSCI 003	International Relations	3.0
POSCI 004	Political Theory	3.0
POSCI 006	The U.S. Constitution and Criminal Due Process	3.0
POSCI 016	State and Local Government	3.0
POSCI 021	Overview of the California Court System and State Law	3.0
PSYCH		
PSYCH 001A	Introduction to General Psychology	3.0
PSYCH 006	Social Psychology	3.0
PSYCH 007A	Psychology of Childhood	3.0
PSYCH 012	Human Sexuality	3.0

PSYCH 021	Lifespan Human Development	3.0
PSYCH 024	Abnormal Psychology	3.0
PSYCH 028	Introduction to Research Methods in Psychology	3.0
SOCSC		
SOCSC 019	Introduction to Global Studies	3.0
SOCSC 020	Global Issues	3.0
SOC		
SOC 001	Introduction to Sociology	3.0
SOC 002	Social Problems	3.0
SOC 005	Minority Groups	3.0
SOC 008	Crime and Deviance	3.0
SOC 013	Sociology of the Family	3.0
SOC 120	Introduction to Research Methods	3.0
Total Major Units:		18.0
General Education Requirements:		18.0
Electives to meet 60 units:		
Total Units:		60.0

Sociology - AA-T Degree

Summary

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:

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 (CSU) 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 "P") or better for each course in the major or area of emphasis.

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

Career Options: International Relations, Health Care, Urban Social Work, City Management, Business, Criminal Justice, Community-based Research and Social Activism, Local and State Agencies, Education/Administration

Program Learning Outcomes

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

1. Outline the research process and describe the different methods used within the discipline of sociology.
2. Distinguish among, and describe, different systems of social stratification, and analyze how these systems create social inequality.
3. Observe, describe, and sociologically analyze contemporary social problems, their causes, and solutions

Requirements

SUBJECT #	TITLE	UNITS
Core Requirements (10 units)		10.0
SOC 001	Introduction to Sociology	3.0
SOC 002	Social Problems	3.0
MATH 013	Introduction to Statistics	4.0
Select any two courses from the following (6 units):		6.0
SOC 005	Minority Groups	3.0
SOC 008	Crime and Deviance	3.0
SOC 013	Sociology of the Family	3.0
SOC 120	Introduction to Research Methods	3.0
PSYCH 006	Social Psychology	3.0
Select one course from the following (3 units):		3.0
PSYCH 001A	Introduction to General Psychology	3.0
ANTHR 003	Introduction to Social and Cultural Anthropology	3.0

Total Major Units:	19.0
IGETC or CSU GE-Breadth Education pattern:	37.0-39.0
CSU Transferable General Elective Courses to meet 60 units	
Total Units:	60.0

Solar Photovoltaic Professionals - Certificate of Achievement

Summary

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.

Program Learning Outcomes

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

1. Explain the theory and operation of Photovoltaic power generation.
2. Determine site suitability for PV installation.
3. Analyze collected site data, design the installation, and select equipment size and type to produce projected performance.

Requirements

SUBJECT #	TITLE	UNITS
Core Requirements (19 units):		19.0
E/ET 203	Basic Electricity	3.0
E/ET 207A	National Electrical Code for Electricians I	3.0
E/ET 218	Commercial Electrical Wiring	3.0
E/ET 208	Solar Photovoltaic Systems	3.0
E/ET 222	Photovoltaic NABCEP Test Preparation	2.0
E/ET 223	CAL-OSHA 30-Hour Construction Industry Training for Electrical & Electronics Technology	2.0
E/ET 217	Residential House Wiring	3.0
Total Units:		19.0

Theatre Arts - AA-T Degree

The Associate in Arts Degree in Theatre Arts for Transfer (AA-T THART) 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 theater arts 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 "P") or better for each course in the major or area of emphasis.

No more than 60 semester units are required.

The Associate in Arts Degree in Theatre Arts for Transfer (AA-T THART) will also assist theater 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

Program Learning Outcomes

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

1. Demonstrate the fundamental performance and technical production processes for the theatre arts
2. Articulate the historical and cultural dimensions of theatre, including the works of leading playwrights, actors, directors, and designers, past and present.
3. Develop a clear understanding of the interaction between script, actor, and audience and the areas of scenery, lighting, sound, and costume.

SUBJECT #	TITLE	UNITS
Core Courses (9 units):		9.0
THART 002	Introduction to the Theatre Arts	3.0
THART 021	Acting I	3.0
THART 031	Rehearsal and Production I	3.0
Electives--Select 9 units from the following (min 9 units):		9.0
THART 020	Script Analysis	3.0
THART 022	Acting II	3.0
THART 040	Stagecraft	3.0
THART 041	Introduction to Stage Lighting	3.0
Total Major Units:		18.0
IGETC or CSU GE-Breadth Education pattern:		37.0-39.0
Electives to meet 60 units:		
Total Units:		60.0

Translating and Interpreting--Spanish - Certificate of Achievement

Summary

The Legal and Community Interpreting program offers a four-course Certificate of Achievement in Translating and Interpreting--Spanish that opens up opportunities for students in the workforce in the legal, health services, and educational fields of translation and interpretation in English and Spanish. It provides an overview and intense

practice of skills in the three modes interpretation (sight, consecutive, simultaneous) and translation. The program considers linguistic, cultural and professional expectations in the field, and explores vocational opportunities in different areas: legal, health services, and educational institutions. Classes will be provided online, hybrid form and/or face to face.

Career Opportunities

Spanish Legal Interpretation: Criminal and Civil Court Proceedings; Out-of-court Legal Proceedings; Private Attorney Interviews; Law Enforcement Interviews; Administrative Hearings; Public and Social Services Interviews; Community Service Events; K-12 Parent and Student Events. Kaiser Permanent Hospital OUSD Public High School System

Program Learning Outcomes

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

1. Demonstrate sight translation, consecutive, and simultaneous interpretation and translation skills, as well as appropriate and proficient performance in various official settings.
2. Employ essential terminology belonging to the legal, health services, and educational fields; distinguish and discriminate between tools and resources, in order to recognize professional best practices.
3. Create and apply appropriate and effective habits and self-assessments tools and criteria to adequately prepare for unexpected situations in the profession as a translator or interpreter in English and Spanish
4. Appraise and evaluate translator and interpreter ethics, responsibilities, precepts, and protocol.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses (16 units):		16.0
LCI 201	Introduction to Translation and Interpretation – Spanish	4.0
LCI 202	Sight Translation-Spanish	4.0
LCI 203	Consecutive Interpretation-Spanish	4.0
LCI 204	Simultaneous Interpretation-Spanish	4.0
Total Units:		16.0

Video Production For Video, Broadcast And Digital Cinematography - A.A. Degree

Summary

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

Program Learning Outcomes

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

1. 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.
2. Apply appropriate critical and creative problem solving skills to analyze the aesthetic and production elements of video, television and other interactive media
3. Develop industry awareness of the necessity and importance of teamwork and collaboration.
4. Articulate ideas in verbal and written forms that translate into practical media projects.

5. Create a coherent, industry relevant show reel of work.

Requirements

SUBJECT #	TITLE	UNITS
Core Requirements		10.0
MEDIA 104	Beginning Digital Video Production	3.0
AND		
MEDIA 111	Basic Audio Production	3.0
AND		
MEDIA 115	Media-based Computing: iLife and Mac OS X	3.0
AND		
MEDIA 129	Portfolio Development	1.0
Writing and Editing Courses:		6.0
MEDIA 125	Scriptwriting for Video, Broadcast and Digital Cinematography	3.0
MEDIA 130	Final Cut Pro I: Beginning Nonlinear Editing for Video, Broadcast and Digital Cinematography	3.0
Select two courses from the following:		6.0
MEDIA 120	Making Documentaries	3.0
MEDIA 121	Event Videography: Sports Video Production	3.0
MEDIA 122	Music Video Production	3.0
Select one course from the following:		2.0-3.0
MEDIA 112	Media Freelancing and Entrepreneurship	3.0
MEDIA 131	Final Cut Pro II: Intermediate Nonlinear Editing for Video, Broadcast and Digital Cinematography	3.0
MEDIA 140	After Effects: Motion Graphics for Video, Broadcast and Digital Cinematography	3.0
MEDIA 150	Pro Tools: Sound Design/Aesthetics for Video, Broadcast and Digital Cinematography	3.0
MEDIA 151	Making Podcasts – The New Wave of Broadcasting	2.0
Total Major Units:		24.0-25.0
If completing an AA, student must complete 18 units of GE requirements along with electives to meet 60 units		

Virtual Production - Certificate of Achievement

Summary

The Virtual Production certificate was created to educate students on the principles and practices of 3D Virtual Production for Film, TV and Media Production. Students will cover analysis and application of concepts of 3D design, Realtime 3D engines (RT3D), Virtual Sets, Motion Capture, Face Capture, Cinematography, Lighting, Audio, Visual Storytelling, and VFX Workflow.

Career Opportunities

COVID-19 has accelerated 3D Virtual TV and Film Production worldwide. Yet there are very few who know how to use these new virtual tools and software. As Hollywood faces mounting pressure to safely resume production and reemploy hundreds of thousands of cast and crew who've been out of work for months, studios and producers are turning to virtual production as a route to reboot TV shows and films halted by the pandemic. Many predict the health crisis will accelerate the industry's use of virtual filming to mitigate risks and reduce the costs of expensive

location shoots. "It's the tip of the iceberg," Sam Nicholson (TV Producer - Stargatestudios.net) said. "People have to utilize these tools to get back on line. Once they've utilized them and realized its faster, better, cheaper, you will see a lot more virtual production coming down the pipeline." - LA Times, 28MAY20

Program Learning Outcomes

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

1. Students will be able to design and create a 3D Virtual Production Film or TV project from concept to final product.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses (12 units)		12.0
MEDIA 044A	Virtual Production I	3.0
MEDIA 044B	Virtual Production II	3.0
MEDIA 044C	Virtual Production III: Cinematography	3.0
MEDIA 044D	Virtual Production IV: Capstone	3.0
Total Units:		12.0

Vocational English for Speakers of Other Languages - Certificate of Competency

Summary

Laney College's noncredit VESOL 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.

Program Learning Outcomes

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

1. Demonstrate the ability to apply for and communicate in an entry-level job in the hospitality, retail and other targeted industries.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses:		78.8-99.0
ESOL 586	English for Job Search	35.0
ESOL 534A	English for Technology 1	22.4-32.0
ESOL 534B	English for Technology 2	22.4-32.0
Select two courses from the following:		17.5-52.5
ESOL 583	Business English	52.5
ESOL 587	ESOL for Customer Service	52.5
ESOL 590	English for Special Purposes	17.5-35.0

Competency Requirement:

Teacher or department will determine if student has met the competencies of the program and document it.

Total Hours:**97.3-151.5****Welding Technology - A.S. Degree****Summary**

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 biotech. 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.

Program Learning Outcomes

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

1. 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.
2. Students will determine several advantages and disadvantages of a given welding process, and differentiate between different welding processes.
3. 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.
4. 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.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses:		15.0
MACH 205	Engineering Drawings for Machinists, Welders and Industrial Maintenance Technician	
WELD 203A	Beginning Gas Tungsten Arc Welding	
WELD 204A	Wire Feed Welding	
WELD 205	Introduction to Welding	
WELD 211A	Arc Welding I	
Select 3 courses from the following:		9.0
WELD 203B	Intermediate Gas Tungsten Arc Welding (TIG)	3.0
WELD 203C	Advanced Gas Tungsten Arc Welding (TIG)	3.0
WELD 204B	Wire Feed Welding II (FCAW w/gas)	3.0
WELD 211B	Shielded Metal Arc Welding II (Stick/E6010)	3.0
WELD 221A	Beginning Oxygen-Acetylene Welding (OAW)	3.0
Total Major Units:		24.0
If completing an AS, students must also complete 18 GE Requirements units and Electives to meet 60 units.		

Recommended but not required:

MATH 202	Geometry	3.0
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Wood Technology - A.S. Degree

Summary

The Associate of Science degree in Wood Technology offers woodworking instruction for career-oriented students. The two primary objectives of the program is to make each student a safe machine and/or tool user, and to provide the student with the problem-solving tools that relate to four-dimensional wood-based construction. Students will learn throughout the program the fundamentals of wood technology: operational machine safety, material classifications, selections and applications, primary fabrication processes and techniques, advanced construction problems and techniques, application of hardware and finishes, modern Computer Numerical Control (CNC) based cabinet manufacturing methodologies. Employment-oriented students are assisted in finding work fabricating custom furniture, kitchen cabinets, commercial fixtures, architectural millwork, and a wide variety of other wood products.

Career Opportunities

Bench Carpenter Mill persons Cabinet instillation Finishers CNC operators CNC programmers Cabinet Detailers

Program Learning Outcomes

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

1. 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 CAD/CAM software and CNC equipment that is current for the cabinet and furniture making industry.
2. Materials and Practices: Students will identify, analyze, evaluate and apply materials of the trade to the appropriate production standards creating efficient work flows for shop projects with optimal material use.
3. Communication and Calculate: Students will interpret, analyze and calculate in order to create architectural drawings and other shop documents used in the contemporary woodworking trade and communicate essential information from these documents to coworkers and clients with the appropriate nomenclature.
4. Safety: Students will evaluate, set up and operate stationary woodworking machines, portable power tools, and hand tools according to safe standard operational practices.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses (21-24 units):		21.0-24.0
WDETC 010	Wood Technology I	3.0
WDETC 10L	Wood Technology Laboratory I	4.0
WDETC 011	Furniture Cabinet Layout I	2.0
WDETC 020	Wood Technology II	3.0
WDETC 020L	Wood Technology Laboratory II	4.0
WDETC 021	Furniture Cabinet Layout II	2.0
WDETC 223	CAL-OSHA 30-Hour General Industry Training	2.0
MATH 220G	Technical Mathematics with Trigonometry (Lab)	1.0
MATH 220G is the end course of a series; students must complete or show competency of all the concepts covered in MATH 220A-G		
OR		
MATH 221	Technical Mathematics	4.0

*: A high level MATH course may be substituted.

Total Major Units:	21.0-24.0
General Education Requirements:	18.0
Electives to meet 60 units:	
Total Units:	60.0

Wood Technology - Certificate of Achievement

Summary

The Certificate of Achievement in Wood Technology offers woodworking instruction for career-oriented students. The two primary objectives of the program is to make each student a safe machine and/or tool user, and to provide the student with the problem-solving tools that relate to four-dimensional wood-based construction. Students will learn throughout the program the fundamentals of wood technology: operational machine safety, material classifications, selections and applications, primary fabrication processes and techniques, advanced construction problems and techniques, application of hardware and finishes, modern Computer Numerical Control (CNC) based cabinet manufacturing methodologies. Employment-oriented students are assisted in finding work fabricating custom furniture, kitchen cabinets, commercial fixtures, architectural millwork, and a wide variety of other wood products.

Career Opportunities

Bench Carpenter Mill persons Cabinet installation Finishers CNC operators CNC programmers Cabinet Detailers

Program Learning Outcomes

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

1. 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 CAD/CAM software and CNC equipment that is current for the cabinet and furniture making industry.
2. Materials and Practices: Students will identify, analyze, evaluate and apply materials of the trade to the appropriate production standards creating efficient work flows for shop projects with optimal material use.
3. Communication and Calculate: Students will interpret, analyze and calculate in order to create architectural drawings and other shop documents used in the contemporary woodworking trade and communicate essential information from these documents to coworkers and clients with the appropriate nomenclature.
4. Safety: Students will evaluate, set up and operate stationary woodworking machines, portable power tools, and hand tools according to safe standard operational practices.

Requirements

SUBJECT #	TITLE	UNITS
Core Courses (21-24 units):		21.0-24.0
WDTEC 010	Wood Technology I	3.0
WDTEC 10L	Wood Technology Laboratory I	4.0
WDTEC 011	Furniture Cabinet Layout I	2.0
WDTEC 020	Wood Technology II	3.0
WDTEC 020L	Wood Technology Laboratory II	4.0
WDTEC 021	Furniture Cabinet Layout II	2.0
WDTEC 223	CAL-OSHA 30-Hour General Industry Training	2.0

MATH 220G	Technical Mathematics with Trigonometry (Lab)	1.0
MATH 220G is the end course of a series; students must complete or show competency of all the concepts covered in MATH 220A-G		

.....		
OR		
MATH 221	Technical Mathematics	4.0
* A high level MATH course may be substituted.		

Total Units:	21.0-24.0
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M.A. Academy of Art, Sofia, Bulgaria

PAUL, Abhijeet
Ethnic Studies
Ph.D. South & Southeast Asian Studies (Designated
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Ph.D. English, University of Calcutta, India
MA English, University of Calcutta, India

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English
B.A. University of California, Berkeley
M.F.A. Mills College

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Ph.D. University of California, Santa Barbara

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Biology
A.S. College of Alameda
B.S. University of California, Davis
M.S. California State University East Bay

RAJI, Lorriann
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A.S. City College of San Francisco

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B.A. California State University, Sacramento
Master of Sports Science, United States Sports
Academy

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Project Manager Transitions Liaison Adult Education,
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A.A. General Studies, Glendale Community College
B.A. Interdisciplinary Studies, University of California,
Berkeley
M.A. TESOL USF

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 Director Gateway to College
 B.A. CSU East Bay
 M.A. Educational Leadership, Mills College
 Ed.D. Educational Leadership, Mills College

RASHADA-Flenoid, Atiya
 Director of Student Activities & Campus Life
 B.A., American Studies, University of California, Berkeley
 M.A. Leadership, St Mary's College

RAUZON, Mark
 Geography
 B.A. Albright College, Reading, Pennsylvania
 M.A. University of Hawaii

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 B.A. California Polytechnic State University, Pomona
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REYES, Abraham
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 B.Eng. National Autonomous University of Mexico (UNAM), Mexico City
 M.S. National Autonomous University of Mexico (UNAM), Mexico City
 Ph.D. National Autonomous University of Mexico (UNAM), Mexico City

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 M.S. Counseling, San Francisco State University

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 B.A., M.A. California State University, Fresno

ROSILLO, Adan
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 B.S. Instituto Tecnológico de Celaya, Mexico
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 Mathematics
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M.S. California State University, Hayward
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 Ph.D. California Institute of Integral Studies

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 Ph.D. University of Texas, Austin

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 M.S. in Physics and Mathematics, Moscow State University

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 B.A. Sacramento State University

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 M.A. University of Delaware
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SIU, Victor

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M.A. University of California, Berkeley
C. Phil. University of California, Berkeley

SOLIS-DELTORO, Rosendo
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SU, Sappho
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M.A. Roskilde University, Denmark

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TILLOTSON, Janelle
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M.S. San Francisco State University

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Master of Public Affairs, University of California,
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M.F.A. University of California, San Diego

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M.S., Ohio State University
M.Div. Methodist Theological School in Ohio

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M.S. San Francisco State University

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M.A. San Francisco State University

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Ph.D. University of Georgia

WANG, Yiping
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B.S. San Jose State University
M. LIS. San Jose State University

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B.A. Loyola University
M.F.A. University of Arizona

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 B.A. University of California, Berkeley
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 Computer Information Systems

WILLIAMSON, Katherine Yukie
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 B.S., B.A. University of California, Davis
 M.S. California State University, Hayward

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 Political Science
 B.A. Wake Forest University
 M.A. San Diego State University
 M.A. University of San Francisco

WOLPE, Matt
 Carpentry
 B.A. Evergreen State College

WONG, Judy
 ESOL
 B.S, University of California, Davis
 M.A. San Francisco State University

WU, Tiffany (Bangjun)
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 A.A. Laney College
 B.S. California State University, East Bay
 M.B.A California State University, East Bay

YASUE, Barbara
 ESOL
 B.A. California State University, Fullerton
 M.A. San Francisco State University

YEE, Susan
 Mental Health Specialist
 B.A. Wesleyan University
 M.A. San Francisco State University

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 M.A. Saint Mary's College

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 ESOL
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 M.A. San Francisco State University

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 M.A. Saint Mary's College of California

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Shou (Angel) Huang
Patricia Otero
Margarita Pinilla
Tina Tobor

Adult Transitions Program

Laura Espino

APASS Office

Huizhen Su

Art

Kaly Scheller-Barrett

Athletics/Kinesiology

Richard Becker
Sakai Metcalf

Basic Needs Program

Katrina Santos

Biology

Gary Mei
Linghui Wu

Bursar Office

Kinh Tran
Leticia Vilchis-Lent

CalWorks

Cynthia Alvarado

Campus Information Technology Department

Gerald Casey
Tuan Doan
Terence Fisher
William Jones
Vu Phan
Roxana Post
Tuan Q. (Jimmy) Tran

CARE

Lynne Williams

Chemistry/ Physics

Mohammed Hossain
Seth Silberman

CIS Study Lab

Maribel Marquina

Cosmetology

Louis Goltz

Culinary Arts

Made Putrayasa
Jacqueline Trotter
Ronnie Wilson

Custodial Services

David Becker
Reginald Blaylock
Guang Ning Chen
Melvin Dawkins
Rudy DeLeion
Quaran Dixon
Marvin Gibson
Margaret Gonzalez
Tyrone Hall
Adam Harper
Erika Hernandez
Candace Jackson
Rayanna Jones
Jason Lockhart
Maria Lopez

Embedded Tutoring

Jennifer Gerry

Employment Services Center

Raya Zion

Extended Opportunity Programs and Services (EOPS)/CARE

Dingyao Huang
Mai Ly
Benea Tyson

Financial Aid Office

Michael Chambers
Qingxiu Chen
Kim Dinh
Susan Liang
Peter Nguyen
Mohamed Sovula
Gwendolyn Stallings
Winita Tumzgi

Food Services Department

Ceola Bailes
Beverly Bowes
Alfred Brown
Monique Hopkins
Kristopher Means
Made Putrayasa
Jacqueline Trotter

Ronnie Wilson
James Young

Gateway to College Program

Senait Yehualashet

Library/Learning Resources

Douglas Banks
Dominique Dozier
Edwin Gatheru
Lily Leung
Agustin Rodriguez
Wai May Shum
Andrew Skinner-Demps
Randle Wasson
Michael Wright

Math Study Lab

Gina Karunaratne

Media Services (IMC)

Alain Tumba-Longo

Music

Ralph Peet

NextUp

Feke Lauti

Office of Business and Administrative Services

Kinetta Barnett
Janice Brown
Diana Davaasuren
Pak Ho
Glenn Pace
Kevin Tran

Office of the Dean of Student Services

Alma Gomez
Verlisa Watson

Office of Enrollment Services

Pamela Crumpton

Office of Instruction

Alisa Jing-Fang Huang
Naa Harper
Derek Lee
Judy Mei
Anh Nguyen
Iolani Sodhy-Gereben
Huizhen Su
Karen Tellegen
Wenwen Zhou

Office of Student Services

Hope Lane
Jessica Liu

Office of Educational Success

Evelyn Moreno

Office of the President

Chanda Brewer
Clifton Coleman
Grace Kwon
Arlene Lontoc

Recruitment, Assessment & School Relations

Nia Ford
Minerva Perez

Restoring Our Communities

Vincent Garrett
Elisa Leon

SOAR

Jay Gomez
Tania Mitchell

Storekeeper/ Delivery Services

Ramon Ramos

Student Accessibility Services (SAS)

Kim Cael
Alex Cervantes
Alexandra Cipher
Chelsey Young

Student Activities & Campus Life

Atiya Rashada-Flenoid

Student & Mental Health Services

Danielle Burroughs

Student Success Center

Lewis Thrower

Technology Center

Michel Edibe-Bile

Theatre Arts

Alejandro Acosta

Transfer Center

Laura Ramos

Umoja-UBAKA

Shanice Millican

Veteran Services

Jean Carey

Welcome Center

Charles Bradford

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the college receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the college to amend a record should write the registrar, clearly identify the part of the record the student wants changed and specify why it should be changed. If the college decides not to amend the record as requested, Laney College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the college discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The college discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the college in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the college who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the college. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

*Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202*

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A

postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including teachers, within [School] whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4)) • To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9)) • To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10)) • Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Peralta Board of Trustees Policies and Administrative Procedures

For a the complete set of updated Board Policies (BPs) and Administrative Procedures (APs) see <https://www.peralta.edu/boardoftrustees/bp-ap>

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, sex or gender, gender identity, race or ethnicity, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, active duty military and veterans, pregnancy, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The Chancellor shall establish administrative procedures that ensure all members of the college community or persons using the services of the district can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, active duty military and veterans, pregnancy, or because he or she is perceived to have one or more of the foregoing characteristics, or because of his or her association with a person or group with one or more of these actual or perceived characteristics.

Reference:

Education Code Sections 66250 et seq., 72010 et seq., and 87100 et seq.; Title 5 Sections 53000 et seq. and 59300 et seq.;

Penal Code Section 422.55;

Government Code Sections 12926.1 and 12940 et seq. Title 2 Sections 10500 et seq.

Labor Code Section 1197.5

ACCJC Accreditation Eligibility Requirement 20 and

ACCJC Accreditation Standard Catalog Requirements (formerly Accreditation Standard II.B.2.c)

California Fair Employment and Housing Act

Administrative Procedure 3410

Approved by the Board of Trustees: June 26, 2012

Updated and approved by the Board of Trustees: January 21, 2014

Updated and approved by the Board of Trustees: June 24, 2014

Updated and approved by the Board of Trustees: April 14, 2015

Updated and approved by the Board of Trustees: March 14, 2017

Updated and approved by the Board of Trustees: February 26, 2019

Board Policy 4100 Graduation Requirements for Degrees and Certificates

The Peralta Community College District grants the degrees of Associate in Arts, Associate in Science, Associate in Arts for Transfer (AA-T), and Associate in Science for Transfer (AS-T) to those students who have completed the subject requirements for graduation and who have maintained a 2.0 average in subjects attempted (additional requirements can be listed in the administrative procedures); and who meet residency requirements.

Students may be awarded a Certificate of Achievement upon successful completion of a minimum of 16 or more semester units of degree-applicable coursework designed as a pattern of learning experiences intended to develop certain skills that may be oriented to career or general education. Students must obtain a “C” or better in each course and meet college residency requirements.

Students may be awarded a Certificate of Proficiency upon successful completion of a program of study which includes up to 17.5 units. Students must obtain a “C” or better in each course. A Certificate of Proficiency will not appear on a student’s transcript.

Students may be awarded a Certificate of Completion or a Certificate of Competency upon successful completion of courses of study or curriculum which are noncredit and for which the District offers a certificate.

The Chancellor shall establish procedures to determine degree and certificate requirements that include appropriate involvement of each of the local college curriculum committees and the district Council on Instruction, Planning, and Development (CIPD). The procedures shall assure that graduation requirements are published in the college catalogs and included in other resources that are convenient for students. Further, each college catalog shall include a statement on Catalog Rights.

References:

Education Code section 70902(b)(3); sections 66745 et seq.; Title 5 sections 55060 et seq.;

Accreditation Standard II.A.3.

Approved by the Board of Trustees: January 24, 2012

Revised and approved by the Board of Trustees: December 12, 2017

Revised and approved by the Board of Trustees: February 26, 2019

BOARD POLICY 4220 STANDARDS OF SCHOLARSHIP

The Chancellor shall establish procedures that establish standards of scholarship consistent with the provisions of Title 5 Sections 55020 et seq., 55030 et seq., 55040 et seq., and Board policy.

These procedures shall address: academic record symbols and grading, credit for prior learning, academic and progress probation, academic and progress dismissal, alleviating substandard work and academic renewal, remedial course limit, excess units, and course repetition.

These procedures shall be published in the college catalogs.

Reference:

Education Code Section 70902 subdivision (b)(3);

Title 5 Sections 51002, 55020 et seq., 55031 et seq., 55040 et seq. and 55050 et seq.

Approved by the Board of Trustees: January 24, 2012

Revised and approved by the Board of Trustees: November 15, 2016

Revised and approved by the Board of Trustees: February 26, 2019

Revised and approved by the Board of Trustees: March 23, 2021

Board Policy 4230 Grading and Academic Record Symbols

Courses shall be graded using the grading system established by Title 5.

The grading system shall be published in the college catalog(s) and made available to students.

The grading system shall include the “FW” grade for unofficial withdrawal.

Reference:

Title 5 Section 55023

Replaces:

Grading and Academic Record Symbols was covered in Board Policy 5.22 **Academic Standards/ Standards of Scholarship** first approved March 17, 1981 and last revised March 18, 2011.

Approved by the Board of Trustees: March 27, 2012

BOARD POLICY 5052 OPEN ENROLLMENT

The policy of Peralta Community College is that, unless specifically exempted by statute or regulation, every course, course section, or class, reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the college(s). Enrollment also will be limited to students meeting properly validated prerequisites and co-requisites, or other exemptions set out in statute or regulation. Enrollment may be subject to any priority system that has been established.

The Chancellor shall assure that this policy is published in college catalogs and schedules of classes.

Reference:

Title 5 Section 51006

Title 5 Section 55003, et. seq. (prerequisite regulations)

Replaces:

Board Policy 5.19 Policy on Open Classes adopted 1977.

Approved by the Board of Trustees: June 26, 2012

Updated and approved by the Board of Trustees: June 24, 2014

For sexual harassment under Title IX, Complainants must proceed under BP 3433 Prohibition of Sexual Harassment under Title IX, AP 3433 Prohibition of Sexual Harassment under Title IX, and AP 3434 Responding to Harassment Based on Sex under Title IX. For other forms of sexual harassment or gender-based harassment, Complainants should use this procedure.

NOTE: This Administrative Procedure will be applied in accordance with union Collective Bargaining Agreements (CBA)

I. Reporting and Filing Complaints

The law prohibits coworkers, supervisors, managers, and third parties with whom an employee comes into contact engaging in harassment, discrimination, or retaliation. Any person who has suffered harassment, discrimination, or retaliation or who has learned of harassment, discrimination, or retaliation may report harassment, discrimination, or retaliation. Complainants may have the option of filing a complaint.

II. Complaints

A complaint is a written or verbal statement filed with the District that alleges harassment, discrimination, or retaliation in violation of the District’s Board Policies, Administrative Procedures, or I violation of state and federal law. Complaints must be filed with the Vice Chancellor of Human Resources and Employee Relations unless the

Party submitting the Complaint alleges discrimination, harassment, or retaliation against the responsible District Officer, in which case it should be submitted directly to the Chancellor.

The District may request, but shall not require the Complainant to submit a complaint on the form prescribed by the State Chancellor. A copy of the form will be available at the college Office of Student Services, District Office of Human Resources, and the District/college web sites. A complainant shall report a verbal Complaint to the Vice President of Student Services, or the College President, or the Vice Chancellor of Human Resources. The Vice President of Student Services, the College President, or the Vice Chancellor of Human Resources will take steps to ensure the writing accurately reflects the facts alleged by the Complainant.

A Complaint must meet each of the following criteria:

- It must allege facts with enough specificity to show that the allegations, if true, would constitute a violation of District policies or procedures prohibiting discrimination, harassment, or retaliation;
- The Complainant must file any Complaint not involving employment within one year of the date of the alleged discriminatory, harassing, or retaliatory conduct or within one year of the date on which the Complainant knew or should have known of the facts underlying the allegation(s) of discrimination, harassment, or retaliation.
- The Complainant must file any Complaint alleging discrimination, harassment, or retaliation in employment within 180 days of the date of the alleged discriminatory, harassing, or retaliatory conduct, except that this period shall be extended by no more than 90 days following the expiration of the 180 days if the Complainant first obtained knowledge of the facts of the alleged violation after the expiration of the 180 days.

If the Complaint does not meet the requirements set forth above, the District Office of Employee Relations will promptly contact the Complainant and specify the defect. If the Complainant is unable to fix the defect in the Complaint, the Vice President of Student Services shall consider the allegations contained in the Complaint and determine the appropriate course of action. This may include efforts to informally resolve the matter or a fact-finding investigation.

Who May File a Complaint: Any student, employee, parent of a minor, or an individual with legal authority on behalf of a student or employee who believes the student or employee has been discriminated against or harassed by a student, employee, or third party in violation of this procedure and the related policy.

Where to File a Complaint: A student, employee, parent of a minor, or an individual with legal authority on behalf of a student or employee who believes the student or employee has been discriminated against or harassed in violation of these policy and procedures may make a complaint orally or in writing directed to the Vice President of Student Services, the College President, or the Vice Chancellor of Human Resources.

Complainants may but are not required to use the form prescribed by the Chancellor of the California Community Colleges. These forms are available from the District Office of Employee Relations, the District's Human Resources website, and at the State Chancellor's website.

II. Employment-Related Complaints

Complainants filing employment-related complaints shall be notified that they may file employment discrimination complaints with the U.S. Equal Employment Opportunity Commission (EEOC) or the Department of Fair Employment and Housing (DFEH).

Any District employee who receives a harassment or discrimination complaint shall notify the Vice Chancellor of Human Resources and Employee Relations immediately.

III. Filing a Timely Complaint: Since failure to report harassment and discrimination impedes the District's ability to stop the behavior, the District strongly encourages anyone who believes they are being harassed or discriminated against, to file a complaint. The District also strongly encourages the filing of such complaints within 30 days of the alleged incident. While all complaints are taken seriously and will be investigated promptly, delay in filing impedes the District's ability to investigate and remediate.

All supervisors and managers have a mandatory duty to report incidents of harassment and discrimination; the existence of a hostile, offensive or intimidating work environment, and acts of retaliation.

The District will investigate complaints involving acts that occur off campus if they are related to an academic or work activity of if the harassing conduct interferes with or limits a student's or employee's ability to participate in or benefit from the school's programs or activities.

IV. Communicating that the Conduct is Unwelcome

The District further encourages students and staff to let the offending person know immediately and firmly that the conduct or behavior is unwelcome, offensive, in poor taste or inappropriate.

V. Intake and Processing of the Complaint

Upon receiving notification of a harassment or discrimination complaint, the Vice Chancellor of Human Resources and Employee Relations shall:

- Consider whether the District can undertake efforts to informally resolve the charges, including but not limited to mediation, rearrangement of work/academic schedules; obtaining apologies; providing informal counseling, training, etc.
- Advise all Parties that he/she/they need not participate in an informal resolution of the complaint, as described above, and they have the right to end the informal resolution process at any time.
- Advise a student Complainant that he/she/they may file a complaint with the Office for Civil Rights of the U.S. Department of Education and employee complainants may file a Complaint with the Department of Fair Employment and Housing. All Complainants should be advised that they have a right to file a complaint with local law enforcement, if the act complained of is also a criminal act. The District must investigate even if the Complainant files a complaint with local law enforcement. In addition, the District should ensure that Complainants are aware of any available resources, such as counseling, health, and mental health services.
- Take interim steps to protect a Complainant from coming into contact with an accused individual, especially if the Complainant is a victim of sexual violence. The Vice Chancellor of Human Resources and Employee Relations should notify the Complainant of his/her/their options to avoid contact with the accused individual and allow students to change academic situations as appropriate. For instance, the District may prohibit the accused individual from having any contact with the Complainant pending the results of the investigation. When taking steps to separate the Complainant and accused individual, the District shall minimize the burden on the Complainant. For example, it is not appropriate to remove complainants from classes or housing while allowing accused individuals to remain.

VI. Investigation

The Vice Chancellor of Human Resources and Employee Relations shall:

- Authorize the investigation of the Complaint, and supervise or conduct a thorough, prompt and impartial investigation of the complaint, as set forth below. Where the Parties opt for informal resolution, the designated officer will determine whether further investigation is necessary to ensure resolution of the matter and utilize the investigation process outlined below as appropriate. The investigation will include interviews with the Complainant, the accused, and any other persons who may have relevant knowledge concerning the complaint. This may include victims of similar conduct.
- Review the factual information gathered through the investigation to determine whether the alleged conduct constitutes harassment, or other unlawful discriminatory conduct, giving consideration to all factual information and the totality of the circumstances, including the nature of the verbal, physical, visual or sexual conduct, and the context in which the alleged incidents occurred.

VII. Investigation of the Complaint

The District shall promptly investigate every Complaint. No claim of workplace or academic harassment or discrimination shall remain unexamined. This includes Complaints involving activities that occur off campus and 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, on a District bus, or at a class or training program sponsored by the District at another location. The District shall promptly investigate complaints of harassment or discrimination that occur off campus if the alleged conduct creates a hostile environment on campus. The District shall notify the Complainant that the District will commence an impartial factfinding investigation of the allegations contained in the complaint.

As set forth above, where the Parties opt for an informal resolution, the Vice Chancellor of Human Resources and Employee Relations may limit the scope of the investigation, as appropriate. The District will keep the investigation confidential to the extent possible, but cannot guarantee absolute confidentiality because release of some information on a "need-to-know-basis" is essential to a thorough investigation. When determining whether to maintain confidentiality, the District may weigh the request for confidentiality against the following factors: the seriousness of the alleged harassment; the Complainant's age; whether there have been other harassment complaints about the same individual; and the accused individual's rights to receive information about the allegations if the information is maintained by the District as an "education record" under the Family Educational Rights and Privacy Act (FERPA), 20 U.S. Code Section 1232g; 34 Code Federal Regulations Part 99.15. The District will inform the Complainant if it cannot maintain confidentiality.

VIII. Investigation Steps

The District will fairly and objectively investigate harassment and discrimination complaints. Employees designated to serve as investigators under this policy shall have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how the District's grievance procedures operate. The investigator may not have any real or perceived conflicts of interest and must be able to investigate the allegations impartially.

Investigators will use the following steps: interviewing the Complainant(s); interviewing the accused individual(s); identifying and interviewing witnesses and evidence identified by each Party; identifying and interviewing any other witnesses, if needed; reminding all individuals interviewed of the District's no-retaliation policy; considering whether any involved person should be removed from the campus pending completion of the investigation; reviewing personnel/academic files of all involved Parties; reach a conclusion as to the allegations and any appropriate disciplinary and remedial action; and see that all recommended action is carried out in a timely fashion. When the District evaluates the complaint, it shall do so using a preponderance of the evidence standard. Thus, after considering all the evidence it has gathered, the District will decide whether it is more likely than not that discrimination or harassment has occurred.

IX. Timeline for Completion

The District will undertake its investigation promptly and swiftly as possible. To that end, the investigator shall complete the above steps, and prepare a written report within 90 days of the District receiving the complaint.

X. Cooperation Expected

All employees are expected to cooperate with a District investigation into allegations of harassment or discrimination. Lack of cooperation impedes the ability of the District to investigate thoroughly and respond effectively. However, lack of cooperation by a Complainant or witnesses does not relieve the District of its obligation to investigate. The District will conduct an investigation if it is discovered that harassment is, or may be occurring, with or without the cooperation of the alleged victim(s) and regardless of whether a complaint is filed.

XI. Written Report

The results of the investigation of a complaint shall be set forth in a written report that will include at least all of the following information:

- A description of the circumstances giving rise to the Formal Complaint;
- A description of the procedural steps taken during the investigation, including individuals contacted and interviewed;
- A summary of the testimony provided by each witness including the complainant and any available witnesses identified by the Complainant in the complaint;
- An analysis of relevant evidence collected during the course of the investigation, including a list of relevant documents;
- A specific finding as to whether each factual allegation in the complaint occurred based on the preponderance of the evidence standard;
- A table of contents if the report exceeds ten pages and
- Any other information deemed appropriate by the District.

XII. Confidentiality of the Process

Investigations are best conducted within a confidential climate. Therefore, the District does not reveal information about ongoing investigations except as necessary to fulfill its legal obligations. The District will keep the investigation confidential to the extent possible, but it cannot guarantee absolute confidentiality because release of some information on a "need-to-know-basis" is essential to a thorough investigation and to protect the rights of students and employee respondents during the investigation process and any ensuing discipline.

XIII. Administrative Determination

1. In any case not involving employment discrimination, within 90 days of receiving a complaint, the District shall complete its investigation and forward a copy or summary of the report, and written notice to the Complainant setting forth all of the following: [NOTE: For cases involving employment discrimination, Title 5 only requires that a copy or summary of the report be provided to the Complainant. The District may, but is not required to, provide the report to the respondent in order to have a consistent process for addressing employment and non-employment discrimination claims.]

- (a) The Chancellor or his/her/their designee's determination as to whether discrimination occurred with respect to each allegation in the complaint based on the preponderance of the evidence standard;
- (b) In the event a discrimination allegation is substantiated a description of actions taken, if any, to prevent similar acts of unlawful discrimination from occurring in the future;
- (c) The proposed resolution of the complaint;
- (d) The Complainant's right to appeal to the District Board of Trustees and the California Community Colleges Chancellor's Office; and
- (e) In matters involving student sexual misconduct, the Respondent's right to appeal to the District's Board of Trustees any disciplinary sanction imposed upon the Respondent.

2. In any case involving employment discrimination, within 90 days of receiving a complaint, the District shall complete its investigation and forward a copy or summary of the report and written notice to the Complainant setting forth all the following:

- (a) The Chancellor's or his/her/their designee's determination as to whether discrimination occurred with respect to each allegation in the complaint based on the preponderance of the evidence standard;
- (b) If a discrimination allegation is substantiated, a description of actions taken, if any, to prevent similar acts of unlawful discrimination from occurring in the future;
- (c) The proposed resolution of the complaint; and
- (d) The complainant's right to appeal to the District Board of Trustees and to file a complaint with Department of Fair Employment and Housing.

The District shall also provide the Respondent the following:

- (a) The Chancellor or his/her/their designee's determination as to whether unlawful discrimination occurred with respect to each allegation in the complaint based on the preponderance of the evidence standard;
- (b) The proposed resolution of the complaint, including any disciplinary action against the Respondent; and
- (c) In matters involving student sexual misconduct not subject to Title IX, the Respondent's right to appeal to the District's Board of Trustees any disciplinary sanction imposed upon the Respondent.

XIV. Discipline for Student Sexual Misconduct Not Subject to Title IX (new section)

In a complaint involving student sexual misconduct not subject to Title IX, if a student Respondent is subject to severe disciplinary sanctions, and the credibility of witnesses was central to the investigative findings, the District will provide an opportunity for the student Respondent to cross-examine witnesses indirectly at a live hearing, either in person or by videoconference and a live hearing conducted by a neutral decision-maker other than the investigator. The District shall appoint a neutral third party to attend the hearing solely for the purpose of asking any questions to the witnesses. The neutral third party shall not be the student Respondent, the student Respondent's representative, or any individual charged with making a final determination regarding discipline. The student Respondent may submit written questions before and during the cross-examination, including any follow-

up questions. The neutral third party asking questions shall not exclude any questions unless there is an objection to the question by any individual charged with making a final determination regarding discipline.

XV. Discipline and Corrective Action

If harassment, discrimination or retaliation occurred in violation of the policy or procedure, the District shall take disciplinary action against the accused and any other remedial action it determines to be appropriate consistent with state and federal law. The action will be prompt, effective, and commensurate with the severity of the offense. Remedies for the complainant might include, but are not limited to:

1. providing an escort to ensure that the Complainant can move safely between classes and activities;
2. ensuring that the complainant and alleged perpetrator do not attend the same classes or work in the same work area;
3. preventing offending third parties from entering campus;
4. providing counseling services or a referral to counseling services;
5. providing medical services or a referral to medical services;
6. providing academic support services, such as tutoring;
7. arranging for a Student-Complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the Complainant's academic record; and
8. reviewing any disciplinary actions taken against the Complainant to see if there is a causal connection between the harassment and the misconduct that may have resulted in the Complainant being disciplined.

If the District imposes discipline, the nature of the discipline will not be communicated to the Complainant. However, the District may disclose information about the sanction imposed on an individual who was found to have engaged in harassment when the sanction directly relates to the Complainant; for example, the District may inform the Complainant that the harasser must stay away from the Complainant

Disciplinary actions against faculty, staff, and students will conform to all relevant statutes, regulations, personnel policies and procedures, including the provisions of any applicable collective bargaining agreement.

The District shall also take reasonable steps to protect the Complainant from further harassment, or discrimination, and to protect the Complainant and witnesses from retaliation as a result of communicating the complaint or assisting in the investigation.

The District will ensure that Complainants and witnesses know how to report any subsequent problems, and should follow-up with Complainants to determine whether any retaliation or new incidents of harassment have occurred. The District shall take reasonable steps to ensure the confidentiality of the investigation and to protect the privacy of all Parties to the extent possible without impeding the District's ability to investigate and respond effectively to the complaint.

If the District cannot take disciplinary action against the accused individual because the Complainant refuses to participate in the investigation, it should pursue other steps to limit the effects of the alleged harassment and prevent its recurrence.

XVI. Appeals

If the District imposes discipline against a student or employee as a result of the findings in its investigation, the student or employee may appeal the decision using the procedure for appealing a disciplinary decision.

If the Complainant is not satisfied with the results of the administrative determination, he/she/they may, within 30 days, submit a written appeal to the Board of Trustees.

In a complaint involving student sexual misconduct not subject to Title IX, a Respondent who is not satisfied with the results of the administrative determination may submit a written appeal to the District's Board of Trustees within 30 days.

The Board shall review the original complaint, the investigative report, the administrative decision, and the appeal. The Board shall issue a final District decision in the matter within 45 days after receiving the appeal. A copy of the decision rendered by the Board shall be forwarded to the Complainant and the Respondent. The Complainant shall also be notified of his/her/their right to appeal this decision.

If the Board does not act within 45 days, the administrative determination shall be deemed approved on the forty-sixth day and shall become the final decision of the District in the matter. The District shall promptly notify the Complainant and the Respondent of the Board's action, or if the Board took no action, that the administrative determination is deemed approved.

In any case not involving workplace discrimination, harassment, or retaliation, the complainant shall have the right to file a written appeal with the State Chancellor's Office within thirty days after the Board issued the final District decision or permitted the administrative decision to become final. Such appeals shall be processed pursuant to the provision of Title 5 Section 59350.

In any case involving employment discrimination, including workplace harassment, the complainant may, at any time before or after the issuance of the final decision of the District, file a complaint with the Department of Fair Employment and Housing.

XVII. Remand

The California Community College Chancellor's Office may remand any matter to the District for any of the following reasons: to cure defects in the investigation or in procedural compliance; to consider new evidence not available during the investigation despite the Complainant's due diligence that would substantially impact the outcome of the investigation; or to modify or reverse a decision of the District's Board of Trustees based upon misapplication of an applicable legal standard or an abuse of discretion.

If the California Community College Chancellor's Office remands a matter to the District, the District shall take necessary action and issue a decision after remand within 60 days. In any case not involving employment discrimination, the Complainant may appeal the District's amended determination to the California Community College Chancellor's Office within 30 days by following the appeal procedures above.

XVIII. Extension of Time

If the District is unable to comply with the 90-day deadline, the District may extend the time to respond by up to 45 additional days. An extension may be taken only once without permission from the California Community Colleges Chancellor's Office, and must be necessary for one of the following reasons:

- a need to interview a party or witness who has been unavailable;
- a need to review or analyze additional evidence, new allegations, or new complaints related to the matter; or
- to prepare and finalize an administrative determination.

The District shall send a written notice to the Complainant and to a Respondent who is aware of an investigation indicating the necessity of an extension, the justification for the extension, and the number of days the deadline will be extended. The District shall send this notice no later than 10 days prior to the initial time to respond.

The District may request additional extensions from the California Community Colleges Chancellor's Office after the initial 45-day extension. The District shall send a copy of the extension request to the Complainant and to a Respondent who is aware of an investigation. The Complainant and Respondent may each file a written objection with the California Community Colleges Chancellor's Office within 5 days of receipt.

XIX. Disclosures to the California Community Colleges Chancellor's Office

Upon request of the California Community College's Chancellor's Office, the District shall provide copies of all documents related to a discrimination complaint, including the following: the original complaint, any investigative report unless subject to the attorney-client privilege, the written notice to the Complainant setting forth the results of the investigation, the final administrative decision rendered by the Board or indicating the date upon which the decision became final, and a copy of the notification to the Complainant of his/her/their appeal rights, the Complainant's appeal of the District's administrative determination, any other non-privileged documents or information the Chancellor requests.

The District shall provide to the California Community Colleges Chancellor's Office an annual report with the following information: the number of employment and non-employment discrimination complaints and informal charges received in the previous academic year; the number of complaints and informal charges resolved in the previous academic year; the number of complaints of unlawful discrimination received in the previous academic

year, and the number of those complaints that were sustained in whole or in part; and any other information requested by the Chancellor.

XX. File Retention

The District will retain on file for a period of at least three years after closing the case copies of:

1. the original complaint;
2. the investigatory report;
3. the summary of the report if one is prepared;
4. the notice provided to the Parties, of the District's administrative determination and the right to appeal;
5. any appeal; and
6. the District's final decision.

For any appeal to the California Community Colleges Chancellor's Office, shall provide all relevant, non-privileges documents upon request of the Chancellor.

XXI. Dissemination of Policy and Procedures

District Policy and Procedures related to harassment will include information that specifically addresses sexual violence.

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 also will 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 also will 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 also shall 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.

XXII. Training

By January 1, 2021, the District shall provide at least two hours of classroom or other effective interactive training and education regarding sexual harassment to all supervisory employees at least one hour of classroom or other effective interactive training and education regarding sexual harassment to all nonsupervisory employees and at least one hour of classroom or other effective interactive training and education regarding sexual harassment to all nonsupervisory employees. All new employees must be provided with the training and education within six months of their assumption of his/her/their position. After January 1, 2021, the District shall provide sexual harassment training and education to each employee once every two years. An employee who received this training and education in 2019 is not required to have a refresher until after two years thereafter.

The training and education required by this procedure shall include information and practical guidance regarding the federal and state statutory provisions concerning the prohibition against and the prevention and correction of sexual harassment and the remedies available to victims of sexual harassment in employment, a review of "abusive conduct," and harassment based on gender identity, gender expression, and sexual orientation. The training and education shall also include practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation, and shall be presented by trainers or educators with knowledge and expertise in the prevention of harassment, discrimination, and retaliation. Supervisor's harassment training also must address potential exposure and liability for employers and individuals, supervisor's obligation to report sexual harassment, discrimination, and retaliation when they become aware of it, appropriate remedial measures to correct harassing behavior.

The District will maintain appropriate records of the training provided, including the names of the supervisory employees trained, the date of training, sign-in sheets, copies of all certificates of attendance or completion issued, the type of training provided, a copy of all written or recorded training materials, and the name of the

training provider. If the training is provided by webinar, the District will maintain a copy of the webinar, all written materials used by the training and all written questions submitted during the webinar, and document all written response or guidance the trainer provided during the webinar. The District will retain these records for at least two years.

The District will also provide training to students who lead student organizations. The District should provide copies of the sexual harassment policies and training to all District law enforcement unit employees regarding the grievance procedures and any other procedures used for investigating reports of sexual violence. Participation of faculty in such training is strongly encouraged, but is not mandatory, except when required by law.

In years in which a substantive policy or procedural change has occurred, all District employees will attend a training update or receive a copy of the revised policies and procedures.

Participants in training programs will be required to sign a statement that they have either understood the policies and procedures, their responsibilities, and their own and the District's potential liability, or that they did not understand the policy and desire further training.

XXIII. Education and Prevention for Students

In order to take proactive measures to prevent sexual harassment and violence toward students, the District will provide preventive education programs and make victim resources, including comprehensive victim services, available. The District will include such programs in their orientation programs for new students, and in training for student athletes and coaches. These programs will include discussion of what constitutes sexual harassment and sexual violence, the District's policies and disciplinary procedures, and the consequences of violating these policies. A training program or informational services will be made available to all students at least once annually.

The education programs will also include information aimed at encouraging students to report incidents of sexual violence to the appropriate District and law enforcement authorities. Since victims or third parties may be deterred from reporting incidents if alcohol, drugs, or other violations of District or campus rules were involved, the District will inform students that the primary concern is for student safety and that use of alcohol or drugs never makes the victim at fault for sexual violence. If other rules are violated, the District will address such violations separately from an allegation of sexual violence.

NOTE: DFEH Regulations require any employer whose workforce contains 10 percent or more of persons who speak a language other than English as their spoken language to translate its harassment, discrimination, and retaliation policies into every language that is spoken by at least 10 percent (10%) of the workforce. In order to comply with this requirement, Districts should translate BP 3410 Nondiscrimination, BP 3430 Prohibition of Harassment, AP 3410 Nondiscrimination, AP 3430 Prohibition on Harassment, and AP 3435 Discrimination and Harassment Complaints and Investigations into any applicable languages.

Reference:

Education Code Section 212.5, 66281.5 and 67386
Government Code Section 12950.1;
Title 5 Sections 59320, 59324, 59326, 59328, and 59300 et seq.;
Title 2 sections 11023 and 11024
20 U.S. Code Sections 1681 et seq.
34 Code of Federal Regulations Section 106.8(b)

Approved by the Chancellor: June 14, 2016

Revised and approved by the Chancellor: December 12, 2017
Revised and approved by the Chancellor: November 18, 2019
Revised and approved by the Chancellor: October 6, 2020
Revised and approved by the Chancellor: April 5, 2021
Revised and approved by the Chancellor: November 9, 2021

ADMINISTRATIVE PROCEDURE 3430 PROHIBITION OF UNLAWFUL HARASSMENT

The District is committed to providing an academic and work environment free of unlawful harassment. This procedure defines sexual harassment and other forms of harassment on campus, and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any staff or faculty member or student or unpaid interns and volunteers within the District.

I. Definitions

A. General Harassment

Harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation of any person, or military or veteran status, or the perception that a person has one or more of these characteristics is illegal and violates District policy. Harassment shall be found where, a reasonable person with the same characteristics as the victim of the harassing conduct would be adversely affected to a degree that interferes with his or her ability to participate in or to realize the intended benefits of an institutional activity, employment or resource.

For sexual harassment under Title IX, Complainants must proceed under BP 3433 Prohibition of Sexual Harassment under Title IX, AP 3433 Prohibition of Sexual Harassment under Title IX, and AP 3434 Responding to Harassment Based on Sex under Title IX. For other forms of sexual harassment or gender-based harassment, Complainants should use this procedure.

Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment if it meets the definition above. For example, repeated derisive comments about a person's competency to do the job, when based on that person's gender, could constitute gender-based harassment. Harassment comes in many forms, including but not limited to the following conduct that could, depending on the circumstances, meet the definition above, or could contribute to a set of circumstances that meets the definition:

B. Verbal

Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person's race gender, sexual orientation, or other protected status. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation; or sexist, patronizing or ridiculing statements that convey derogatory attitudes based on gender, race nationality, sexual orientation or other protected status.

C. Physical

Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person's gender, race, national origin, sexual orientation or other protected status.

D. Visual or Written

The display or circulation of visual or written material that degrades an individual or group based on gender, race, nationality, sexual orientation or other protected status. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics or electronic media transmissions.

E. Environmental

A hostile academic or work environment may exist where it is permeated by sexual innuendo; insults or abusive comments directed at an individual or group based on gender, race, nationality, sexual orientation or other protected status; or gratuitous comments regarding gender, race, sexual orientation, or other protected status that are not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. It can also be created by an unwarranted focus on, or stereotyping of, particular racial or ethnic groups, sexual orientations, genders or other protected statuses. An environment may also be hostile toward anyone who merely witnesses unlawful harassment in his/her/their immediate surroundings, although the conduct is directed at others. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

F. Sexual Harassment

In addition to the above, sexual harassment consists of 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 work or educational setting when:

1. submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, progress, internship, or volunteer activity;
2. submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
3. the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment (as more fully described below); or
4. submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the community college.
5. This definition encompasses two kinds of sexual harassment:
 - a. **"Quid pro quo "**sexual harassment occurs when a person in a position of authority makes educational or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct.
 - b. **"Hostile environment "**sexual harassment occurs when unwelcome conduct based on a person's gender alters the conditions of an individual's learning or work environment, unreasonably interfere with an individual's academic or work performance, or create an intimidating, hostile, or abusive learning or work environment. The victim must subjectively perceive the environment as hostile, and the harassment must be such that a reasonable person of the same gender would perceive the environment as hostile. A single isolated incident of sexual harassment may be sufficient to create a hostile environment if it unreasonably interfered with the person's academic or work performance or created an intimidating, hostile, or offensive learning or working environment.

Sexually harassing conduct can occur between people of the same or different genders. The standard for determining whether conduct constitutes sexual harassment is whether a reasonable person of the same gender as the victim would perceive the conduct as harassment based on sex.

II. Consensual Relationships

Romantic or sexual relationships between supervisors and employees, or between administrators, faculty members or staff members and students are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. A conflict of interest may arise if the administrator, faculty members or staff member must evaluate the student's or employee's work or make decisions affecting the employee or student. The relationship may create an appearance of impropriety and lead to charges of favoritism by other students or employees. A consensual sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. In the event that such relationships do occur, the District has the authority to transfer any involved employee to eliminate or attenuate the supervisory authority of one over the other, or of a teacher over a student. Such action by the District is a proactive and preventive measure to avoid possible charges of harassment and does not constitute discipline against any affected employee.

III. Academic Freedom

No provision of this Administrative Procedure shall be interpreted to prohibit conduct that is legitimately related to the course content, teaching methods, scholarship, or public commentary of an individual faculty member or the educational, political, artistic, or literary expression of students in classrooms and public forums. Freedom of speech and academic freedom are, however, not limitless and this procedure will not protect speech or expressive conduct that violates federal or California anti-discrimination laws.

Reference:

Education Code Sections 212.5, 44100, and 66281.5;

Government Code sections 12940 and 12923 Civil Code Section 51.9

Title 2 Sections 10500 et seq.

Title 5, Sections 59320 et seq.;

Title VII of the Civil Rights Act of 1964, 42 U.S.C.A. Section 2000e

Approved by the Chancellor: July 25, 2014

Revised and approved by the Chancellor: June 15, 2015 Revised and approved by the Chancellor: January 9, 2017 Revised and approved by the Chancellor: November 20, 2019 Revised and approved by the Chancellor: October 6, 2020

ADMINISTRATIVE PROCEDURE 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. The prohibition of firearms on at any college in the district, at any district/college center, at district office, or in any district facility includes both loaded and unloaded firearms, and applies to persons holding a valid license to carry a concealed firearm.

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 and obtain written permission from the Peralta Police Services to possess a firearm or other weapon on campus. 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 knife having blade longer than 5 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, stilettos, 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 bookbag, 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 ten (10) 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.

VIII 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.

IX. 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.

X. 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.

Approved by the Chancellor: July 26, 2012

Revised and approved by the Chancellor: September 28, 2016

Administrative Procedure 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.

A. 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 a “D”, “F”, “FW”, “NP” or “NC”) 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) Courses that are repeated shall be recorded on the student’s permanent academic record using the appropriate symbol.
- (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) 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.

B. 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.

C. 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.

D. 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.

E. 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.

F. 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.

G. 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.

H. 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.

I. 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.

J. Special classes for students with disabilities [55040(b)(7)]

(1) A 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.

K. 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 seq.

(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.

L. 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.

M. 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.

N. 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.

(4) All grades and credits received count in calculating the student’s grade point average.

AP 4227: Repeatable Courses, AP 4228: Course Repetition, Significant Lapse in Time, and AP 4229: Course Repetition, Variable Units have been merged into this AP 4225.

Approved by the Chancellor: May 24, 2013

Revised and approved by the Chancellor: June 13, 2017

ADMINISTRATIVE PROCEDURE 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 required 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://web.peralta.edu/admissions/files/2011/06/Request-for-Record-Correction-12-23-2014.pdf>

- B. The Divisional Dean of Instruction, after discussion with the instructor, makes a recommendation and submits the form 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:

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

B. The 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.

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.
6. *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 ninety (90) day period constitutes waiver of the student's right to appeal.

- a. *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.
- b. *Submission.* The complaint should be submitted to the Vice President of Student Services.
- c. *Meeting with Vice President of Student Services (or designee)*

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

The Vice President of Student Services (or designee) will provide the grievant with a written copy of the policy and procedures and answer all questions regarding the policy including the student's rights and responsibilities in the process of filing a grievance. For academic (grade) grievance, the Vice President of Student Services (or

designee) will inform the student that a grade change may only be made where there is a finding of fraud, mistake, bad faith or incompetence.

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

c. Request for Grievance Hearing

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

Documents or accusations not specifically related to the alleged violations shall not be forwarded to the committee or the parties.

- 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.

d. 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.

e. Hearing Procedure

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

of the committee shall inform both parties orally of this fact at the commencement of the hearing.

3. The decision of the Chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by a majority of the other members of the panel to the contrary. The Chair may do whatever is necessary, so long as it is legally permissible, to ensure that the hearing is conducted in a fair, dignified and orderly manner.
5. The Chair of the committee may exclude a witness from the hearing when the witness is not giving testimony.
6. Anyone who disrupts the proceeding or interferes shall be excluded from the proceeding.
7. 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.
8. 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.
9. The committee may call in "expert witnesses" if the subject of the grievance is beyond their expertise.
10. 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.

11. Any member of the committee may ask questions of any witness.
12. 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.
13. 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.
14. 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.
15. The committee shall make all evidence, written or oral, part of the record.
16. 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.
17. 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.
18. 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.
19. 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.
20. The Chair of the committee shall notify the Vice President of Student Services of the committee's recommendation within 10 days.

21. A summary record of the proceedings held in a closed session shall be kept in a confidential file by the Vice President of Student Services and shall be available at all times to the accused person. The Vice President of Student Services has the responsibility to ensure that a proper record is maintained and available at all times.

f. Final Decision by Vice President of Student Services

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

- 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.

3. Appeals

a. President's Decision

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

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

b. Chancellor's Decision

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

c. Board of Trustees' Decision

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

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 six (6) [one at each college in A&R and two at district office A&R] 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.

References:

Education Code Sections 76224 and 76232

Title 5 Section 55025

Approved by the Chancellor: January 31, 2012 Revised: April 28, 2013

Revised: June 15, 2015

AP 4235 CREDIT FOR PRIOR LEARNING

(Formerly Credit by Examination)

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

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

Determination of Eligibility for Credit for Prior Learning

- The student must be in good standing in the District
- The student must have previously earned credit or noncredit from a College in the District or be currently registered in a College within the District
- Current students must have an Education Plan on file
- The course is listed in the current College catalog
- The student is not currently enrolled in the course to be challenged
- Credit by Examination: The student is registered at a College in the District and not currently enrolled in nor received credit for a more advanced course in the same subject (may be waived by department)

Credits acquired by examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veterans, or Social Security benefits.

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

Prior Learning Assessment Grading Policy

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

Transcription of Credit for Prior Learning

- The student's academic record shall be clearly annotated to reflect that credit was earned by assessment of prior learning

Advanced Placement

See Administrative Procedure 4236 Advanced Placement Credit

International Baccalaureate

Students requesting Credit for Prior Learning using International Baccalaureate shall receive credit for completing a satisfactory score on a District approved high-level International Baccalaureate (IB) examination under the following circumstances:

- Official IB transcripts must be on file in the Admissions and Records Office
- The student achieved a minimum acceptable score on the IB examination as recommended by the District's Administrative Procedure 4235 Credit for Prior Learning and the IB details in the college catalog

College Level Examination Program

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

- Official CLEP transcripts must be on file in the Admissions and Records Office
- The student achieved a minimum acceptable score on the CLEP examination as recommended by the District's Administrative Procedure 4235 Credit for Prior Learning and the CLEP details in the college catalog.

Credit for Military Service/Training

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

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

Industry Recognized Credentials

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

- The student shall complete the Credit for Prior Learning assessment petition available in the Counseling Department or the Admissions and Records Office
- Admissions and Records shall grant credit for industry recognized credential(s) that have already been evaluated and approved by the appropriate department chair or faculty designee
- If an industry recognized credential(s) has not yet been evaluated and approved by the appropriate faculty:
 - The student meets with the department chair or faculty designee to receive further instructions for industry recognized credential(s) assessment
 - The student submits all industry recognized credential documents to the department chair or faculty designee for assessment of prior learning
 - If the department chair or faculty designee determine the industry certification adequately measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the recorded grade, attach the industry recognized credential(s), and forward the completed petition and supporting documents to the Admissions and Records Office to be kept on file and recorded on the student transcript

Student-Created Portfolio Assessment

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

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

Credit by Examination from Within the District

A. Credit by examination can also be obtained through satisfactory completion of an examination administered by the college in lieu of completion of a course in the college catalog. Courses that can be taken through Credit-by-Examination are so designated in the catalog.

B. Rules for Credit by Examination through a college administered examination:

1. The student must be currently registered in the college and have completed 12 units at the college for residency purposes.
2. The student must have a minimum cumulative grade point average (GPA) of 2.0.
3. The student must be in good standing and have no financial obligations owed to the Peralta Community College District.
4. The course is listed in the college catalog as having a credit-by-exam option.
5. A grade of incomplete (I) may not be assigned for Credit by Examination. The student's grade shall be recorded on his/her academic record, even if it is substandard. The student will not have the option of rejecting a substandard grade.
6. Credit by Examination counts as enrollment for repeatability purposes.
7. The student may make only one attempt of Credit by Examination per course.
8. The student may not earn more than 12 units of Credit by Examination for an associate degree and 6 units toward a certificate of achievement.
9. The student must pay the fees equal to the enrollment fee cost of the course (BOGFW does not cover this fee).
10. Although the University of California and the California State University accept, with certain limitations, appropriate credits obtained by examination, there is no guarantee that other institutions will do so.
11. The grade obtained through Credit by Examination will be recorded on the transcript (academic record) with a descriptor CE (Credit by Examination).
12. Basic Skills courses, laboratory courses, physical education activity courses, and basic courses in the student's native language are excluded from Credit by Examination consideration.
13. Credit by Examination is not available where:
 1. (a) the student already has completed a more advanced course in the discipline.
 2. (b) the student previously has received an evaluative symbol grade (A, B, C, D, F, W, FW, CR, P, NC or NP) for a course taken at one of the Peralta colleges.
 3. (c) the student has failed a Credit by Examination test (cannot petition to retake the course by Credit by Examination)
14. Grades issued upon completion of Credit by Examination will be included in the calculation of the student's grade point average for determining scholarship awards.
15. Credit by Examination only shall be available in Fall and Spring Semesters. the student must be enrolled at the college or enrolled in an approved CTE/high school articulated program during the semester in which the Credit by Examination is attempted.

16. The petition for Credit by Examination must be completed and submitted to the Office of Instruction by the beginning of the fifth (5th) week of the semester and the examination must be completed before the end of the semester.
 17. Credits acquired by examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veteran's, Social Security benefits, athletics, or residency for financial aid.
 18. Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an Associate degree.
- C. Credit by Examination Procedure for Credit by Examination through a college administered examination
1. Student obtains a Petition for Credit by Examination from the Office of Instruction or from the Office of Admissions and Records.
 2. Student completes the Student Information section of the petition and submits it to the Office of Admissions and Records for Verification Determination of Eligibility:
 1. (a) Currently enrolled at the college in the semester in which the exam is to be taken
 2. (b) In good academic standing (see II.B.2)
 3. (c) Has less than 15 units earned through Credit by Examination
 4. (d) Not currently enrolled in the course to be challenged through Credit by Examination
 5. (e) Grade Basis selected (as appropriate to the course)
 3. Once the Verification Determination of Eligibility has been completed by the Office of Admissions and Records, the student will be contacted to pick up the Petition from the Office of Admissions and Records.
 4. Student meets with the department chair of the discipline to receive approval for the petition. If approved, a full-time instructor is assigned to administer the examination and the student makes arrangements to take the examination.
 5. Student takes the approved petition to the Cashier's Office (Bursar's Office) for payment of fees and receipt. Fees are non-refundable regardless of the outcome of the exam. BOGW cannot be used for payment of Credit by Examination fees. Fees must be paid after department approval is granted and before the examination is administered.
 6. Student submits the approved petition to the instructor administering the examination. The Instructor will record the date of the exam and the grade received, attach the examination materials, and forward the completed petition to the department chair.
 7. The department chair will review and sign the petition, and forward it to the Office of Instruction. Completed examination materials must remain on file in the Office of Instruction for three years.
 8. The Office of Instruction will assign a class number for the examination and forward the petition to the Office of Admissions and Records to be processed.
 9. The Office of Admissions and Records will post the course and assigned grade to the student's academic record (transcript). The petition will be retained in the Office of Admissions and Records.

References:

Education Code Section; 66025.71, 66700, 70901, Sections 70901 and 70902

Title 5 Sections 55050, 55051, 55052, and 55052.5

Approved by the Chancellor: October 27, 2020

Approved by the Chancellor: January 5, 2021

Revised and approved by the Chancellor: February 22, 2022

Administrative Procedure 4260 Prerequisites, Co-requisites, and Advisories

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

I. Information in the Catalog and Schedule of Courses

The college shall provide the following explanations both in the college catalog and in the schedule of courses:

- A. Definitions of prerequisites, co-requisites, and limitations on enrollment including the differences among them and the specific prerequisites, co-requisites, and limitations on enrollment that have been established.
- B. Procedures for a student to challenge prerequisites, co-requisites, and limitations on enrollment and circumstances under which a student is encouraged to make such a challenge. The information about challenges must include, at a minimum, the specific process including any deadlines, the various types of challenge that are established in law, and any additional types of challenge permitted by the college.
- C. Definitions of advisories on recommended preparation, the right of a student to choose to take a course without meeting the advisory, and circumstances under which a student is encouraged to exercise that right.
- D. Definitions of contract course, co-requisite, noncredit basic skills course, non-degree-applicable basic skills courses, prerequisite and satisfactory grade.

1. Challenge Process

- A. Any student who does not meet a prerequisite or co-requisite or who is not permitted to enroll due to a limitation on enrollment but who provides satisfactory evidence may seek entry into the course as follows:
 - 1. If space is available in a course when a student files a challenge to the prerequisite or co-requisite, the District shall reserve a seat for the student and resolve the challenge within five (5) working days. If the challenge is upheld or the District fails to resolve the challenge within the five (5) working-day period, the student shall be allowed to enroll in the course.
 - 2. 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 students registers for that subsequent term.
- B. Grounds for challenge shall include the following:
 - 1. Those grounds for challenge specified in Title 5 Section 55003(p)
 - 2. The student seeks to enroll and has not been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance, or one or more of the courses for which enrollment has been limited to a cohort of students. The student shall be allowed to enroll in such a course if otherwise he or she would be delayed by a semester or more in attaining the degree or certificate specified in his or her educational plan.
 - 3. The student seeks to enroll in a course that has a prerequisite established to protect health and safety, and the student demonstrates that he/she does not pose a threat to himself/herself or others.
 - 4. The student has the obligation to provide satisfactory evidence that the challenge should be upheld. However, where facts essential to a determination of whether the student's challenge should be upheld are or ought to be in the college's own records, then the college has the obligation to produce that information.

C. Curriculum Review Process

The curriculum review process shall at a minimum be in accordance with all of the following:

- 1. Establish a curriculum committee and its membership in a manner that is mutually agreeable to the college administration and the academic senate.

2. Establish prerequisites, co-requisites, and advisories on recommended preparation (advisories) only upon the recommendation of the academic senate except that the academic senate may delegate this task to the curriculum committee without forfeiting its rights or responsibilities under Title 5 Sections 53200-53204 and within the limits set forth in Title 5 Section 55003. Certain limitations on enrollment must be established in the same manner.
3. Establish prerequisites, co-requisites, advisories on recommended preparation, and limitations on enrollment only if:
 - i. The faculty in the discipline or, if the college has no faculty member in the discipline, the faculty in the department do all of the following:
 - A. Approve the course; and,
 - B. As a separate action, approve any prerequisite or co-requisite, only if: The prerequisite or co-requisite is an appropriate and rational measure of a student's readiness to enter the course or program as demonstrated by a content review including, at a minimum, all of the following:
 1. involvement of faculty with appropriate expertise;
 2. consideration of course objectives set by relevant department(s). The curriculum review process should be done in a manner that is in accordance with accreditation standards.
 3. be based on a detailed course syllabus and outline of record, tests, related instructional materials, course format, type and number of examinations, and grading criteria;
 4. specification of the body of knowledge and/or skills which are deemed necessary at entry and/or concurrent with enrollment;
 5. identification and review of the prerequisite or co-requisite which develops the body of knowledge and/or measures skills identified under iv.
 6. matching of the knowledge and skills in the targeted course (identified under iv.) and those developed or measured by the prerequisite or co-requisite (i.e., the course or assessment identified under v.); and
 7. maintain documentation that the above steps were taken.
 - B) Approve any limitation on enrollment that is being established for an honors course or section, for a course that includes intercollegiate competition or public performance, or so that a cohort of students will be enrolled in two or more courses, and, in a separate action, specify which.
 - C) Approve that the course meets the academic standards required for degree applicable courses, non-degree applicable courses, non-credit courses, or community service respectively.
 - D) Review the course outline to determine if a student would be highly unlikely to receive a satisfactory grade unless the student had knowledge or skills not taught in the course. If the student would need knowledge or skills not taught in the course itself, then the course may be approved for degree applicable credit only if all requirements for establishing the appropriate prerequisite have been met excepting only approval by the curriculum committee.
 - E) Review the course outline to determine whether receiving a satisfactory grade is dependent on skills in communication or computation. If receiving a satisfactory grade is sufficiently dependent on such skills, then the course may be approved for degree applicable credit only if all requirements have been met for establishing a prerequisite or co-requisite of not less than eligibility for enrollment to a degree- applicable course in English or mathematics, respectively.

- ii. A course which should have a prerequisite or co-requisite as provided in (5) or (6) but for which one or more of the requirements for establishing a prerequisite have not been met may only:
 - A. Be reviewed and approved pursuant to the standards for non-degree applicable credit, non-credit, or community service; or
 - B. Be revised and reviewed as required to meet the criteria for establishing the necessary prerequisites or co-requisites.
 - iii. The curriculum committee also reviews the course and prerequisite in a manner that meets each of the requirements specified above.
 - iv. If the District chooses to use content review as defined in Title 5 of the Code of California Regulations section 55000(c) to define prerequisites and co-requisites in reading, written expression, or mathematics for courses that are degree applicable and are not in a sequence, it must adopt a plan consistent with Title 5 of the Code of California Regulations section 550039(c).
- 4. Program Review. As a regular part of the program review process or at least every six years, except that the prerequisites and co-requisites for vocational courses or programs shall be reviewed every two years, the college shall review each prerequisite, co-requisite, or advisory to establish that each is still supported by the faculty in the discipline or department and by the curriculum committee and is still in compliance with all other provisions of this policy and with the law. Any prerequisite or co-requisite that is still supported shall be reviewed promptly thereafter to assure that it is in compliance with all other provisions of this policy and with the law.
- 5. Implementing Prerequisites, Co-requisites, and Limitations on Enrollment. Implementation of prerequisites, co-requisites, and limitations on enrollment must be done in a consistent manner and not left exclusively to the classroom instructor. Every attempt shall be made to enforce all conditions a student must meet to be enrolled in the course through the registration process so that a student is not permitted to enroll unless he/she has met all the conditions or has met all except those for which he/she has a pending challenge or for which further information is needed before final determination is possible of whether the student has met the condition.
- 6. Instructor's Formal Agreement to Teach the Course as Described. Each college shall establish a procedure so that courses for which prerequisites or co-requisites are established will be taught in accordance with the course outline, particularly those aspects of the course outline that are the basis for justifying the establishment of the prerequisite or co-requisite. The process shall be established by consulting collegially with the local academic senate and, if appropriate, the local bargaining unit.

III. Courses Exempt from Content Review

Title 5 subdivision (e) of section 55003 specifies the conditions under which a prerequisite or co-requisite does not need to be subject to either content review or content review with statistical validation:

- A. It is required by statute or regulation; or
- B. It is part of a closely-related lecture-laboratory course pairing within a discipline; or
- C. It is required by four-year institutions; or
- D. Baccalaureate institutions will not grant credit for a course unless it has the particular communication or computation skill prerequisite.

IV. Review of Individual Courses

If the student's enrollment in a course or program is to be contingent on his or her having met the proposed prerequisite(s) or co-requisite(s), then such a prerequisite or co-requisite must be established as follows. If

enrollment is not blocked, then what is being established is not a prerequisite or co-requisite but, rather, an advisory on recommended preparation and must be identified as such in the schedule and catalog. Establishing advisories does not require all the following steps.

1. Advisories on Recommended Preparation

The college may recommend that a student meet a standard of readiness at entry only if recommended by the faculty in the discipline or department and by the curriculum committee as provided in above. This process is required whether the college used to describe such recommendations in its catalog or schedule as "prerequisites," or "recommended," or by any other term.

2. Limitations on Enrollment

The types of limitation on enrollment specified below may only be established through the curriculum review process by the discipline or department faculty and the curriculum committee specified above including the requirement to review them again at least every six years; for example, as part of program review. The following requirements must also be met in order to establish these particular limitations on enrollment.

1. Performance Courses. The college may establish audition or try-out as a limitation on enrollment for courses that include public performance or intercollegiate competition such as but not limited to band, orchestra, theater, competitive speech, chorus, journalism, dance, and intercollegiate athletics provided that:
 - a. For any certificate or associate degree requirement which can be met by taking this course, there is another course or courses which satisfy the same requirement; and
 - b. The college includes in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which meet the same requirement.

Limitations on enrollment established as provided for performance courses shall be reviewed during program review or at least every six years to determine whether the audition or try-out process is having a disproportionate impact on any historically under-represented group and, if so, a plan shall be adopted to seek to remedy the disproportionate impact. If disproportionate impact has been found, the limitation on enrollment may not be printed in subsequent catalogs or schedules nor enforced in any subsequent term until such a plan has been endorsed by the department and the college administration and put into effect.

2. Honors Courses. A limitation on enrollment for an honors course or an honors section of a course may be established if, in addition to the review by the faculty in the discipline or department and by the curriculum committee as provided above, there is another section or another course or courses at the college which satisfy the same requirements. If the limitation is for an honors course and not only for an honors section, the college must also include in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which meet the same associate degree or certificate requirement.
3. Blocks of Courses or Sections. Blocks of courses or blocks of sections of courses are two or more courses or sections for which enrollment is limited in order to create a cohort of students. Such a limitation on enrollment may be established if, in addition to review by the faculty in the discipline or department and by the curriculum committee as provided above, there is another section or another course or courses that satisfy the same requirement. If the cohort is created through limitations on enrollment in the courses rather than limitations on specific sections of courses, then the college must include in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which satisfy the same associate degree or certificate requirement.

Also, please reference, "Guidelines for Title 5 Regulations Section 55003, Policies for Prerequisites, Co-requisites and Advisories on Recommended Preparation" (CCCCO, February 2012), which can be found at the

following web site: https://www.cccco.edu/-/media/CCCCO-Website/About-Us/Divisions/Educational-Services-and-Support/Academic-Affairs/What-we-do/Curriculum-and-Instruction-Unit/Files/Prerequisites_Guidelines_55003-Final_pdf.pdf?la=en&hash=1C2711D92D6E603417C5FD5B75FB2FEA54576BE6

References:

Title 5 Section 55003

Title 5 Sections 55000 et seq.

Guidelines for Title 5 Regulations Section 55003, Policies for Prerequisites, Co-requisites and Advisories on Recommended Preparation (CCCCO, February 2012)

Approved by the Chancellor: January 31, 2012

Revised and approved by the Chancellor: October 15, 2012 Revised and approved by the Chancellor: January 5, 2021

Administrative Procedure 5011 Admission: Special Admission and Enrollment of High School and Other Young Students

Introduction

Per Education Code 48800 and 76002, the Peralta Community College District (Berkeley City College, College of Alameda, Laney College, and Merritt College) authorizes the admission of special admit students, who are “highly talented” minor students without high school diplomas, who can benefit from “advanced scholastic or career/technical work.”

Students will receive college credit in all courses. The responsibility to make the determination of the student’s preparation belongs to the school district in which the student is enrolled. However, the final determination rests with the College where the special admit student seeks to enroll.

A student participating in the special enrollment program as a special admit receives college credit. With the approval of the high school, the student also may receive high school credit. The Office of Admissions and Records will send an official transcript to the high school upon request.

The authority to restrict the admission or enrollment of a special admit student in any session based on age, grade-level completion, current school performance or assessment and placement procedures in conformance with matriculation regulations and other course or program prerequisites, remains the prerogative of the college.

Special admit students shall be restricted from enrolling in any class deemed educationally inappropriate for under-age (minor) students.

Additionally, the California Education Code section 76004 that the District may participate in a College and Career Access Pathways (CCAP) partnership with the governing board of a school district for the purpose of offering or expanding dual enrollment opportunities for students who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates or helping high school students achieve college and career readiness (see below).

This procedure does not apply to (Early College High School Program), such as College of Alameda or the Laney College Gateway to College Program.

High School Students

High school students may be admitted for enrollment to a Peralta college who are eligible to participate based on the criteria listed below. Per Education Code sections, 76001, 76002, and 48800, persons who are 18 years of

age or older and still enrolled in high school or adult high school also may be admitted as “special admit” students.

The student must be recommended by his/her high school principal. As part of the approval process, the principal must verify through consent and signature on the High School Special Enrollment form that the recommended student can benefit from college instruction. Home schooled students must provide approval/clearance from their local high school district.

A parent/guardian consent and signature on the High School Special Enrollment form verifying parental/guardian approval must be submitted in addition to the district online admission application. Parents/guardians also must acknowledge on the High School Special Enrollment form that the student will be expected to conform to all college/district policies and that topics of instruction are appropriate for adult-level students.

A student enrolling in 6.5 to 15 units must obtain permission from the college Vice President of Student Services or designee at the College prior to enrollment (use the High School Special Enrollment Program form). Official high school transcripts must be attached to the enrollment form.

Conditions for Enrollment: The Peralta Community College District may admit a high school student who meets the following conditions:

Academic Eligibility:

1. Students wishing to enroll in degree appropriate courses must have a cumulative high school grade point average of 2.0 or better as verified by the high school.
2. When a student seeks to enroll in a course that has a pre-requisite or co-requisite, the students must meet the stated prerequisite and or co-requisite in order to enroll in the class.
3. Students with a verifiable disability (verification to be provided by school of origin) will be referred to Disabled Student Programs and Services for assessment and recommendation.

Limitations on Enrollment

1. Admission is subject to seat availability.
2. Special admit full-time students must meet the eligibility standards as established in Education Code Section 48800.05.
3. Students may not enroll in pre-collegiate courses (numbered 250 or higher), physical education courses, or any course comparable to a course offered at the high school.
4. Students may not enroll in a college course to alleviate a high school deficiency.
5. Students who have previously enrolled and who have dropped their courses and/or have not made satisfactory progress will not be allowed to continue enrollment as a special admit student.
6. Students will not receive priority enrollment status. Students will not be charged enrollment fees or any other college/district fees

Enrollment Steps:

1. Complete the High School Special Enrollment form that includes the approval/signature of the parent/guardian and of the student's high school principal
2. Complete the online admissions application.
3. The High School Special Enrollment form will be submitted to the Office of Admissions and Records, and the student will be enrolled in the selected classes.

Talented Elementary and Middle School Students

The Peralta Community College District may admit highly gifted elementary and middle school students for enrollment in a Peralta College if they are deemed eligible to participate.

Elementary and middle school students will have limited course options for enrollment and the list of these courses can be found at the following web site:

Enrollment steps:

1. The student must be recommended by the school principal who signs the Elementary and Middle School Special Enrollment form. The principal must verify that the recommended student can benefit for college instruction. Home schooled students must provide approval/clearance from the local school principal.
2. The parent/guardian also must sign the Elementary and Middle School Special Enrollment form. The form is submitted to the Office of Admissions and Records at the college. In signing the form, parents acknowledge that the parent/guardian understands that the student will be expected to conform to all college/district policies.
3. The student must complete the District paper admission application to be submitted with the elementary and middle school student special admissions enrollment approval form.
4. Special part-time students are exempt from paying enrollment fees and any other college/district fees.
5. Students enrolling as elementary or middle school special admit students can only enroll in select classes. Elementary and middle school students may only enroll in one class per semester from the list of select classes and may be permitted to enroll in two classes in summer session.

College Classes on High School Campuses

If a class is offered on a high school campus, the class may not be held during the time the campus is closed to the general public, as defined by the school board. The principal of the school must sign an agreement with the college/district which agrees to the open enrollment of students. The class will be open to all students.

If the decision to offer a class on a high school campus is made after publication of the District's/College's regular schedule of classes, and the class is only advertised to the general public through electronic media, the class must be advertised for a minimum of 30 continuous days prior to the first meeting of the class.

State Apportionment

A community college district may include K-12th grade students who attend a community college within the District pursuant to Education Code Sections 48800 and 76001 in the District's report of full-time equivalent students (FTES) only if those students are enrolled in community college classes that meet all of the following criteria:

1. The class is open to the general public.
2. The class is advertised as open to the general public in one or more of the following:
 - a. the college catalog.
 - b. the regular schedule of classes.
 - c. an addendum to the college catalog or regular schedule of classes.

If a decision to offer a class on a high school campus is made after the publication of the regular schedule of classes, and the class is solely advertised to the general public through electronic media, the class shall be so advertised for a minimum of 30 continuous days prior to the first meeting of the class. If the class is offered at a high school campus, the class may not be held during the time the campus is closed to the general public.

College and Career Access Pathways (CCAP)

Per California Education Code section 76004, the Peralta Community College District may enter into a College and Career Access Pathways (CCAP) partnership with the governing board of a school district for the purpose of offering or expanding dual enrollment opportunities for students who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school, including continuation high school, to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness.

The District may enter into a CCAP partnership with a school district partner that is governed by a CCAP partnership agreement approved by the governing boards of both districts. As a condition of adopting, a CCAP partnership agreement, the governing board of each district, shall do both of the following:

- For career technical education pathways to be provided under the partnership, consult with, and consider the input of, the appropriate local workforce development board to determine the extent to which the pathways are aligned with regional and statewide employment needs. The governing board of each district shall have final decision-making authority regarding the career technical education pathways to be provided under the partnership; and
- Present, take comments from the public on, and approve or disapprove the dual enrollment partnership agreement at an open public meeting of the governing board of the district.

The CCAP partnership agreement shall be filed with the California Community Colleges Chancellor's Office and with the department before the start of the CCAP partnership, and shall:

1. outline the terms of the CCAP partnership and shall include, but not necessarily be limited to, the total number of high school pupils to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those pupils; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses.
2. establish protocols for information sharing, in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses. The protocols shall only require a high school pupil participating in a CCAP partnership to submit one parental consent form and principal recommendation for the duration of the pupil's participation in the CCAP partnership.
3. identify a point of contact for the participating Peralta Community College District and school district partner.
4. certify that any community college instructor teaching a course on a high school campus has not been convicted of any sex offense as defined in Education Code Section 87010 or any controlled substance offense as defined in Education Code Section 87011.
5. certify that any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus.
6. certify that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering community college campus.
7. include a plan by the participating community college district to ensure all of the following:
 - a. a community college course offered for college credit at the partnering high school campus does not reduce access to the same course offered at the partnering community college campus;
 - b. a community college course that is oversubscribed or has a waiting list shall not be offered in the CCAP partnership; and
 - c. participation in a CCAP partnership is consistent with the core mission of the community colleges pursuant to Education Code Section 66010.4, and that pupils participating in a CCAP partnership will not lead to enrollment displacement of otherwise eligible adults in the community college.
8. certify that both the school district and community college district partners comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP partnership course offered for high school credit.

- a. The district shall provide to the Peralta Federation of Teachers (PFT) in a timely manner prior to the start of each assignment under the district Memorandum of Understanding (MOU) with the PFT, the names of faculty to be assigned to provide services for the school district under the PCCD-District's partnership agreement and or pursuant to Education Code section 76004, so as to assure the assignment has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the PCCD.
 - b. The PCCD shall, each applicable term, provide the PFT a list of all faculty providing services under the MOU with the PFT, along with a copy of the certifications required in Education Code section 76004. Said lists and certifications shall be provided no later than 14 calendar days after the start of the academic term or assignment.
9. specify both of the following:
- a. which participating district will be the employer of record for purposes of assignment monitoring and reporting to the county office of education; and
 - b. which participating district will assume reporting responsibilities pursuant to applicable federal teacher quality mandates.
10. certify that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school pupils who do not meet their grade level standard in mathematics, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering school district, and shall involve a collaborative effort between high school and community college faculty to deliver an innovative remediation course as an intervention in the pupil's junior or senior year to ensure the pupil is prepared for college-level work upon graduation.

A Peralta Community College District when participating in a CCAP partnership shall not provide physical education course opportunities to high school pupils or any other course opportunities that do not assist in the attainment of at least one of the following goals:

1. developing seamless pathways from high school to community college for career technical education or preparation for transfer;
2. improving high school graduation rates; or
3. helping high school pupils achieve college and career readiness.

The District will not enter into a CCAP partnership with a school district within the service area of another community college district, except where an agreement exists, or is established, between those community college districts authorizing that CCAP partnership.

A high school pupil enrolled in a course offered through a CCAP partnership shall not be assessed any fee that is prohibited by Education Code Section 49011.

The District may assign priority for enrollment and course registration to a pupil seeking to enroll in a community college course that is required for the pupil's CCAP partnership program that is equivalent to the priority assigned to a pupil attending a middle college high school as described in Education Code Section 11300 and consistent with middle college high school provisions in Education Code Section 76001. Units completed by a pupil pursuant to a CCAP agreement may count towards determining a pupil's registration priority for enrollment and course registration at a community college.

The District may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus, either in person or using an online platform, during the regular school day and the community college course is offered pursuant to a CCAP partnership agreement.

The District may allow a special part-time student participating in a CCAP partnership agreement established pursuant to this article to enroll in up to a maximum of 15 units per term if all of the following circumstances are satisfied:

1. The units constitute no more than four community college courses per term;

2. The units are part of an academic program that is part of a CCAP partnership agreement established pursuant to this article; and
3. The units are part of an academic program that is designed to award students both a high school diploma and an associate degree or a certificate or credential.

In connection with a CCAP partnership, the governing board of the District shall exempt special part-time students from the following fee requirements:

1. Student representation fee (Education Code Section 76060.5)
2. Nonresident tuition fee (Education Code Section 76140)
3. Transcript fees (Education Code Section 76223) or processing fee (Education Code Section 76140)
4. Course enrollment fees (Education Code Section 76300)
5. Apprenticeship course fees (Education Code Section 76350)
6. Child development center fees (Education Code Section 79121)

The District shall not receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment.

The attendance of a high school pupil at a community college as a special part-time or full-time student pursuant to this section is authorized attendance for which the community college shall be credited or reimbursed pursuant to Education Code Section 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity. For purposes of calculating classroom-based average daily attendance for classroom-based instruction apportionments, at least 80 percent (80%) of the instructional time offered by a charter school pursuant to an authorized CCAP partnership agreement shall be at the school site, and the charter school shall require the attendance of a pupil for a minimum of 50 percent (50%) of the minimum instructional time required to be offered pursuant to paragraph (1) of subdivision (a) of Education Code Section 47612.5, if the pupil is also a special part-time student enrolled in a community college pursuant to this section and the pupil will receive academic credit upon satisfactory completion of enrolled courses.

For each CCAP partnership agreement entered into pursuant to this section, the Peralta Community College District and the school district shall report annually to the California Community Colleges Chancellor's Office, the Legislature, the Director of Finance, and the Superintendent all of the following information:

1. The total number of high school pupils by school site enrolled in each CCAP partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws.
2. The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants.
3. The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants.
4. The total number of full-time equivalent students generated by CCAP partnership community college district participants.
5. The total number of full-time equivalent students served online generated by CCAP partnership community college district participants.

References:

Education Code Sections 48800, 48800.5, 76001, 76002 76004, 76060.5, 76140, 76223, 76300, 76350, and 79121

California Community Colleges Chancellor's Office Legal Opinion 04-13 and 05-01 Memorandum of Understanding between the Peralta Federation of Teachers, AFT Local 1603,

CFT/AFT, AFL-CIO and the Peralta Community College District and the Governing Board regarding course instruction or other educational services provide by the PCCD to high school districts.

Approved by the Chancellor: February 19, 2013 Revised and approved by the Chancellor: April 18, 2013

Revised and approved by the Chancellor: June 17, 2015 Revised and approved by the Chancellor: October 21, 2015 Revised and approved by the Chancellor: May 6, 2016 Revised and approved by the Chancellor: June 14, 2016 Revised and approved by the Chancellor: January 24, 2017 Revised and approved by the Chancellor: June 17, 2019 Revised and approved by the Chancellor: January 5, 2021

A. Residence Classification. Residency classifications shall be determined for each student at the time of each registration and whenever a student has not been in attendance for more than one semester. Residence classifications are to be made in accordance with the following provisions:

1. A residence determination date is that day immediately preceding the opening day of instruction for any session during which the student proposes to attend.
2. Residence classification is the responsibility of the District Office of Student Services. Initial residence classification is determined by the District Office of Admissions and Records through a student's self-reporting in Open CCC (online admission application).
3. The Colleges shall publish the District's residence determination date and summary of the rules and regulations governing residence determination and classification in the college catalogs or addenda.
4. A student seeking to enroll exclusively in career development and college preparation courses, and other courses for which no credit is given, shall not be subject to this residency classification requirement.

B. Definition of Residence.

1. A student who has resided in the state for more than one year immediately preceding the residence determination date is a resident.
2. A student who has not resided in the state for more than one year immediately preceding the residence determination date is a nonresident.

C. Rules Determining Residence. The residence of each student enrolled in or applying for enrollment in any class or classes maintained by this District shall be determined in accordance with the Education Code which states that every person has, in law, a residence. In determining the place of residence, the following rules are to be observed:

1. Every person who is married or eighteen years of age, or older, and under no legal disability to do so, may establish residence.
2. A person may have only one residence.
3. A residence is the place where one remains when not called elsewhere for labor or other special or temporary purpose and to which one returns in seasons of repose.
4. A residence cannot be lost until another is gained.
5. The residence can be changed only by the union of act and intent.
6. A man or a woman may establish his or her residence. A woman's residence shall not be derivative from that of her husband.
7. The residence of the parent with whom an unmarried minor child maintains his/her place of dwelling is the residence of the unmarried minor child. When the minor lives with neither parent, the minor's residence is that of the parent with whom the last place of dwelling was maintained, provided the minor may establish his/her residence when both parents are deceased and a legal guardian has not been appointed.
8. The residence of an unmarried minor who has a parent living cannot be changed by the minor's own act, by the appointment of a legal guardian, or by relinquishment of a parent's right of control.

D. Determination of Resident Status. A resident is a student who has been a bona fide resident of the state for one year prior to the residence determination date. A bona fide resident is a person whose residence is in California as determined above except:

1. A student who is a minor and remains in this state after the parent, who was previously domiciled in California and has established residence elsewhere, shall be entitled to retain resident classification until

attaining the age of majority and has resided in the state the minimum time necessary to become a resident, so long as continuous attendance is maintained at an institution.

2. A student who is a minor and who provides evidence of being entirely self-supporting and actually present in California for more than one year immediately preceding the residence determination date with the intention of acquiring a residence therein, shall be entitled resident classification until he/she has resided in the state the minimum time necessary to become a resident.

3. A student who has not been an adult for one year immediately preceding the residence determination date for the semester for which the student proposes to attend an institution shall have the immediate pre-majority-derived California residence, if any, added to the post-majority residence to obtain the one year of California residence.

4. A student holding a valid credential authorizing service in the public schools of this state, who is employed by a school district in a full-time position requiring certification qualifications for the college year in which the student enrolls in an institution, shall be entitled to resident classification if each student meets any of the following requirements:

a. He/she holds a provisional credential and is enrolled in courses necessary to obtain another type of credential authorizing service in the public schools.

b. He/she holds a credential issued pursuant to Education Code Section 44250 and is enrolled in courses necessary to fulfill credential requirements.

c. He/she is enrolled in courses necessary to fulfill the requirements for a fifth year of education prescribed by subdivision (b) of Education Code Section 44259.

d. A student holding a valid emergency permit authorizing service in the public schools of this state, who is employed by a school district in a full-time position requiring certification qualifications for the academic year in which the student enrolls at an institution in courses necessary to fulfill teacher credential requirements, is entitled to resident classification only for the purpose of determining the amount of tuition and fees for no more than one year. Thereafter, the student's residency status will be determined under the other provisions of this procedure.

5. A student who is a full-time employee of the California State University, the University of California or a community college, or of any state agency or a student who is a child or spouse of a full-time employee of the California State University, the University of California or a community college, or of any state agency may be entitled to resident classification, until the student has resided in the state the minimum time necessary to become a resident.

6. A student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in this state on active duty and is in attendance at, or has been admitted to the District shall be entitled to resident classification. If the member of the armed forces of the United States later transferred on military orders to a place outside this state, or retires as an active member of the armed forces of the United States, the student dependent shall not lose his or her resident classification so long he/she remains continuously enrolled in the District.

7. A student who is a member of the armed forces of the United States stationed in this state, except a member of the Armed Forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification only for the purpose of determining the amount of tuition and fees. If the student later transfers on military orders to a place outside this state, the student shall not lose his or her resident classification, so long as he or she remains continuously enrolled in the District.

8. A veteran who was discharged or released from at least 90 days of active service commencing on or after July 1, 2015, and his/her dependents, regardless of the veteran's state of residence is entitled to resident classification.

9. An individual who is the child or spouse of a person who, on or after September 11, 2001, died in the line of duty while serving on active duty as a member of the Armed Forces who resides in California.

10. An individual who is entitled to transferred Post-9/11 GI Bill program benefits by virtue of their familial relationship to a member of the uniformed services who is serving on active duty

11. A student who is a minor and resides with his or her parent in a district or territory not in a district shall be entitled to resident classification, provided that the parent has been domiciled in California for more than one year prior to the residence determination date for the semester, quarter or term for which the student proposes to attend.

12. A student who is a Native American is entitled to resident classification for attendance at a community college if the student is also attending a school administered by the Bureau of Indian Affairs located within the community college district.

13. A student who is a federal civil service employee and his or her natural or adopted dependent children are entitled to resident classification if the parent has moved to this state as a result of a military mission realignment action that involves the relocation of at least 100 employees. This classification shall continue until the student is entitled to be classified as a resident, so long as the student continuously attends an institution of public higher education.

14. A student who resides in California and is 19 years of age or under at the time of enrollment, who is currently a dependent or ward of the state through California's child welfare system, or was served by California's child welfare system and is no longer being served either due to emancipation or aging out of the system, may be entitled to resident classification until he/she has resided in the state the minimum time necessary to become a resident.

15. A student who lives with a parent who earns a livelihood primarily by performing agricultural labor for hire in California and other states, and the parent has performed such labor in this state for at least two months per year in each of the two preceding years, and the parent resides in this District and the parent of the student has claimed the student as a dependent on his state or federal personal income tax return if he/she has sufficient income to have personal income tax liability shall be entitled to resident classification.

16. Students who attended high school or adult evening high school in California for three or more years or a combination of high school and elementary or secondary school and graduated from a California high school or attained the equivalent thereof. In the case of a person without lawful immigration status, the student must file an affidavit with the institution of higher education stating that the student has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so. (Education Code 68130.5).

17. A student demonstrates financial need, has a parent who has been deported or was permitted to depart voluntarily, moved abroad as a result of that deportation or voluntary departure, lived in California immediately before moving abroad, attended a public or private secondary school in the state for three or more years, and upon enrollment, will be in his or her first academic year as a matriculated student in California public higher education, will be living in California, and will file an affidavit with the District saying that he or she intends to establish residency in California as soon as possible.

18. A student who has a special immigrant visa that has been granted status under Section 1244 of Public Law 110-81 or under Public Law 109-163, or is a refugee admitted to the United States under Section 1157 of Title 8 of the United States Code, and who upon entering the United States settled in California, shall be exempted from paying the nonresident tuition fee required by Section 76140 for the length of time he/she lives in this state up to the minimum time necessary to become a resident.

E. Right to Appeal. Students who have been classified as non-residents have the right to a review of their classification (Title 5 Section 54010 (a)). Any student, following a final decision of residence classification by the Office of Admissions and Records, may make written appeal to the Associate Vice Chancellor of Student Services within 30 calendar days of notification of final decision by the college regarding classification.

F. Appeal Procedure.

1. The appeal is to be submitted to the District Office of Student Services. Copies of the original application for admission, the residency questionnaire, and evidence or documentation provided by the student, with a cover statement indicating upon what basis the residence classification decision was made, must be forwarded with the appeal.

2. The appeal will be forwarded to the Associate Vice Chancellor of Student Services within five working days of receipt by the office.

3. The Associate Vice Chancellor of Student Services shall review all the records and have the right to request additional information from either the student or the District Office of Admissions and Records.
4. Within 30 calendar days of receipt, the Associate Vice Chancellor of Student Services shall send a written determination to the student. The determination shall state specific facts on which the appeal decision was made.

G. Reclassification. A student previously classified as a non-resident may be reclassified as of any residence determination date. A residence determination date is that day immediately preceding the opening day of instruction for any session during which the student proposes to attend.

1. Petitions for reclassification are to be submitted to the District Office of Student Services.
2. Petitions must be submitted prior to the semester for which reclassification is to be effective. Extenuating circumstances may be considered in cases where a student failed to petition for reclassification prior to the residency determination date. In no case, however, may a student receive a non-resident tuition refund after the date of the first census.
3. Written documentation may be required of the student in support of the reclassification request
4. A questionnaire to determine financial independence must be submitted with the petition for reclassification. Determination of financial independence is not required for students who were classified as non-residents by the University of California, the California State University, or another community college District (Education Code Section 68044).
5. A student shall be considered financially independent for purposes of residence reclassification if the applicant meets all of the following requirements:
 - a. Has not and will not be claimed as an exemption for state and federal tax purposes by his/her parent in the calendar year the reclassification application is made and in any of the three calendar years prior to the year the reclassification application is made;
 - b. Has not and will not receive more than seven-hundred fifty dollars (\$750) per year in financial assistance from his/her parent in the calendar year the reclassification application is made and in any of the three calendar years prior to the reclassification; and
 - c. Has not lived and will not live for more than six weeks in the home of his/her parent during the calendar year the reclassification application is made and in any of the three calendar years prior to the reclassification application.
6. A student who has established financial independence may be reclassified as a resident if the student has met the requirements of Title 5 Sections 54020, 54022, and 54024.
7. Failure to satisfy all of the financial independence criteria listed above does not necessarily result in denial of residence status if the one-year requirement is met and demonstration of intent is sufficiently strong.
8. Financial dependence in the current or preceding calendar year shall weigh more heavily against finding California residence than financial dependence in the preceding second and third calendar years. Financial dependence in the current or preceding calendar year shall be overcome only if (1) the parent on whom the student is dependent is a California resident, or (2) there is no evidence of the student's continuing residence in another state.
9. The Associate Vice Chancellor of Student Services will make a determination, based on the evidence and notify the student not later than 14 days of receipt of the petition for reclassification.
10. Students have the right to appeal according to the procedures above.

H. Non-Citizens. The District will admit any non-citizen who is 18 years of age or a high school graduate. If non-citizens are present in the United States illegally or with any type of temporary visa, they will be classified as non-residents and charged non-resident tuition unless they meet the exceptions contained below.

1. If, for at least one year and one day prior to the start of the semester in question, a non-citizen has possessed any immigration status that allows him/her to live permanently in the United States and she or he meets the California residency requirements, the student can be classified as a resident.

2. Any students who are US citizens, permanent residents of the US, and aliens who are not nonimmigrants (including those who are undocumented) may be exempt from paying nonresident tuition if they meet the following requirements:

a. Total attendance of or attainment of credits earned while in California equivalent to three or more years of fulltime attendance or attainment of credits at any of the following:

- (i) California high schools;
- (ii) California high schools established by the State Board of Education;
- (iii) California adult schools established by either a county office of education, unified or high school district, or the Department of Corrections and Rehabilitation.
- (iv) campuses of the California community colleges, or
- (v) a combination thereof.

b. Additionally the following must be met;

- (i) Graduation from a California high school or attainment of the equivalent thereof; or
- (ii) completed an associate degree from a California Community College, or
- (iii) completed the minimum requirements at a California Community College or
- (iv) fulfill the minimum transfer requirements established for the University of California or the California State University for students transferring from a campus of the California Community Colleges.

c. registration or enrollment in a course offered by any college in the district for any term commencing on or after January 1, 2002;

d. completion of a residence questionnaire prescribed by the Chancellor and furnished by the District, verifying eligibility for this nonresident tuition exemption; and

e. in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he or she is eligible to do so.

Documents and information obtained in implementing this exemption are confidential.

3. The initial residency classification will be made at the time the student applies for admission. Students may file residency questionnaire forms through the third week of the semester to request a review of their residency status. Final residency determination is made by the Associate Vice Chancellor of Student Services. Students may appeal the decision.

References:

Education Code Sections 68000 et seq., 68130.5, and 68074-68075.7
Title 5 Sections 54001 et seq., 51412; 68130.5
38 U.S. Code Section 3679

Approved by the Chancellor: November 1, 2012 Revised

and approved by the Chancellor: June 15, 2015

Revised and approved by the Chancellor: October 21, 2015

Revised and approved by the Chancellor: February 11, 2016

Revised and approved by the Chancellor: March 28, 2018 Revised

and approved by the Chancellor: November 16, 2018 Revised and

approved by the Chancellor: December 6, 2019

Revised and approved by the Chancellor: February 8, 2022

I. Campus Center Use

A. In accordance with California Education Code Section 76375, the Peralta Community College District may establish a Campus Center use fee to students for the purpose of operating a student body center.

B. The current fee is \$2 per semester per campus.

C. In accordance with Title 5, section 58510, the fee is subject to change only after a favorable vote of two-thirds of the students voting in a student election.

D. Students exempt from the Campus Center Use fee include:

1. Student enrolled in non-credit courses
2. Recipients of Temporary Assistance to Needy Families (TANF), SSI/SSP, or general assistance.
3. Contract education students enrolled in non-apportionment courses.
4. All special admit students (see AP 5011);

E. This fee is refundable if the student drops all units on or before the last day to drop regular session credit classes.

II. Student Representation Fee (Education Code Section 76060.5; Title 5, 54805)

A. A student representation fee of \$2 per College, per semester, for each enrolled student, shall be used to provide support for student governmental affairs representation (\$1) and for the Student Senate of the California Community Colleges (\$1). A student may refuse to pay the fee for religious, political, financial, or moral reasons and shall submit such refusal in writing. The Chief Business Officer of the District shall have custody of the money collected pursuant to the Education Code, and the money shall be disbursed for the purposes described above upon the order of the Associated Student Government. The student representation fee authorized by Education Code may be terminated by a majority vote of the students voting in an election held for that purpose. The election shall be called and held in compliance with regulations of the Board of Governors of the California Community Colleges and shall be open to all regularly enrolled students of the community college.

B. Students exempt from the Student Representation Fee include:

1. Special admit students (see AP 5011).
2. Students who are only enrolled in non-credit courses.

C. This fee is refundable on or before the last day of the term for which the fee is charged.

III. Capital Outlay

A. In accordance with California Education Code Section 76141, the Peralta Community College District may establish a Capital Outlay fee for students who are not California Residents. As of Fall 2018 the fee is \$7 per unit.

B. This fee is refundable if the student drops all units on or before the last day to drop regular session credit classes. There will be no refunds after this date.

IV. Enrollment

A. In accordance with California Education Code Section 76300 and 76300.5; Title 5 Sections 58500 and 58509, students enrolling at the Peralta Community College District will be charged an enrollment fee as established periodically by the State of California.

B. The current fee is \$46 per unit. The fee is subject to change by the state legislature and applies to credit courses only.

C. Students exempt from the Enrollment fee include:

1. Students who meet the criteria for the California College Promise Grant and Special admit students (see AP 5011);
2. Student enrolled in an approved apprenticeship program;
3. Contract education students enrolled in non-apportionment courses; and
4. Students who are only enrolled in non-credit courses.

D. This fee is refundable if the student drops on or before the last day to drop regular session credit classes.

E. Students who fail to pay the enrollment fee or non-resident tuition by two weeks before the semester start date shall be dropped from their classes for non-payment of fees. Students who enroll in classes subsequent to two weeks before the semester start date, but do not pay the enrollment fee, will be subject to the penalties described in Board Policy 5035 as of the first day of classes. The only possible exemptions from the mandatory drop and/or penalties for nonpayment are listed in section IV.C above and section XII below.

F. The Vice Chancellor of Finance and Administration is authorized to participate in the state Chancellor's Tax Offset Program (COTOP) in order to recover outstanding student debts.

V. Health Fee

A. In accordance with California Education Code Section 76955, the Peralta Community College District may establish a student health fee.

B. The current fee is \$18 per Fall and Spring semester and \$15 per Summer semester. The fee is subject to increase by the same percentage increase as the Implicit Price Deflator for State and Local Government Purchase of Goods and Services. Whenever the calculation produces an increase of \$1 above the existing fee, the fee may be increased by \$1.

C. Students exempt from the Health fee include:

1. Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization (documentation required);
2. Students who are attending college under an approved apprenticeship training program;
3. Contract education students enrolled in non-apportionment courses;
4. Special admit students enrolled in 11 to 15 units or less (see AP 5011); and
5. Students who are only enrolled in non-credit courses.

D. This fee is refundable if the student drops all units on or before the last day to drop regular session credit classes

VI. International Application Fee

A. In accordance with California Education Code Section 76142, the Peralta Community College District may establish an International Application Fee.

B. The application fee is due and payable with submission of an application for admission into one of the Peralta Community College District's Colleges by an international applicant.

C. This \$50 fee is non-refundable.

VII. International Student Health Insurance Fee

A. In accordance with California Education Code Section 70902(b)(9), the Peralta Community College District may establish a health insurance fee for nonresident students who are both citizens and residents of a foreign country.

B. All international students with an F-1 Status will be automatically enrolled in the Peralta International Student Health Insurance Plan.

1. Students engaged in Post-Completion Optional Practical Training (OPT) have the option to opt into the health insurance plan. These students are required to enroll directly with the health insurance provider for the months in which they are applying and approved for Post-Completion OPT.
2. The Office of International Education will have this information and forms available on its website.

C. The current fees are posted in the class schedule and on the Office of International Education's website. Fees are subject to change per contract renewal.

D. This fee is only refundable if students have pre-existing health coverage through a governmental agency in their country of residency.

E. Students must pay the International Student Health Insurance fee prior to enrollment in a payment plan. Students cannot include this fee in a payment plan.

VIII. Non-Resident Tuition (Out of State and/or International)

A. In accordance with California Education Code Section 76140 and 7600.5, Title 5 Sections 58500 and 58509, the Peralta Community College District is required to charge Non-Resident Tuition for students classified as non-residents.

B. Non-Resident Tuition will be set by the Board of Trustees no later than February 1 for the succeeding fiscal year. The fee will be calculated by a formula in accordance with the Education Code and follow the guidelines of the California Community College Budget and Accounting Manual in determining the District's full expense of education. The non-resident tuition fee thus established will be published in the College catalog, Schedule of Classes, and online.

C. As of Fall 2021, the fee is \$307. The fee is subject to change by the state legislature and applies to credit courses

D. Students exempt from Non-Resident Tuition include:

1. California State Residents.
2. Students taking noncredit courses.

3. Students who are members of the Armed Forces of the United States stationed in this state on active duty.
4. A student who is a natural or adopted child, stepchild, or spouse, who is a dependent of a member of the armed forces.
5. Students enrolled in an approved apprenticeship program.
6. Contract education students enrolled in non-apportionment courses.
7. Students who attended high school in California for three or more years and graduated from a California high school or attained the equivalent thereof. In the case of a person without lawful immigration status, the student must file an affidavit with the institution of higher education stating that the student has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so. (Education Code 68130.5).
8. Any student who meets the following requirements:
 - (a) demonstrates financial need;
 - (b) has a parent who has been deported or was permitted to depart voluntarily;
 - (c) moved abroad as a result of that deportation or voluntary departure;
 - (d) lived in California immediately before moving abroad;
 - (e) attended a public or private secondary school in the state for three or more years; and
 - (f) upon enrollment, will be in his or her first academic year as a matriculated student in California public higher education will be living in California, and will file an affidavit with the District stating that he or she intends to establish residency in California as soon as possible.

E. This fee is refundable if the student drops on or before the last day to drop regular session credit classes.

IX. Parking Fee

A. In accordance with California Education Code Section 76360, Peralta Community College District may establish a Parking fee.

B. The fee schedule is as follows:

1. \$2 per day (exact change only);
2. A student decal for enrolled/registered students may be required;
3. \$40 permit per Fall and Spring semester for students enrolled in less than 6 units;
4. For students enrolled in 6 units or more, the parking fee is as follows:

Fall 2019 – Spring 2020: \$27.21

5. \$20 permit per Fall and Spring semester for low-income students;

A low income student is defined as a person who demonstrate(s) financial need under federal standards or income standards established by the Board of Governors and students receiving benefits under the Temporary Assistance to Needy Families Program (formerly Aid to Families with Dependent Children), the Supplemental Security Income/State Supplemental Payment Program or a general assistance program. \$20 permit per Summer semester for all students;

6. \$10 permit per Fall and Spring semester for students with motorcycles; and
7. \$5 for permit per Summer semester for students with motorcycles.

X. Refund Processing Fee

In accordance with Section 58508 of Title 5 of the California Code of Regulations, the Peralta Community College District may retain a maximum of \$10 from enrollment fees as a refund processing fee.

XI. Transcript Fee

A. In accordance with California Education Code Section 76223, the Peralta Community College District is authorized to charge a Transcript Fee for furnishing copies of student records.

B. Students must pay all outstanding debts to the college prior to release of transcripts, including fees owed for the current semester.

C. Transcripts are ordered:

1. In person at the campus Admissions & Records offices;
2. In person at the District Admissions & Records office;
3. Online via TranscriptsPlus®;

4. By Mail. Students can fill out a transcript request form available on Admissions & Records website and mail the request with payment to any Admissions & Records Office.

D. The transcript fee schedule is as follows:

1. First 2 transcripts are free;
2. Additional transcripts (3rd transcript and subsequent transcripts) are \$6 per transcript.

E. Expediting fees are optional but will be charged in addition to the transcript fee if the student requests expedition. The following expediting fee schedule includes the \$6 transcript fee when applicable:

1. Pick-Up in District Admissions Office
 - a. First 2 transcripts, \$6 per transcript
 - b. Third transcript or subsequent, \$12 per transcript
2. Same Day Transcripts
 - a. First 2 transcripts, \$19 per transcript
 - b. Third transcript or subsequent, \$25 per transcript.

F. Once ordered, transcripts are mailed within 2-5 business days unless expedition is requested. Records prior to Fall 1970 may take up to 15 business days for processing.

Expedited orders are as follows:

1. Pick-Up in District Admissions Office orders are available for pick up within 2 business days.
2. Same day orders are available within 2 hours.
3. Same day orders can only be requested in person at the District Admissions and Records Office.

G. Express shipping is optional and only available with online ordering via TranscriptsPlus®. The following fees will be charged in addition to the transcript fees if the student requests express delivery via Federal Express.

1. Federal Express domestic delivery to main 48 states
 - a. \$20.00 per order
2. Federal Express domestic delivery to Alaska or Hawaii
 - a. \$23.00 per order
3. Federal Express international delivery
 - a. \$43.00 per order

XII. Other Fees as allowable by Law. Material Fees are described in AP 5031.

XIII. Waiver of Fees

The District may waive enrollment fees which were not collected in a previous session where the enrollment fees were not collected as a result of the District's error in awarding a California College Promise Grant (formerly known as Board of Governors Fee Waiver) to an ineligible student and not through the fault of the student, and to collect the enrollment fee would cause the student undue hardship.

XIV. Installment Payment Plan

1. Students in the Peralta Community College District may opt to pay their non-resident tuition or enrollment fee through an installment payment plan.
2. 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 fees and develop an installment payment plan prior to enrolling in classes. Students can only participate in one payment plan. This language is taken from what is stated in the current class schedules.
3. Foreign students may participate in Payment Plans after their first semester and only for current fees, Foreign students who owe fees from previous terms cannot pay these through an installment plan.
4. The payment plan will be interest free.
5. The payment plan will include the specific amount and due date for each installment. All of the payments

will be completed within the term for which the enrollment is made.

6. Failure to make timely payments will subject the student to the penalties described in Board Policy 5035.

References:

Title 5 Section 51012, 54805, 58520, and 58629
Education Code Section 66025.3, 68120, 70902(b)(9); 76300; 76300.5
California Community College Chancellor's Office Student Fee Handbook
ACCJC Accreditation Standard I.C.6

Approved by the Chancellor: October 18, 2012
Revised and approved by the Chancellor: February 19, 2013
Revised and approved by the Chancellor: March 8, 2013
Revised and approved by the Chancellor: April 11, 2014
Revised and approved by the Chancellor: October 25, 2014
Revised and approved by the Chancellor: March 5, 2015
Revised and approved by the Chancellor: August 13, 2015
Revised and approved by the Chancellor: October 21, 2015
Revised and approved by the Chancellor: February 11, 2016
Revised and approved by the Chancellor: June 14, 2016
Revised and approved by the Chancellor: September 28, 2016
Revised and approved by the Chancellor: January 9, 2017
Revised and approved by the Chancellor: March 6, 2017
Revised and approved by the Chancellor: May 3, 2017
Revised and approved by the Chancellor: November 16, 2018
Revised and approved by the Chancellor: May 21, 2019
Revised and approved by the Chancellor: November 28, 2019
Revised and approved by the Chancellor: February 12, 2020
Revised and approved by the Chancellor: July 20, 2020
Revised and approved by the Chancellor: May 14, 2021
Revised and approved by the Chancellor: November 9, 2021

ADMINISTRATIVE PROCEDURE 5031 INSTRUCTIONAL MATERIALS FEES

I. The President of each college is authorized to require students to provide instructional and other materials required for a credit or non-credit course, as necessary. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the District.

A. Required instructional materials shall not include materials used or designed primarily for administrative purposes, class management, course management, or supervision.

B. Where instructional materials are available to a student temporarily through a license or access fee, the student shall be provided options at the time of purchase to maintain full access to the instructional materials for varying periods of time ranging from the length of the class up to at least two years. The terms of the license or access fee shall be provided to the student in a clear and understandable manner prior to purchase.

C. Prior to the approval of any new instructional materials fee, the President shall ensure that the fee meets the guidelines as published by the State Chancellor's Office in "Student Fee Handbook," Section 5, "Instructional Materials."

II. Definitions.

A. "Instructional and other materials" means any tangible personal property which is owned or primarily controlled by an individual student and are of continuing value outside of the classroom.

B. "Tangible personal property" includes electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class."

C. "Required instructional and other materials" means any instructional and other materials which a student must procure or possess as a condition of registration, enrollment or entry into a class; or any such material which is necessary to achieve those required objectives of a course which are to be accomplished under the supervision of an instructor during class hours.

D. "Solely or exclusively available from the District" means that the material is not available except through the District, or that the District requires that the material be purchased or procured from it. A material shall not be considered to be solely or exclusively available from the District if it is provided to the student at the District's actual cost; and 1) The material is otherwise generally available, but is provided solely or exclusively by the District for health and safety reasons; or 2) The material is provided in lieu of other generally available but more expensive material which would otherwise be required.

E. "Continuing value outside of the classroom setting" are materials which can be taken from the classroom setting and which are not wholly consumed, used up, or rendered valueless as they are applied in achieving the required objectives of a course to be accomplished under the supervision of an instructor during class hours.

References:

Education Code Section 76365; Title 5 Sections 59400 et seq.

Approved by the Chancellor: November 28, 2012

ADMINISTRATIVE PROCEDURE 5050 STUDENT SUCCESS AND SUPPORT PROGRAM

NOTE: The California Community Colleges Chancellor's Office is working on streamlining the reporting requirements for the Student Success and Support Program along with other programs. One change has been to submit information related to the Student Success and Support Program to the California Community Colleges Chancellor's Office as part of an "Integrated Plan." However, because Title 5 Regulations addressing Student Success and Support Programs have not been repealed, districts are still required to comply with the Student Success and Support Program requirements.

The District shall provide Student Success and Support Program services to further equality of educational opportunity and academic success. The Student Success and Support Program brings the student and the district/colleges into agreement regarding the student's educational goal through the District's established programs, policies, and requirements. The agreement is implemented by means of the student educational plan. All non-exempt new students are to participate in the orientation, assessment, and education planning services needed to assist the student in making an informed decision about his or her educational goal and course of study and in the development of an education plan.

A. Each student, upon admission to the college/district, must do all of the following:

1. complete orientation;
2. identify an education and career goal;
3. identify a course of study;
4. be assessed to determine appropriate course placement;
5. participate in the development of the abbreviated and/or comprehensive student educational plan;
6. attend class and complete assigned coursework; and
7. complete courses and maintain progress toward an educational goal.

B. Student Success and Support Services include, but are not limited to, all of the following:

1. Orientation designed to provide students information concerning college procedures, college resources, college life, academic expectations, financial assistance, and other appropriate matters/information important to student success shall be provided on a timely basis.

2. Assessment and counseling upon enrollment, which shall include, but not be limited to, all of the following:

- (a) administration of assessment instruments to determine student competency in computational and language skills and to use multiple measure assessment;
- (b) assistance to students in the identification of aptitudes, interests and educational objectives, including, but not limited to, associate of arts degrees, transfer for baccalaureate degrees, and vocational certificates and licenses;
- (c) evaluation of student study and learning skills
- (d) referral to specialized support services as needed, including, but not limited to, federal, state, and local financial assistance; health services; mental health services; Extended Opportunity Programs and Services; Disabled Student Services; and CalWORKS;
- (e) advisement concerning course selection
- (f) follow-up services and required advisement or counseling for students who are enrolled in remedial courses, who have not declared an educational objective as required, or who are on academic probation; and
- (g) Assist students in the development of an appropriate Student Education Plan (SEP) in accordance with their educational goal.

C. The District shall not use any assessment instrument except one specifically authorized by the Board of Governors of the California Community Colleges.

D. Exemptions.

A student may be exempt from orientation, assessment, counseling, advising, or student education plan development if any of the following apply:

- 1. has completed an associate degree or higher;
- 2. has enrolled at the college for a reason other than career development or advancement, transfer, attainment of a degree or certificate of achievement, or completion of a basic skills or English as a Second Language course sequence;
- 3. has completed these services at another community college within a time period identified by the district;
- 4. has enrolled at the college solely to take a course that is legally mandated for employment as defined in Title 5, section 55000 or necessary in response to a significant change in industry or licensure standards, or
- 5. has enrolled at the college as a special admit student pursuant to Education Code section 76001.

Any student exempt from orientation, assessment, counseling, advising, or student education plan development shall be notified and may be given the opportunity to participate in these services.

The District will not exempt a student solely because a student has not selected an education and career goal or course of study.

E. The District shall do all of the following:

- 1. Inform students of their rights to access transfer-level coursework in English, mathematics (or quantitative reasoning), credit English as a Second Language and of the multiple measures placement policies or other college placement processes including the availability of challenge processes;
- 2. Include information about the student's course placement options in the college catalog, in orientation and advisement materials, on the college's website, and in any written communication by counseling services;

3. Provide annual reports to the California Community Colleges Chancellor's Office in a manner and form described by the California Community Colleges Chancellor's Office; and
4. Publicly post the college's placement results, including the number of students assessed and the number of students placed into transfer-level coursework, transfer-level coursework with concurrent support, or transfer-level or credit English as a Second Language coursework, disaggregated by race and ethnicity.

Reference:

Education Code Sections 78210 et seq.; Title 5 Sections 55500 et seq.

ACCJC Accreditation Standard II.C.2

Approved by the Chancellor: October 18, 2012

Revised and approved by the Chancellor: April 11, 2014

Revised and approved by the Chancellor: August 13, 2015

Revised and approved by the Chancellor: November 18, 2019

Revised and approved by the Chancellor: December 6, 2019

Revised and approved by the Chancellor: November 9, 2021

Administrative Procedure 5055 Enrollment Priorities

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. (See BP and AP 4260, Prerequisites and Co-requisites)

Enrollment may be limited due to the following:

- Health and safety considerations
- Facility limitations
- Faculty workload
- Availability of qualified instructors
- Funding limitations
- Regional planning
- Legal requirements
- Contractual requirements
- Programs that have special admission requirements

Registration priorities are based on California Education Code and Title 5.

The District will provide priority registration for students who enroll in community college for the purpose of:

- Degree or Certificate attainment;
- Transfer to a four-year college or university; or
- Career advancement.

Student will have the following registration priority, in the order of priority listed below:

Group #1: Members of the Armed Forces or a Veteran; Foster youth, former foster youth or homeless youth or former homeless youth.

Students who have completed orientation, assessment, and developed student education plans and are eligible as a member of the Armed Forces or a Veteran pursuant to Education Code section 66025.8 or as a foster youth, former foster youth, or homeless youth up to the age of 24 pursuant to Education Code section 66025.9.

Disabled Student Programs and Services (DSPS) students; Extended Opportunity Programs and Services (EOPS) students; and California Work Opportunity and Responsibility to Kids Program (CalWORKs).

Students who have completed orientation, assessment, and developed student education plans and are eligible and receiving services through Disabled Student Programs and Services (DSPS), Extended Opportunity Programs and Services (EOPS), or California Work Opportunity and Responsibility to Kids Program (CalWORKs).

A student who is a Tribal TANF recipient.

Group #2: Continuing Students and First-time Students

Students who are continuing students, not on academic or progress probation for two consecutive terms as defined in these policies and procedures, and first-time student who have completed orientation, assessment, and developed education plans.

Students in this group will receive registration priority in the following order:

- Students participating in approved special programs, including but not limited to, CARE, Student Athletes, TRiO, First Year Experience (FYE), the Puente Program and others.
- Gateway to College and ASTI Students
- All other Continuing and First-time Students
- Readmitted students

Registration priority specified above shall be lost at the first registration opportunity after a student:

- Is placed on academic or progress probation or any combination thereof as defined in these Board Policies and District Administrative Procedure 4250 for two consecutive terms; or
- Has earned one hundred (100) or more degree-applicable semester units at the District.

For purposes of this section, a unit is earned when a student receives a grade of A, B, C, D, or P as defined by Board Policy and District Administrative Procedure 4230. The 100-unit limit does not include non-degree applicable units in English as a Second Language or basic skills courses. Students enrolled in high unit majors or programs may petition to retain priority registration in Group #3.

The District shall notify students who are placed on academic or progress probation, of the potential loss of enrollment priority. The District shall notify the student that a second consecutive term on academic or progress probation will result in the loss of priority registration as long as the student remains on probation. The District shall notify students who have earned 75 percent or more of the unit limit, that enrollment priority will be lost when the student reaches the unit limit.

Group #3: Concurrently enrolled High School Students (10th, 11th, and 12th grade).

Appeal of Loss of Enrollment Priority: Students may appeal the loss of enrollment priority when the loss is due to extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness or other circumstances beyond the control of the student, when a student with a disability applied for, but did not receive a reasonable accommodation in a timely manner. The Vice President of Student Services or designee will determine the appeal in his/her sole discretion.

These enrollment priorities will be effective for Fall 2014 semester enrollment and thereafter. The District will ensure that these procedures are reflected in course catalogs and that all students have appropriate and timely notice of the requirements of this procedure.

Unit Load

Students may not enroll in more than 18 units at any Peralta College during fall and spring semester without prior approval. Students may obtain counselor approval for enrollment in 18.5-21.5 units. Enrollment in 22-25 units requires approval from any Vice President of Student Services at any of the colleges. No student will be allowed to enroll in more than 25 units.

The maximum number of units a student can enroll in for the Summer Session is 10 units.

Classes with Time Conflicts

Students may not register for courses taught at conflicting times.

Outstanding Fee, Title 5, Sections 58500-58508

Students who have outstanding fees in the District will be precluded from registering until all fees are paid.

References:

Education Code Sections 66025.8, 66025.9 and 66025.92; Title 5 Sections 51006, 58106, and 58108

First approved by the Chancellor: January 31, 2012 Revised and approved by the Chancellor: May 24, 2013

Revised and approved by the Chancellor: February 14, 2014

Revised and approved by the Chancellor: March 15, 2016

Revised and approved by the Chancellor: December 12, 2017

Revised and approved by the Chancellor: November 16, 2018

Revised and approved by the Chancellor: January 5, 2021

ADMINISTRATIVE PROCEDURE 5130 FINANCIAL AID

I. Student Eligibility

Recipients of financial aid from Federal and State-funded programs must be students enrolled in eligible programs of study for the purpose of obtaining a degree, an approved Title IV certificate, or transfer to a 4-year college or university. In addition to financial need, other eligibility requirements for most Federal and State programs include:

- A. Having a high school diploma, a GED, or a completion of high school education in a home school setting approved under the state law or completed more than 6 degree applicable units prior to July 1, 2012.
- B. Being a U.S. Citizen, eligible non-citizen, or AB540.
- C. Maintaining satisfactory academic progress in accordance with district standards.
- D. Not be in default on a federal loan or grant overpayment.
- E. Be registered with the selective service, if required. F. Have a valid social security number.

II. Application Procedures

Step 1. Application (FAFSA) or "California Dream Act Application" for students without legal immigration status.

Student fills out FAFSA online and submits it to the Federal Financial Aid. Students without legal immigration status fill out the California Dream Act application through the California Student Aid Commission in lieu of the FAFSA. Students completing the FAFSA or the California Dream Act are encouraged to submit the application as early as possible, beginning October 1 each academic year.

Step 2. Student Aid Report (SAR)

Federal Student Aid processes the FAFSA and produces a Student Aid Report (SAR), which is sent to the student, and an Institutional Student Information Aid Report (ISIR) which is sent to the colleges listed on their FAFSA.

The California Student Aid Commission processes the California Dream Act application and produces a Student Aid Report (SAR), which is sent to the student and is sent to the colleges listed on the California Dream Act application.

Step 3. Student Notification

The Peralta Community College District College designates as the home college emails a welcome letter to the student's Peralta email address listed on their Passport account. Financial Aid applicants are informed to view their financial aid status and financial aid "To-Do" items by logging onto their Peralta Passport account. Students should review items on To-Do list and provide required documentation to the home college Financial Aid Office.

If the student is selected for "Verification" and did not use the IRS Data Retrieval Tool when filling out the FAFSA or California Dream Act, they may be required to provide additional documentation that is listed on the financial aid "To Do" list located in their passport account and submit them to their home college's Financial Aid Office.

The following is a list of documents that may be requested from students:

1. Copy of a California Driver's License. DMV Identification Card, Green Card, or Passport
2. Copy of a Social Security Card
3. Verification Worksheet form 4. IRS Income Tax transcript 5. Proof of Selective Services
6. Proof of a High School Diploma, GED, etc.

The student's information must be updated with Admissions and Records.

Step 4. Financial Aid Office Visit

Upon arrival, the Financial Aid Staff (FAS) will review the student's file to determine what documents are needed to complete their financial aid file.

- A. The FAS determines if the student's current ISIR transaction is in the District's computer system (PeopleSoft).
- B. The FAS assesses the documents available to determine if the file is complete and if the student is eligible or ineligible for Financial Aid.
- C. The FAS will inform the student if the student is ineligible or if additional document(s) are needed. If the file is incomplete, all reviewed documents will be returned to the student with a request to return with a complete set.
- D. The visit will be logged by the FAS and copies of communications will be placed in the student's file.
- E. If no additional documents are needed, the FAS will complete the student's file and package their financial aid award. A Financial Aid award notice will be emailed to the student's Peralta email address, and the student is advised to view their Passport account for their award information.

III. Payment Procedures

The Federal Pell Grants and Direct Loan program will be disbursed in multiple payments per term. Federal Supplemental Educational Opportunity Grants, the State Cal Grant Program, the Student Success Completion Grant will be disbursed once per semester, and the Federal Work-Study Program earnings will be paid on a monthly basis.

IV. Overpayments

Peralta will determine the amount of federal financial aid a student has earned in accordance with federal law. Recipients of federal programs are subject to the Return of Title IV funds requirements. Students who receive federal financial aid and

do not attend any classes will be required to repay all of the funds they have received. Students who withdraw from all classes prior to completing more than 60% of the semester will have their financial aid eligibility recalculated based on the percentage of the semester completed and will be required to repay any unearned financial aid they have received.

At Peralta, a student's withdrawal date is:

- A. The date the student officially notified the Admissions & Records Office of his or her intent to withdraw or
- B. The date verified by the instructor indicating the last day of attendance, academically related activity, or no attendance.

V. Satisfactory Academic Progress

Federal and State financial aid regulations require Peralta to establish; publish; and apply quantitative, qualitative, and incremental standards by which Peralta can determine whether a student requesting and/or receiving aid funds is maintaining satisfactory progress in his/her course of study. Peralta makes these standards applicable to the following aid programs:

Federal Pell Grant

Federal William D. Ford Direct Loan Program Federal Work Study

Federal Supplemental Educational Opportunity Grant

Bureau of Indian Affairs Cal Grant B

Cal Grant C Chafee Grant

Student Success Completion Grant California Dream Loan Program

Financial aid progress standards apply to current and prior academic work at Peralta, regardless of whether or not a student has previously received any form of financial aid. These progress standards apply to all students within categories of students (full-time, 3/4-time, 1/2-time, and less than 1/2- time) and academic programs (Certificate, Associate Degree, and transfer).

VI. Eligible Programs

Students must be enrolled in an eligible program of study for the purpose of obtaining a Certificate, Associate Degree, or completing a transfer program. Certificate programs offered by the Peralta Colleges must be approved as eligible programs by the Department of Education to be eligible for federal student aid funding.

VII. Program Length

Peralta offers a variety of Certificate programs, Associate degrees, and transfer programs, each with its own unit, course, and time requirements. The Educational Plan, designed specifically for each certificate, degree, or transfer program, will indicate the maximum time frame, in units, required for each program.

VIII. Program Completion

Financial Aid regulations require that students complete their program of study within 150% of the time frame required of each program. For example, a full-time student enrolled in an Associate degree program must complete his/her program of study within 90 units (an Associate Degree equals 60 units).

IX. Evaluation of Progress

Students will be considered to have made satisfactory progress when they:

- A. Maintain a cumulative 2.00 G.P.A. and
- B. Successfully complete the minimum number of units as described below.

A student's progress toward his/her educational objective will be evaluated at the end of each academic semester. Students must complete and earn above 66.7% of the cumulative attempted credits at the end of each semester to maintain the pace required to complete degree requirements.

66.7% Cumulative Progression Samples of Total Attempted Credit Hours and the Earned Credit Hours required to meet 66.7% progression		
Cumulative Units Attempted on Academic Transcript	Cumulative Units Earned on Academic Transcript	Cumulative Completion Percentage
60 credits attempted	40 credits earned	66.7
36 credits attempted	24 credits earned	66.7
24 credits attempted	16 credits earned	66.7
12 credits attempted	8 credits earned	66.7

Enrollment in credit courses for .1 to 5.5 units is considered less than 1/2 time; 6 to 8.5 units is considered 1/2 time; 9 to 11.5 units are considered 3/4 time, and 12 or more units is considered full-time. A student's enrollment status will be determined at the end of the financial aid census date of each semester. If awarded after that period, the status will be determined at the time of the financial aid funding.

X. Successfully Completed Courses

Successfully completed courses are those in which a student received a grade of "A", "B", "C", "D", "CR", or "P".

XI. Unsuccessfully Completed Courses

Unsuccessfully completed courses are those in which a student receives a grade of "F", "NC", "NP", "IP", "I", "EW", "FW" or "W." However, under the Peralta grading system, the grade of "I" may be replaced with a letter grade which will yield unit credit. Unsuccessfully completed courses adversely impact academic progress. Students are encouraged to add or drop during the period that they will receive no notations on their permanent record. Although unsuccessfully completed courses are not successful, they are considered attempted and impact program length.

XII. Course Repetition

Students are not permitted to receive financial aid for repeating courses, except as follows:

- A. A student may repeat a course one time for which the student earns a "D" grade for the course.
- B. A student may repeat a course for which a grade of "F" or "W" is received in order to achieve a passing grade.

XIII. Change of Major of Study

Students have a limited number of times they can change their major. They can do so two (2) times within one academic year. Additionally, major changes are only allowed within the first 2 weeks of the semester for fall or spring terms and 1 week in the summer semester.

XIV. High School Credit

Students cannot use (transfer back) college courses for high school credit for which they have received financial aid, otherwise, an overpayment will result.

XV. Transfer Students

Students that transfer from another accredited post-secondary institution can submit academic transcripts of their previous college credits to the Admissions and Records Office. Those transcripts will be reviewed and evaluated. The accepted units will be applied toward the cumulative total of units earned and will be applied to the Satisfactory Academic Progress maximum timeframe guidelines.

XVI. Remedial Classes

Students may receive aid for up to 30 units of remedial classes. Courses must be at the secondary level and required as part of an eligible program. Note: These classes are identified as pre-collegiate/basic skills and are non-degree applicable.

XVII. Reinstatement

If a student is denied financial aid, he/she may be reinstated once they have regained Satisfactory Academic Progress, according to the standards. However, students may not be paid retroactively for periods in which they failed to maintain satisfactory progress.

XVIII. Financial Aid Ineligibility

Extenuating circumstances, which warrant an exception to the SAP Policy, may be considered. Students must submit a petition form with documentation to substantiate reinstatement.

Examples of extenuating circumstances may include:

- A. **Injury or illness of student.** (Student must verify extensive hospitalization, medical treatment, or serious illness.)
- B. **Personal crises.** (Student discloses, in writing, a traumatic situation, such as: death of a family member, separation, divorce, abuse, automobile accident, or destruction of home or belongings by fire or theft.)
- C. **Change of major or objective.** (Student needs one or two additional semesters due to change in educational/career objective. NOTE: A current educational plan is required prior to approval.)
- D. **Other circumstances.** (Student should explain the nature of his/her problem and illustrate why an exception to the standards should be made. Other circumstances are considered on a case-by-case basis.)

XIX. Appeals Process

In order for an appeal to be considered, the student must provide the following:

- A. The Appeal Form with a written statement explaining the circumstance that prevented the student from making academic progress.
- B. A current educational plan with the entire courses listed to complete the educational goal.
- C. Supporting verification (e.g. a hospital or doctor's statement verifying an extended illness, medical bills, Probation Contract).
- D. All academic transcripts from all previously attended colleges. If aid is denied by the Appeals Committee, the decision is final unless new documentation can be presented.

XX. Delinquent Financial Obligations

- A. The Peralta Colleges will withhold grade transcripts, diplomas and registration privileges, or any combination thereof, from any student or former student who has failed to pay a proper financial obligation due to the District (e.g., financial aid liability, returned check, equipment breakage, unpaid library fine, etc.)
- B. Students who meet all Financial Aid eligibility requirements and have anticipated aid may be exempt from registration holds. Students in these scenarios must also agree and permit the use of Financial Aid payment towards the student's financial obligation to the District.
- C. Any item or items withheld shall be released when the student satisfactorily meets the financial obligation to the District.
- D. If a student believes that he or she does not owe all or part of any unpaid obligation, the student should contact the Office where the obligation occurred for resolution of the debt.

XXI. California College Promise Grant (formerly known as the BOG Fee Waiver)

A. In addition to the Financial Aid Awards provided above, some students will be eligible for the California College Promise Grant (formerly known as the California Community Colleges Board of Governors Fee Waiver). The California College Promise Grant (CCPG) is designed to ensure that the fee policies of the California Community Colleges (CCC) are not a financial barrier to education for any California resident. Enrollment fees charged to CCC students are determined by the Legislature and the Governor and can be adjusted whenever it is deemed appropriate. These fees are waived for needy students as defined by the California College Promise Grant Program.

<https://home.cccapply.org/money/california-college-promise-grant>

B. Loss of Eligibility for California College Promise Grant

- 1. Beginning fall 2015, students shall be evaluated for the loss of the CCPG fee waiver. Beginning fall 2016, a student shall become ineligible for the CCPG fee waiver if the student is placed on academic or progress probation or any combination thereof for two consecutive primary terms (see BOG fee waiver; this exemption is effective until the date specified in Education Code section 66025.9(c).
- 2. Primary terms are fall and spring semesters at the Peralta Community College District. Terms shall be considered consecutive on the basis of the student's enrollment so long as the break in the student's enrollment does not exceed one primary term.
- 3. A unit is earned when a student receives a grade of A, B, C, D (see Board Policy 4230 and Administrative Procedure 4230).
- 4. Information regarding the loss of eligibility, as well as guidelines for appeals and deadline dates for the CCPG, shall be printed in college catalogs, catalog addenda, and in-class schedules.

C. Notification

- 1. The District shall notify students who are placed on academic or progress probation for the first time of the potential loss of the CCPG fee waiver. Notifications will be sent to students 30 days after the end of each primary term that resulted in the student's being placed on probation. The notification will clearly state that two consecutive primary terms of probation will lead to a loss of the CCPG fee waiver until the student is no longer on probation. Each student will be notified about probation through his/her email. The notification also will advise students about the available student support services to assist them in maintaining eligibility. Guidelines for appeals and deadline dates will be provided in the notifications, as well as in the college class schedules, website, and catalog.
- 2. The District also shall notify the students who are placed on academic or progress probation for a second consecutive term which has resulted in the loss of his/her CCPG fee waiver. Each student will be notified about his/her loss of the CCPG fee waiver through his/her Peralta email.

3. Each Peralta College, through the Office of the Vice President of Student Services, shall make every reasonable effort to notify a student of potential loss of fee waiver at or near the beginning of the semester in which the status is in effect.

D. Appeal of Loss of California College Promise Grant Fee Waiver

1. Students may appeal the loss of the CCPG fee waiver when the loss is due to extenuating circumstances.

Extenuating circumstance are verified cases of:

a. Accidents, illness, or other circumstances beyond the control of the student; b. A change in a student's economic situation;

c. Evidence that a student was unable to obtain essential support services;

d. Special consideration of factors for CalWORKs, EOPS, DSPS, and veteran students;

e. Students with disabilities who applied for but did not receive accommodation in a timely manner; or

f. Significant academic improvement; or

g. Successful appeal for enrollment priority, which extends to the California College Promise Grant program.

2. Guidelines and instructions for appeals and deadline dates will be provided on the appeal form.

3. Each college shall designate individual(s) who will review and determine the appeal at his/her sole discretion. A student who successfully appeals shall have California College Promise Grant eligibility restored.

Note: Effective January 1, 2020, districts must provide students with the Financial Aid Shopping Sheet, as developed by the U.S. Department of Education, when it provides a financial aid award package to an individual who is offered admission. Districts should ensure their locally created practice or financial aid handbooks incorporate this requirement.

References:

Education Code Sections 66021.3, 66021.6, 66025.9, 69514, 70030 et seq., 76300 and 94912.5; Title 5 Sections 55031 and 58600 et seq.;

20 U.S. Code Sections 1070 et seq.;

34 Code of Federal Regulations Section 668 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);

ACCJC Accreditation Standard III.D.15

Approved by the Chancellor: December 14, 2012

Revised and approved by the Chancellor: February 14, 2014

Revised and approved by the Chancellor: October 21, 2015

Revised and approved by the Chancellor: May 8, 2018

Revised and approved by the Chancellor: November 16, 2018

Revised and approved by the Chancellor: November 18, 2019

Revised and approved by the Chancellor: May 14, 2021

ADMINISTRATIVE PROCEDURE 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 long-range goals and measureable 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, the Americans with Disabilities Act, and Title 5, Section 56027, and Board Policy 5140, the Peralta Community College District has developed the following procedures to respond in a timely manner to requests by students with disabilities for academic adjustments. 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 adjustments, services and auxiliary aids.
 - B. The goal of all academic adjustments, services 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 which are in compliance with federal requirements. 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 process listed below in "Section III Resolution of Disagreements related to DSPS

Services and Grievance Procedure". Pending the resolution of any dispute/ disagreement regarding an academic adjustment, the academic adjustment 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, services, and/or academic adjustments. 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 adjustments. 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 adjustments. It is the responsibility of the DSP&S professional to make arrangements for and facilitate the delivery of academic adjustments with the student with a disability in coordination with instructional faculty, as appropriate. The DSP&S professional will assist with providing the appropriate academic adjustments 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 academic adjustment.
4. Instructors cannot unilaterally deny approved academic adjustments and students may not be asked or required to negotiate with instructors or staff about the provisions of academic adjustments, services, or auxiliary aids that have been approved by DSP&S. If an instructor receives an academic adjustment form and does not understand it or disagrees with the academic adjustment 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 professional, and despite the

provision of academic adjustments, services, and/or auxiliary aids, the student may request a substitution of the course as an alternative method of meeting general education degree requirements.

- A. An 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, the Vice Chancellor for 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 the 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.

2. 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 Vice Chancellor for Student Services, DSP&S professionals, and the College Vice President of Instruction, as appropriate

3. 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/consideration.
- 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 academic adjustments and has been unable to successfully complete course requirements.
 - iii. Regular attendance (i.e., meeting the attendance requirements of the course);
 - iv. Completion of all course assignments.
 - v. Use of all appropriate and available services such as tutorial assistance or instructional support classes.
 - vi. Use of all appropriate and available academic adjustments, such as test accommodations.

- vii. 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 academic adjustments.
- 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 Evaluation Team recommends a course substitution, the Evaluation 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

Evaluation 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 Vice Chancellor for 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 Vice Chancellor for Student Services. The District Office of Admissions and Records 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 Regarding a Substitution/Waiver Decision

If the student is dissatisfied with the decision of the Evaluation Team, the student may appeal in writing the decision to the Vice President of Student Services, who is required to confer with the Vice President of Instruction, and provide a decision within ten (10) instructional days of receipt of the student's written complaint. All documentation reviewed by the Evaluation Team will be provided to the Vice President of Student Services, as

well as their written rationale for denial of the substitution/waiver. If the Vice President of Student Services concurs with the Evaluation Team's decision, the student has the right to appeal the decision 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.
- A. 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.

References:

Education Code Sections 67302, 67310 and 84850;
Title 5 Sections 56000 et seq.
42 U.S.C. Section 12101, 34 CFR Sections 104.3 and 104.44; 36 CFR 11135

Approved by the Chancellor: January 7, 2013

Revised and approved by the Chancellor: October 21, 2015 Revised and approved by the Chancellor: September 28, 2016

AP 5500 Standards of Student 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. Conduct that constitutes sexual harassment under Title IX is addressed under AP 3433 Prohibition of Sexual Harassment under Title IX and AP 3434 Responding to Harassment Based on Sex under Title IX – these procedures must be used.
- 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 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. The 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 have 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 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:

1) Student. Any person currently enrolled as a student at any college or in any program offered by Peralta Community College District who was enrolled at the time of the alleged violation of the Standards of Student Conduct.

2) 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.

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

4) 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:

- a. The specific section of the Code of Student Conduct that the student is accused of violating.
- b. A short statement of the facts (such as the date, time, and location) supporting the accusation.
- c. 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.
- d. 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 the 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. The official recording 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 by certified mail to the address last on file with the District 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.

References:

Education Code Sections 66017, 66300, 66301, 72122, and 76030, et seq.
Penal Code Section 626.4
ACCJC Accreditation Standards I.C.8 and 10

Approved by the Chancellor: December 5, 2012

Revised and Approved by the Chancellor: January 3, 2014
Revised and approved by the Chancellor: June 15, 2015
Revised and approved by the Chancellor: August 13, 2015
Revised and approved by the Chancellor: February 11, 2016
Revised and approved by the Chancellor: September 28, 2016
Revised and approved by the Chancellor: May 14, 2021

ADMINISTRATIVE PROCEDURE 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:** The extent permitted by Education Code Section 76224 subdivision (a), which provides: "When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final." "Mistake" may include, but is not limited to errors made by an instructor in calculating a student's grade and clerical errors;
- B. The exercise of rights of free expression protected by state and federal constitutions and Education Code Section 76120.
- C. Violation of Law, Policy, and Procedures:

Violation of rights which a student is entitled to by law or District policy, including financial aid, rules for student conduct, admission, probation, or suspension or dismissal policies.

D. This Student Grievance Procedure does not apply to:

- 1. 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. (See AP 3433 Prohibition of Sexual Harassment under Title IX, AP 3434 Responding to Harassment Based on Sex under Title IX, and AP 3435 Discrimination and Harassment Complaints and Investigations)
- 3. Student disciplinary actions, which are covered under separate board policies and administrative procedures.

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

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 free expression, 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 ninety (90) day period constitutes waiver of the student's right to appeal.

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 exercise of rights of free expression protected by state and federal constitutions and Education Code Section 76120, 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:

- e. For academic (grade) grievances, one faculty member (and one alternate) jointly appointed the PFT and the Faculty Senate; or
- f. 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.
- ax. 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.
- all. 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.
 - 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

a. President's Decision

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

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

b. Chancellor's Decision

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

c. Board of Trustees' Decision

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

8. Time Limits

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

References:

Education Code Section 76224(a)

Title IX, Education Amendments of 1972 ACCJC Accreditation Eligibility Requirement 20 ACCJC Accreditation Standard IV.D.

Per Accreditation Standards this procedure is legally advised

Approved by the Chancellor: December 7, 2012

Revised and approved by the Chancellor: August 13, 2015 Revised and approved by the Chancellor: March 28, 2018

Revised and approved by the Chancellor: October 6, 2020 Revised and approved by the Chancellor: February 8, 2022

Campus Map

