

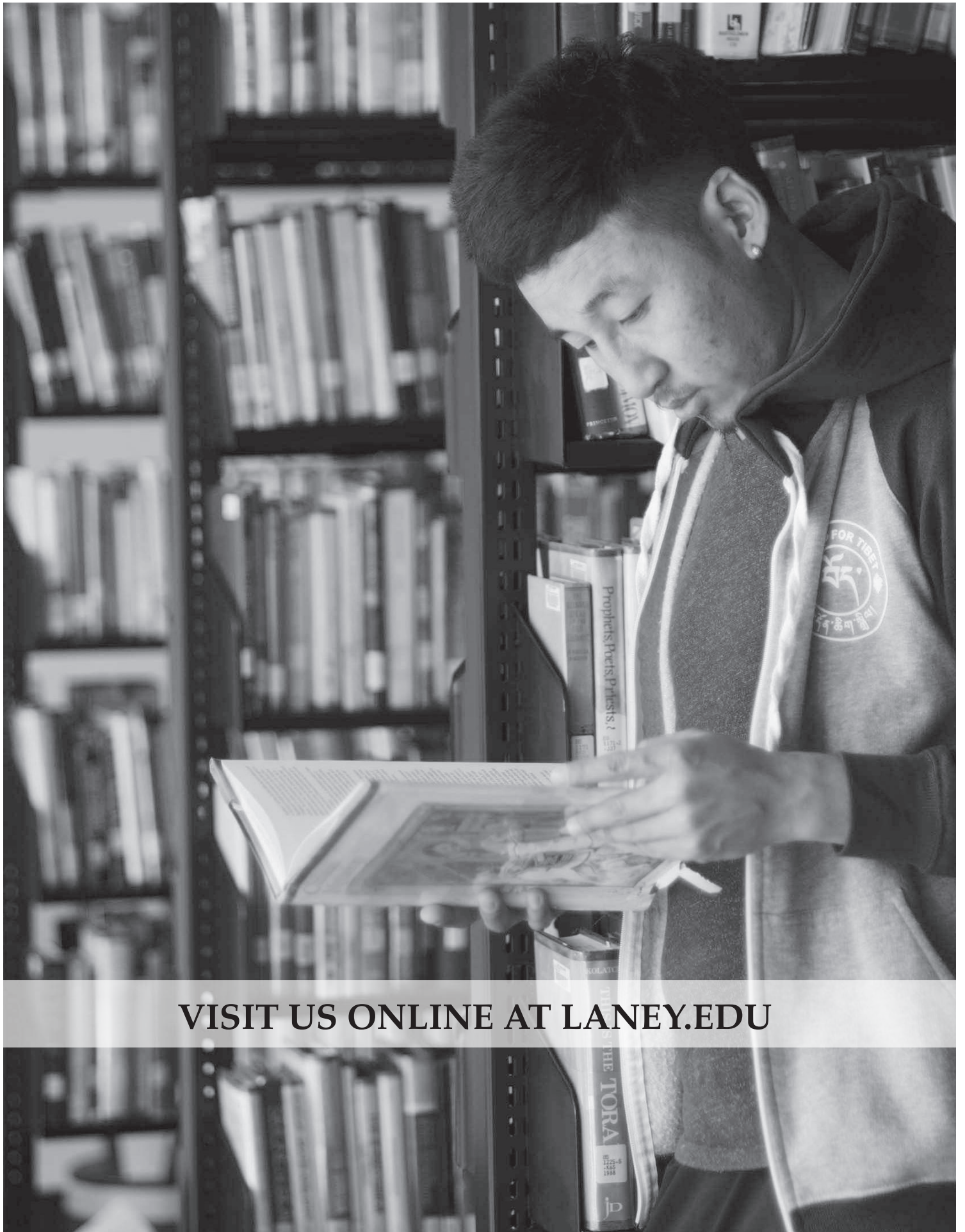
LANEY COLLEGE



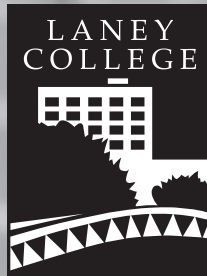
2017-2018
course catalog

Enroll today at laney.edu





VISIT US ONLINE AT LANEY.EDU



900 Fallon Street
Oakland, CA 94607
Phone: (510) 834-5740
www.laney.edu

2017-2018 CATALOG



**Peralta Community
College District**

Berkeley City College
College of Alameda
Laney College
Merritt College

Catalog Photo Credit: Laney College Photography
Department Students & Chair Michael Mejia

Laney College does not discriminate on the basis of age, race, color, sex, gender, sexual orientation, national origin, or disability.



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Laney College

Message from the President



Greetings,

I want to personally welcome you to our vibrant and diverse learning community.

For over 60 years Laney College has served as a beacon of opportunity and success for generations of learners who are now making a difference in our local and global communities. Whether their first step along the path to college, returning to upgrade existing skills, or taking classes for personal enrichment, the College has provided unparalleled educational opportunities, mentoring and support for students just like you.

I am humbled and inspired by the incredible wisdom, humor, creativity, and strength of Laney's graduates, all of whom complete degrees and certificates in our programs and/or transfer to exceptional universities, year after year. Our students and staff reflect the diversity of the Bay Area—a wonderful and eclectic mix of people from every background. In fact, this is one of the most valuable assets of our learning community.

We are honored to be the entryway to higher education for many Dreamers and for those who are first in their families to attend college. We do not take your choice to come to Laney lightly, and this is demonstrated by the commitment of our faculty and staff to academic excellence, collaboration, as well as to innovation in creating a student-centered learning environment.

I sincerely hope your time here will be transformative and guide you on a pathway to success, both at Laney and beyond. I am so glad you are joining this wonderful community of teachers and learners.

Sincerely,

Tammeil Y. Gilkerson
Laney College President



Laney College

ADMINISTRATION

Tammeil Y. Gilkerson, President

Gary Albury, Interim Director of Student Activities and Campus Life

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

Peter Crabtree, Division Dean, Career and Technical Education

Jackie Graves, Associate Dean of Student Success

Julianne Kirgis, Ph.D., Division Dean, Social Sciences and Humanities

Mildred Lewis, Ed.D., Dean of Enrollment Services

C. Denise Richardson, Division Dean, Mathematics and Sciences

Kevin Wade, Dean of Student Services

Vacant, Director of Business and Administrative Services

Vacant, Vice President of Instruction

Vacant, Vice President of Student Services

ABOUT LANEY COLLEGE

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

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

Today, Laney is the largest of the four Peralta campuses, serving 20,000 students per year. Laney offers close to 40 associate degrees in the liberal arts and science fields. A significant number of its graduates go on to four-year institutions including campuses in the University of California and California State University systems, local and out-of-state independent institutions, and Historically Black Colleges and Universities. In addition to its commitment to academics, Laney continues to make career and technical education as well as employment development a critical part of its mission, offering over 40 certificate programs and numerous short-term courses.

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

Mission: Laney College, California, is a diverse, urban community college committed to student learning. Our learner-centered college provides access to quality transfer and career- technical education, foundation skills and support services. These educational opportunities respond to the cultural, economic, social, and workforce needs of the greater Bay Area and increase community partnerships and global awareness.

Values: Respect, Diversity, Appreciation, Competence, Integrity, Accountability, Innovation, Collaboration (www.laney.edu/about).



PERALTA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

Julina Bonilla, President
Meredith Brown, J.D., Vice President
Nicky González-Yuen, J.D., Member
Linda Handy, Member
William "Bill" Riley, Ed. D., Member
Karen Weinstein, Member
Bill Withrow, Member

Vacant, Student Trustee
Nesi More, Student Trustee

DISTRICT ADMINISTRATION

Jowel C. Laguerre, Ph.D., Chancellor
Yashica Crawford, Ph.D., Chief of Staff

Siri Brown, Ph.D., Vice Chancellor of Academic Affairs
Jason Cole, Vice Chancellor of Information Technology
Sadiq B. Ikharo, Ph.D., Vice Chancellor for General Services
Trudy Largent, J.D., Vice Chancellor for Human Resources and Employee Relations
Christine D. Williams, Acting Vice Chancellor for Finance and Administration





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:

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

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

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

GENERAL INFORMATION

Accuracy Statement

Laney College endeavors to accurately and fairly present its programs, course descriptions, schedules and policies, and to ensure that all information presented here is correct and current as of the date of its release. Laney College assumes no responsibility for administrative or publication errors. In addition, Laney College reserves the right to add, amend, modify or withdraw any of its policies, course descriptions, class schedules or other information reflected here from time to time. Please check our website at www.laney.edu for our catalog supplement and the most current, available information.

Using This Catalog

The Laney College Catalog describes the courses, programs and services of the college that are planned for the 2017-2018 academic years. Most of the policies and regulations affecting students are described in this catalog, and each student is responsible for becoming familiar with this information. More current or complete information may be obtained from the appropriate department or administrative office.

Accreditation

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

Instructional Program

The Laney College instructional program is designed to provide:

1. General Education courses which provide students with knowledge, skills, appreciation, attitudes, and values which each individual needs for an effective and well-balanced life in a democratic society;
2. Career and Technical Education courses which lead directly to employment or upgrading after intensive training in theory and practical application in trade, technical, business, and service occupations;
3. Transfer Education courses paralleling freshman and sophomore years at four-year institutions. Also included are courses, which enable students to make up scholastic deficiencies while preparing for transfer to four-year colleges or universities;
4. English as a Second Language/English as a Second Other Language 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. Descriptions of the courses are given in the course announcements, listed as English as a Second Language/English as a Second Other Language (ESL/ESOL);
5. 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 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 plan. It constitutes a regular and essential element in the educational process. The Cooperative Work Experience Education Office is in Tower Building, Room 711.

GENERAL INFORMATION

Organization of Classes

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

Responsibility for Meeting Requirements

Each student must assume responsibility for compliance with the regulations set forth in this catalog, for satisfying

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

Student Right-to-Know Disclosure

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




Laney College

Academic Calendar 2017 Fall Semester

August 21	Mon	Day and Evening Instruction Begins
August 26	Sat	Saturday Instruction Begins
August 26	Sat	Last Day to Add without Permission Number or Add Card
September 4	Mon	Last Day to Add Regular Session Classes in person with a Permission Number on Add Card
September 4	Mon	Last Day to Drop Regular Session Classes and Receive A Refund
September 4	Mon	Last Day to Drop Regular Session Classes Without a "W" Appearing on Transcripts
September 4	Mon	Last Day to Add Regular Session Classes online with an Instructor issued Permission Number
September 4	Mon	Labor Day – Holiday Observance
September 4	Mon	Census Roster Due
September 5	Tues	Census Day
September 8	Fri	Last Day to File for PASS/NO PASS Grading Option for Regular Session Classes
October 20	Fri	Last Day to File Petitions for AA or AS Degree/Certificate
October 26	Thur	Professional Day- No Instruction
November 10	Fri	Veteran's Day – Holiday Observance
November 15	Wed	Last Day to Withdraw from Regular Session Classes and Receive a "W" All outstanding fees are due even if classes are dropped on this day
November 15	Wed	Attendance Verification Day – Instructors Verify Enrollment
November 23-26	Thur-Sun	Thanksgiving – Holiday Observance
December 9	Sat	Saturday Instruction Ends
December 10-15	Sun-Fri	Final Examinations
December 15	Fri	Fall Semester Ends

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

NOTE: Short-term and open-entry classes must be dropped within 10% of the first class meeting to receive a refund.

Dates are subject to change, see the online Academic Calendar www.peralta.edu for the latest information.



January 15	Mon	Martin Luther King Jr's Birthday – Holiday Observance
January 22	Mon	Day and Evening Instruction Begins
January 27	Sat	Saturday Instruction Begins
January 27	Sat	Last Day to Add without Permission Number or Add Card
February 4	Sun	Last Day to Add Regular Session Classes in person with a Permission Number on Add Card
February 4	Sun	Last Day to Drop Regular Session Classes and Receive A Refund
February 4	Sun	Last Day to Drop Regular Session Classes Without a "W" Appearing on Transcripts
February 4	Sun	Last Day to Add Regular Session Classes online with an Instructor issued Permission Number
February 4	Sun	Census Roster Due
February 4	Mon	Census Date
February 9	Fri	Last Day to File for PASS/NO PASS Grading Option for Regular Session Classes
February 16-19	Fri-Mon	President's Birthday – Holiday Observance
March 16	Fri	Last Day to File Petitions for AA or AS Degree/Certificate
March 22	Thur	Professional Day- No Instruction
March 31-April 6	Tu-Sun	Spring Recess
April 2	Mon	Cesar Chavez- Holiday Observance
April 26	Thur	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	Fri	Attendance Verification Day – Instructors Verify Enrollment
May 18	Fri	Malcolm X's Birthday – Holiday Observance
May 19	Sat	Saturday Instruction Ends
May 21-25	Mon-Fri	Final Examinations
May 25	Fri	Spring Semester Ends
May 28	Mon	Memorial Day – Holiday Observance
June 1	Fri	Grade Rosters/Rollbooks are Due

NOTE: Saturday classes begin January 26 and meet every Saturday except February 16th, and April 6th. Saturday classes end on May 18.

NOTE: Short-term and open-entry classes must be dropped within 10% of the first class meeting to receive a refund.

Dates are subject to change; see the online Academic Calendar www.peralta.edu for the latest information.



Laney College

Academic Calendar 2018 Summer Semester

June 4	Mon	Drop for Nonpayment of Tuition and Enrollment Fees
June 18	Mon	Day and Evening Instruction Begins
June 24	Sun	Last Day to Drop Regular Session Classes and Receive A Refund
June 24	Sun	Last Day to Drop Regular Session Classes Without a "W" Appearing on Transcripts
June 24	Sun	Last Day to Add Summer Session Classes
June 24	Sun	Census Roster Due
June 25	Mon	Census Day
June 28	Thur	Last Day to File for PASS/NO PASS Grading Option
June 28	Thur	Last Day to File Petitions for AA or AS Degree/Certificate
July 4	Tu	Independence Day – Holiday Observance
July 17	Thur	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 17	Tu	Attendance Verification Day – Instructors Verify Enrollment
July 26	Thur	Summer Session Ends
August 3	Fri	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.

NOTE: Short-term and open-entry classes must be dropped within 10% of the first class meeting to receive a refund.

Dates are subject to change. See the online Academic Calendar www.peralta.edu for the latest information.



SERVICES FOR STUDENTS





Essential Campus Offices & Service Centers

Admissions & Records, A-109 (510) 464-3121
Bookstore, SC Lower Level (510) 464-3514
Bursar / Cashier, A-201 (510) 464-3129
Business Office, T-213 (510) 464-3228
Cafeteria, SC 2nd Floor (510) 464-3512
Childcare Center, CCC (510) 464-3575
Counseling, T-301 (510) 464-3152
Enrollment Services, A-101 (510) 986-6839
CTE Division, T-713 (510) 464-3246
Liberal Arts Division, T-714 (510) 464-3222
Humanities & Social Sciences Division, T-710 (510) 464-3250
Math & Science Division, T-707 (510) 464-3102
Student Services, T-813 (510) 464-3217
Disabled Students' Program and Services, E-251C (510) 464-3428
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 laneyhelpdesk@peralta.edu
Library, LIB (510) 464-3497
Lost & Found, A-102 (510) 464-3540
President's Office, T-806 (510) 464-3536
Public Information, T-807 (510) 986-6922
Transfer Center, T-201 (510) 464-3135
Veteran Services, SC-300E (510) 986-6994
Vice President of Instruction, T-701 (510) 986-6908
Vice President of Student Services, T-813 (510) 464-3252
Welcome Center, A-101 (510) 464-3540
Wellness Center I, T-250 Wellness Center II, SC-410 (510) 464-3134

SERVICES FOR STUDENTS

Adult Transitions Program

Tower Building, Room T-214
(510) 464-3398
laney.edu/adulttransitions/

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

Art Gallery

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

A gallery internship is offered 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.

Assessment Center

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

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

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

Athletics

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

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

Bookstore

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

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

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

Textbooks will be 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.

General information and refund policy regarding textbooks:

- Customer satisfaction is our #1 priority!
- The bookstore gladly accepts returns of merchandise.
- Non-textbook items may be refunded or exchanged within 30 days of purchase, provided the merchandise is in resalable condition. Original cash register receipt is required.
- Textbooks may be refunded with the original cash register receipt within SEVEN calendar days from the first scheduled day of classes or within TWO business days of purchase thereafter until the last THREE weeks of class. Books must be in the original condition with all packaging intact.
- If you have dropped the class (proof may be required), a full refund is available with your receipt through the end of the add/drop period. Books must be in the original condition with all packaging intact.
- Textbooks purchased for summer term, short term, late term or weekend classes are refundable within TWO business days from the first scheduled day of classes or within TWO business days of purchase thereafter. Books must be in the original condition with all packaging intact.
- Textbooks purchased during the last THREE weeks of classes or during exams are NOT refundable, but may be SOLD back under our book buy-back policy.
- If you have purchased your textbooks through EOPS and CARE, returns will be credited back to the program. Original purchase receipts are required for any returns or exchanges.
- Please be careful before opening shrink-wrapped sets. Many contain electronic media and if opened, are only returnable if they are defective.
- Course readers and syllabi are NON- REFUNDABLE.

CalWORKs Program

Building A, Room A-106
(510) 986-6946
laney.edu/calworks/

CalWORKs funds are for the purpose of assisting welfare recipient students and those in transition off of welfare to achieve long-term self-sufficiency through coordinated student services offered at community colleges including: work study, job placement, child care, coordination, curriculum development and redesign, and under certain conditions post-employment skills training, and instructional services.

Cooperative Agencies Resources for Education (CARE)

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

Cooperative Agencies Resources for Education (CARE) is an educational program which represents a cooperative effort between the community college, Department of Social Services, and the Employment Development Department to help single parents achieve educational goals. CARE offers the following services: counseling, orientation, personal development classes, support groups, peer advising, workshops, financial, and childcare assistance.

Child Care

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

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

Concurrent Enrollment and Cross Registration With Four-Year Colleges and Universities

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

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

Counseling

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

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

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

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

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



Disabled Student Programs And Services (DSPS)

Building E, Room E-251
 (510) 464-3428
laney.edu/dsps
cwchan@peralta.edu

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

1. The Disability Resource Center offers services according to individual needs and availability of resources. Services include, advocacy, disability-related counseling, vocational and educational planning, and individually prescribed support services, such as test accommodations, mobility orientation, readers and referrals for special instruction.
2. Hearing Impaired Services provides interpreting, registration, and other support services for hearing impaired students.
3. Alternative Media Center provides books and other materials in other formats such as Braille, e-text, and large print.
4. Workability III, a joint program with California Department of Rehabilitation, helps students find work in their chosen field.
5. DSPS sponsors specialized educational programs as follows:
 - a. The Learning Skills Program- for students with learning disabilities, offering specialized tutoring and test accommodations for Laney classes.
 - b. The High Tech Center- Adapted computer technology training and computer aided instruction for students with disabilities as referred by a DSPS counselor, using state-of-the art hardware and software. Laboratory time is available for trained students to use the computers for class assignments.

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

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

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

Employment Services Center

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

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

Extended Opportunity Programs & Services (EOPS)

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

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

International Affairs & Distance Education

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

The Office of International Affairs and Distance 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, assistances with Social Security and Department of Motor Vehicle matters, as well as online support services.

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

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

Laney Bistro

The Laney Bistro 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.
 (510) 464-3405

Learning Communities

For detailed information on learning communities, see page 21.

Library/Learning Resources Center

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

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

The Library, on the main floor, contains more than 30,000 volumes, 215 periodicals, pamphlets and microform materials. Also available are photocopiers and computers for library research, study rooms and a leisure reading area. The Listening-Viewing Center is located on the lower level of the "L" Building.

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

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

Library Policies

Failure to comply with the Library Rules and Standards of Behavior may lead to suspension of library privileges and/or other disciplinary action in accordance with existing district policies.

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

Newspaper: The Laney Tower

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

The Laney Tower is produced by students in Laney's Journalism Department. The Tower, first published in 1952, has won many awards over the years and has trained many professional journalists. To join the newspaper staff, students should contact the Journalism Department.

Phi Theta Kappa

laney.edu/phi_theta_kappa

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.

Safety Aide Program

(510) 464-3126
laney.edu/safetyaides
laney.safetyaides@peralta.edu

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

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

Scholarships and Awards

Tower Building, T-813
Office of the Vice President of Student Services
(510) 464-3244
laney.edu/studentservices/scholarships/

The college maintains a limited listing of scholarships and awards sponsored by various alumni, professional groups, and other friends of the College. Most scholarships are special merit awards used to give recognition to individuals who have distinguished themselves in areas of academic performance and co-curricular activities and who demonstrate financial need.

Scholarship announcements are posted around the campus and on the Laney Scholarship webpage. Information is available at the Office of the Vice President of Student Services.

Student Activities

Student Center, Fourth Floor, Room 412
(510) 464-3536
laney.edu/student_activities/

Student activities are recognized as an integral part of the college curriculum. These activities provide students with opportunities to apply concepts learned in class while continuing to build skills for careers, transfer, and community involvement. Students interested in forming new clubs, running for student body office, or other student activities should contact the Student Activities Director.

Student Ambassadors

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

Student ambassadors are members of a team of diverse student leaders in good academic standing who have demonstrated leadership abilities. Working closely with staff and faculty, student ambassadors represent the college both on and off campus, attending educational events, conducting tours and assisting new and returning students with the enrollment and orientation process.

Through their work, ambassadors develop important skills, including leadership, communication skills and event coordination. Ambassadors work as a team and are an important part of the Office of Student Services at Laney College.

Student Government: Associated Students of Laney College (ASLC)

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

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

Student Organizations

Student Center, Fourth Floor, Room 412
 (510) 464-3536
laney.edu/student_activities/

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.

Transfer Center

Tower Building, Room T-201
 (510) 464-3135
laney.edu/transfer/

The Laney College Transfer Center offers a variety of services to help students transfer to the California State University and University of California system, and independent colleges and universities including Historically Black Colleges. The Transfer Center offers:

- Supportive Resources & Services: Library of college handbooks and reference handbooks, four-year college representative visits, transfer workshops and information sessions, computers for research and applications, field trips to four-year colleges, online calendar of transfer activities, and an annual Transfer Day fair.
- Transfer Admission Guarantee (TAG) is a program that offers students guaranteed admissions to participating colleges and universities. Several University of California campuses offer guaranteed admissions to students who meet specific requirements.

Tutoring Centers

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

James Oliver Community Writing Center

Tutoring in English and English for Speakers of Other Languages (ESOL)
 Building B, Room B-260
 (510) 464-3426

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

Math Lab

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

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

Tutoring Resource Center

Subjects include: Chemistry, Physics, Chinese, French, and Spanish- Eagle Village (EV1)
 Biology tutoring is available in room B-202

Students interested in working as tutors in the Tutor Program should enroll in LRNRE 30 Introduction to Tutoring and contact the tutoring coordinator. Tutoring in other subjects is offered through specific departments in designated areas. Check with your instructors for current availability.

Veteran Services

Student Center, 3rd Floor, Room 300
(510) 986-6994
laney.edu/veteran_affairs

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

Procedures for applying and certifying veterans' benefits are provided by the Veterans Affairs Office in the Student Center.

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

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

Failure to take the proper classes can result in an overpayment and the reduction or termination of benefits.

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

Welcome Center

Building A, Room A-109
(510) 464-3540
laney.edu/welcome_center/

Open for students to receive assistance with online admissions, registration, financial aid application (FAFSA) processes, photo ID services, and class schedule print outs are also available.

Wellness Center

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

Wellness Center I

Tower Building, T-250
(510) 464-3384
laney.edu/health_center

Wellness Center II

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

Services Available:

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

(Medi-Cal, Family PACT)

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

LANEY COLLEGE LEARNING COMMUNITIES

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

Asian/Pacific American Student Success (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.

Gym 112

(510) 464-3160

laney.edu/apass

Asi Se Puede Program (ASP)

The Asi Se Puede (ASP) Program assists Chicano/Latino students to be successful at Laney College. The Asi Se Puede Latinx Center is located in EV3 and can help you to apply for enrollment and financial aid. In addition, it is a welcome center and an information and referral source. The ASP/LatinX Center has six components designed for the outreach, recruitment, and education of the Latino community with college credit and non-credit courses. Students can also receive assistance in basic skills, English for speakers of other languages, and Spanish for bilingual students.

Eagle Village III

(510) 464-3141

laney.edu/asiseppure

b2b/CAYFES

CAFYES (Cooperating Agencies Foster Youth Educational Support) serves current and former foster youth. b2b 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. b2b is a collaboration between Laney College's EOPS program and Beyond Emancipation.

Building A, Room 106-I

(510) 986-6962

laney.edu/b2b-learning-community

Gateway to College

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.

Building A, Room A-203

(510) 986-6941

laney.edu/gateway

Umoja-UBAKA

The Umoja-UBAKA Student Success Community aims to increase the success, persistence and graduation rates of African, African American and other students through tailored classes, academic counseling, tutorial support and activities. The mission is to serve as a critical resource for enhancing the cultural and educational experiences of African, African American and other students. We deliberately and intentionally recognize student voices, social realities and histories. Umoja-UBAKA promotes self and community empowerment through an affirming atmosphere and culturally-responsive curriculum specifically focused on the Black experience.

Eagle Village II

(510) 464-3412

laney.edu/umoja-ubaka

Restoring Our Communities

Restoring Our Communities (ROC) 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.

Building E, Room E203

(510) 464-3176

laney.edu/restoringsourcommunities





ADMISSIONS AND REGISTRATION

ADMISSIONS, REGISTRATION, AND ENROLLMENT INFORMATION

See Laney College Website (www.laney.edu/admission_records) quick link to "Admissions & Records."

ADMISSIONS REQUIREMENTS ELIGIBILITY FOR ADMISSION

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

RESIDENCE REQUIREMENTS

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

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

ADMISSION OF NON-RESIDENT STUDENTS

Students who are not legal residents of California for one year and one day prior to the first day of the term may enroll as non-resident students. You will be charged Non-resident Tuition in addition to the California Community College Enrollment Fee, Campus Center Use Fee, Health Services Fee, and AC Transit Fee.

Non-residents who are both citizens and residents of a foreign country also pay a Capital Outlay Fee. Information regarding tuition and refunds is found in the "Fees" section of the catalog. Note: Non-resident students pay all fees unless specifically exempted from paying a particular fee.

ADMISSION OF INTERNATIONAL STUDENTS

Laney College will admit you if you are an international student holding an F-1 or M-1 visa. Special regulations govern the admission of foreign students. International students should contact the Office of International Education for application and admissions information at (510) 466-7380 or by fax at (510) 465-3257 or email globaled@peralta.edu. The International Student Application form along with a \$50 application fee is required. Upon acceptance, the student must complete the online CCCApply application at www.cccapply.org.

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

ADMISSION OF HIGH SCHOOL STUDENTS – HIGH SCHOOL CONCURRENT ENROLLMENT PROGRAM

Peralta's concurrent enrollment program provides enrichment opportunities for high school students who can benefit from college level instruction. Access to the Concurrent Enrollment Program is NOT allowed for (1) remedial work, (2) work to make up for failed high school or middle school classes, (3) recreation or hobbies, or (4) any class that you can take at the local K-12 school.

As a high school student, you may enroll in the Peralta colleges as a special part-time student. However, if you are enrolling in 11.5 units or more you will be responsible to pay full tuition and all other fees. Your principal must recommend you for enrollment. You must have parental or guardian consent and a counselor signature on the high school concurrent enrollment form.

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

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

SPECIAL ADMISSION OF K-12 STUDENTS

The K-10 Special Enrollment provides enrichment opportunities for K-10 students who can benefit from college level instruction. Peralta Community College District may admit a limited number of K-10 students who have exceptional ability, or who desire specialized or advanced training. Such admission must be with the recommendation of the principal and approval of the parent or guardian.

Students enrolling in a college level course must meet assessment requirements. The student must follow all the regulations and policies of the college, including adhering to any prerequisite requirements. K-10 students may enroll only in a selected number of courses listed below.

Special part-time concurrently enrolled K-10 students are exempt from paying the California Community College enrollment fees. However, all other fees are required and must be paid at the time of registration. (See the current Peralta Colleges Class Schedule for current health, campus use, and transportation fees). Special enrolled K-10 students may not enroll in more than one approved class per semester. Except in summer, students may enroll in two approved classes. For a list of approved classes visit the District Special Enrollment website at www.peralta.edu

*Students admitted in to the Peralta Community College District under the K-10 Special Enrollment earn actual college credits which will count towards their financial aid eligibility in future semesters.

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

STEPS FOR K-12 SPECIAL ENROLLMENT:

1. Download the admission application and the K-10 Special Enrollment form <http://web.peralta.edu/admissions/forms/>
2. Complete the admission application and the K-10 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. You must complete the K-10 Special Enrollment Program form each semester that the student wishes to attend.

ADMISSION OF VETERANS

The Veteran Services Office was established to help process VA Educational Benefit paperwork and to coordinate with other campus services. New students should contact the office at least two months prior to the term they plan to attend to initiate required paperwork. Continuing students should check in at the Veteran Services 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 Veteran Services Office after completion of registration, and once again the week before final exams begin. All material submitted to the Veterans Administration takes approximately two months for processing through the Regional Office in Muskogee, Oklahoma.

This institution will conduct an evaluation of previous education and training, grant appropriate credit, shorten the veteran's or eligible person's duration of course study proportionately, and notify the VA and student.

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

MILITARY RESIDENCE EXEMPTION

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

OTHER RESIDENCY EXEMPTIONS

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

ADMISSIONS PROCEDURES

You must apply for admission online through <http://bit.ly/laneyenroll>. Please follow the OpenCCC instructions to complete and submit an online admission application. Once an application is submitted, a message is sent to your Peralta email or an email assigned by Open CCCA giving you instructions on how to log onto the Passport Student Center where you can enroll in classes. Unless exempted from the Student Success and Support Program Services, you must also complete assessment, orientation, and counseling requirements. Detailed instructions may be found online as well as in printed Schedules of Classes. On campus assistance for online registration is available in the (www.laney.edu/welcome_center/).

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

STUDENT SUCCESS AND SUPPORT PROGRAM SERVICES

All first-time students are required to complete the 3 core services as part of the Student Success and Support Program (SSSP) services. The three core services include orientation and advising, taking an assessment test, and meeting with a counselor before enrolling in classes.

ASSESSMENT AND TESTING

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

New and continuing students should refer to the current Schedule of Classes for test dates or contact the Counseling Office or Assessment Office. Students with special testing needs must sign up in advance for testing through Programs and Services for Students with Disabilities.

ORIENTATION AND ADVISING

All first-time students are required to participate in an orientation and advising session. College programs, services, and facilities will be explained. Any exempted student can participate in SSSP services to learn about student activities and leadership opportunities. Counseling staff will assist you with course selections. Also refer to the section that explains the Student Success and Support Program services and procedures.

FOLLOW-UP COUNSELING

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

CALIFORNIA COMMUNITY COLLEGE ENROLLMENT FEE

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

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

Full-time high school students enrolling in 11.5 units or more pay tuition fees and all other fees.

ENROLLMENT FEE ASSISTANCE – BOARD OF GOVERNORS ENROLLMENT FEE WAIVER

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

NON-RESIDENT TUITION

If you are not a legal resident of California for one year and one day prior to the first day of the term, you will be charged non-resident Tuition per semester unit unless you qualify for the non-resident status known as "AB 540." Non-resident students must pay Non-resident Tuition in addition to the California Community College Enrollment Fee of \$46 per unit, Campus Center Use Fee, Health Services Fee, and AC Transit Fee. Note: You pay all other fees unless specifically exempted from paying a particular fee.

NON-RESIDENT FEE EXEMPTION/AB 540

If you are a non-resident student and meet the following criteria, you are exempt from non-resident and capital outlay fees:

1. You must 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. You must have graduated from a California high school or attained the equivalent (e.g., GED or proficiency exam).
3. If you are an alien student who is without lawful immigration status, you must file an affidavit with the college that indicates that you have applied for legalization or will apply as soon as you are eligible.

The California Dream Act (AB 131) expanded AB 540 to include students who attended and graduated from technical schools and adult schools, if at least one of those 3 years included attendance at a California high school.

Complete and submit an AB 540 CA non-resident Tuition Exemption Request to the college Admissions and Records office.

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

General Information

Students, who meet the following requirements, shall be exempt from paying non-resident tuition at the California Community Colleges, the California State University and the University of California (all public colleges and universities in California).

Requirements

The student must have attended a high school (public or private) in California for three or more years. The student must have graduated from a California high school or attained the equivalency prior to the start of the term (for example, passing the GED or California High School Proficiency Exam.) The California Dream Act (AB 131) expanded AB 540 to include students who attended and graduated from technical schools and adult schools, if at least one of those 3 years included attendance at a California high school.

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

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

The student must file an exemption request including a signed affidavit with the college that indicates the student has met all applicable conditions described above. Student information obtained in this process is strictly confidential unless disclosure is required under law. The Non-Resident Tuition Exemption form can be requested and submitted to Admissions and Records or downloaded online at <http://web.peralta.edu/admissions/files/2014/11/AB-540-Affidavit-CA-Nonresident-Tuition-Exemption-10-6-141.pdf>

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.

Non-resident students meeting the criteria will be exempted from the payment of non-resident tuition, but they will not be classified as California residents. They continue to be “non-residents.” These students remain ineligible federal financial aid. Under the California Dream Act of 2011 (AB 130 and AB 131), they are eligible to apply for some forms of financial assistance including institutional scholarships such as the Peralta Foundation Scholarship), the Board of Governors Fee Waiver, Chafee Foster Youth Grant, and Cal Grants. AB 540 students may also apply for EOPS. To maximize financial aid opportunities, AB 540 students who are ineligible to file a FAFSA should submit a California Dream Act Application <https://dream.csac.ca.gov>.

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

NON-RESIDENT CAPITAL OUTLAY FEE

Non-resident students who are both citizens and residents of a foreign country will be charged a Non-resident Capital Outlay Fee in addition to the Non-resident Tuition, California Community College Enrollment Fee, Campus Center Use Fee, Health Services Fee, and AC Transit Fee. The Non-resident Capital Outlay fee is \$6 per semester unit (subject to change) with a maximum of \$144 per year. Note: non-resident students pay all other fees unless specifically exempted from paying a particular fee.

CAMPUS CENTER USE FEE

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

AC TRANSIT EASYPASS FEE

All students enrolled in nine (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

You are required to pay the Student Health fee of \$18.00 per semester for fall and spring semesters (\$15 for summer session). This fee is collected at the time of enrollment. The Health Fee is subject to change as allowed by the State Legislature. Note: Students who qualify in the following categories will be exempted from payment of the Health Fee:

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

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

RETURNED CHECK FEE

THERE WILL BE A \$25.00 CHARGE ON CHECKS RETURNED TO THE COLLEGE.

OTHER EXPENSES

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

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

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

FEE PAYMENT POLICY

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

FEE PAYMENT DEADLINE

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

FEE PAYMENT OPTIONS

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

PAYMENT OF CHARGES AND FINANCIAL AID DISBURSEMENTS

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

ENROLLMENT FEE REFUND POLICY

Class Cancellations

The State-mandated Enrollment Fee will be fully refunded if an action of the college (e.g., class cancellation) prevents you from attending class.

Regular Session (Full-Term) Classes

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

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

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

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

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

Variable-Unit Classes

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

NON-RESIDENT TUITION AND CAPITAL OUTLAY FEE REFUND POLICY

A full refund of Non-resident Tuition and Capital Outlay Fee will be made for any class which is canceled by Laney college. Also, a 100 percent refund (minus a \$20 processing fee) will be made for any class from which you withdraw through the last day to drop regular session credit classes and receive a refund. There will be no refunds after this date.

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

NON-PAYMENT OF FEES AND OTHER OBLIGATIONS

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

DROPPING A STUDENT FOR NON-PAYMENT OF ENROLLMENT FEES**Payment Policy**

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

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

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

CAMPUS PARKING AND TRAFFIC REGULATIONS

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

Semester parking permits can be purchased for \$40.00 for students enrolled in less than 9 units or \$29.00 for students enrolled in 9 units or more (\$20.00 for students with BOGW fee waiver). Semester motorcycle permit is \$10.00. Summer session parking permit is \$20.00 (Summer motorcycle permit is \$5.00).

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

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

Students must not park in unauthorized areas, including red zones, yellow (loading) zones, blue (disabled) zones, or in areas designated for administrative, staff or faculty parking. Disabled students whose vehicles display a valid DMV placard and a valid parking permit may park in designated disabled parking zones. Visitors park in a fee lot and pay \$2.00 a day.

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

LANEY COLLEGE STUDENT SUCCESS PROGRAM

The Student Success and Support Program (SSSP) previously known as Matriculation is a state-mandated program/process which brings the College's staff and resources into a partnership with you to ensure your educational success.

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

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

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

STUDENT SUCCESS AND SUPPORT PROGRAM (SSSP) COMPONENTS FOR EDUCATIONAL SUCCESS

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

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

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

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

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

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

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

The college strongly encourages and welcomes all students to participate in the SSSP services, regardless of whether or not you meet the criteria for exemption from SSSP services or the assessment component. If you are exempt, the college does not require you to participate in the SSSP services. (See the following Peralta Community College District Exemption Policy.)

EXEMPTION FROM THE STUDENT SUCCESS AND SUPPORT SERVICES

Although your chances for success in college are greater if you participate in all of the Student Success and Support Services (SSSP) components (Orientation, Assessment, and Education Planning/Counseling), you may be exempt from any or all of these services if you meet any of the criteria listed below. If you are exempted from these services, you may still participate at a later date:

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

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

EXEMPTION FROM ASSESSMENT TEST COMPONENT ONLY

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

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

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

EXEMPTION FROM ORIENTATION COMPONENT

Contact a counselor concerning possible exemption from the orientation component.

A Note for Students with Disabilities

If you are a student with a physical, psychological, acquired brain injury, visual, communication, or learning disability who may require special assistance to participate in our registration, assessment, or other parts of our Orientation/Assessment/Counseling process, please contact the DSPS Office in Building E, Room E-251 or contact (510)464-3428.

STUDENT'S RIGHTS AND RESPONSIBILITIES

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

If you wish to file a complaint alleging unlawful discrimination in the implementation of SSSP practices, please refer to the Peralta Community College District Policy on Nondiscrimination (See page 74).

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

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

ENROLLMENT POLICIES AND PROCEDURES

Adding Classes/Change of Classes

The last day to add regular session (full-term) classes is available online www.peralta.edu under Admissions and Records. This is also published in the academic calendar of the current Schedule of Classes. After the specified date, only short-term or open-enrollment classes may be added. Refer to the current Schedule of Classes for procedures to follow to add and drop classes.

Attendance Policies

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

1. Instructors may drop a student from class if the number of absences during a semester exceeds the number of times the class meets in two weeks, unless there are extenuating circumstances warranting special consideration by the instructor.
2. All instructors may drop students who do not attend class by Census Day if the student has not contacted the instructor with an explanation satisfactory to the instructor as to why he/she has not attended. All drops must be recorded on the Census Rosters and Instructors' Class Records.
3. It is the student's responsibility to drop from classes 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.
4. The instructor's decision to drop a student for not meeting the attendance requirements of the class is final.
5. Leaves of absence may be granted by the instructor for limited periods to cover illness, hospitalization, or acute emergencies. Requests for such leaves should be made directly to the instructor by contacting the instructor either in person, by phone, or by email.
6. Responsibility for making up work missed because of absence rests with the student.
7. District policy limits attendance in classes to those who are officially enrolled in the class.

Auditing Classes

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

Enrollment in Conflicting Classes

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

Excess Units

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

No Shows

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

Open Classes/Open Enrollment

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

Student Study Load

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

Wait Lists

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

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

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

DROPPING CLASSES/WITHDRAWAL

Students are responsible for dropping classes using the Passport System or at the Office of Admissions and Records.

Students should refer to the academic calendar in the catalogs or the class schedule to determine the deadline dates for dropping a class with a refund, with no grade, or with a "W" grade. A withdrawal that occurs prior to 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 up on withdrawal during the period after the Census date and the end of the fourteenth 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 the following link <http://web.peralta.edu/admissions/payment-policies/>

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, CR).

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

RECOMMENDED PREPARATION 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 Equivalency
- Prerequisite/Corequisite Challenge

PETITION FOR PREREQUISITE/COREQUISITE EQUIVALENCY

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

PETITION FOR PREREQUISITE/COREQUISITE SUBSTITUTION

If the course does not appear on the pre-approved list, the student will have to complete a Petition for Prerequisite/Corequisite Substitution with the appropriate written documentation attached (course outline and transcript). If, upon review by the Department Chair, Dean, and/or Vice President of Instruction, 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 his or her Student Educational Plan.
3. The student demonstrates that he or she does not pose a threat to himself or herself or others in a course which has a prerequisite established to protect health and safety.
4. The prerequisite is not necessary and appropriate for success in the course and has not been established in accordance with the District's process for establishing prerequisites and corequisites.
5. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
6. The student will be subject to undue delay in attaining the goal in his or her educational plan because the prerequisite or corequisite course has not been made reasonably available.

PROGRAM PREPARATION

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

STUDY LOAD

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

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

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

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

PROCEDURES AND POLICIES REGARDING STUDENT ACCESS TO EDUCATION RECORDS

In compliance with requirements established by the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380, as amended) and regulations in Title 5 of the California Administrative Code Chapter 6,

A cumulative record of enrollment, scholarship, and educational progress shall be kept for each student.

A. Release of Student Records: No instructor, official, employee, or Governing Board member shall authorize access to student records to any person except under the following circumstances:

1. Student records shall be released pursuant to a former or current student's written consent.
2. "Directory information" may be released in accordance with the definitions in Board Policy 5040.
3. Student records shall be released pursuant to a judicial order or a lawfully issued subpoena.
4. Student records shall be released pursuant to a federal judicial order that has been issued regarding an investigation or prosecution of an offense concerning an investigation or prosecution of terrorism.
5. Student records may be released to officials and employees of the District only when they have a legitimate educational interest to inspect the record.
6. Student records may be released to authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, state education officials, or their respective designees or the United States Office of Civil Rights, where that information is necessary to audit or evaluate a state or federally supported educational program or pursuant to federal or state law. Exceptions are that when the collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner that will not permit the personal identification of students or their parents by other than those officials, and any personally identifiable data shall be destroyed when no longer needed for that audit, evaluation, and enforcement of federal legal requirements.

7. Student records may be released to officials of other public or private schools or school systems, including local, county or state correctional facilities where education programs are provided, where the student seeks or intends to enroll or is directed to enroll. The release is subject to the conditions in Education Code Section 76225.
 8. Student records may be released to agencies or organizations in connection with a student's application for, or receipt of, financial aid, provided that information permitting the personal identification of those students may be disclosed only as may be necessary for those purposes as to financial aid, to determine the amount of the financial aid, or conditions that will be imposed regarding financial aid, or to enforce the terms or conditions of financial aid.
 9. Student records may be released to organizations conducting studies for, or on behalf of, accrediting organizations, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering financial aid programs, and improving instruction, if those studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of those organizations and the information will be destroyed when no longer needed for the purpose for which it is conducted.
 10. Student records may be released to appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons, subject to applicable federal or state law.
- B. Federal Military Recruitment. The following information shall be released to the federal military for the purposes of federal military recruitment:
1. student names;
 2. addresses;
 3. telephone listings;
 4. dates and places of birth;
 5. levels of education;
 6. majors;
 7. degrees received;
 8. prior military experience;
 9. and/or the most recent previous educational institutions enrolled in by the students.

STUDENT FINANCIAL AID

General Information Regarding Financial Assistance

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

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

Students applying for financial aid may take courses at any of the Peralta Colleges. However, a "home" campus must be determined for financial aid purposes for the academic year. The home campus is the college at which the student plans to complete their academic objective.

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

When do I 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. If you apply late or complete your Financial Aid application late, your application will be treated on a "first-come, first-served" basis until funds are exhausted. Students must apply each year for financial aid, beginning in January for the following academic year.

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

What are the Eligibility Requirements?

In order to qualify for financial aid a student must be enrolled in an eligible program of study leading to completion of an AA/As 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 social security number, and have a high school diploma, or GED. Effective July 1, 2012 the Ability to Benefit test is no longer offered. Students without a

H.S. diploma or GED who passed the Ability to Benefit test or completed 6 college credits towards a degree or a certificate prior to July 1, 2012 are still eligible to continue receiving aid in future years.

For additional information, stop by the campus Financial Aid Office or refer to the campus financial aid webpage. You may also apply online at www.fafsa.gov.

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% 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 is received by the student.

If the student received more financial aid than the amount earned, the student will be billed for the overpayment. Financial aid recipients are advised to 1) avoid total withdrawal from all classes, 2) successfully complete all units during the semester, 3) if completely withdrawn, repay any "unearned" financial aid as soon as possible. Failure to do any of the above may result in the loss of financial aid eligibility.

FINANCIAL AID PROGRAMS

Board of Governors Fee Waiver (BOGW)

California Community College students are charged an enrollment fee. However, fee waivers are available for qualified California resident students through the Board of Governors Fee Waiver Program.

Students may be eligible for a Board of Governors Fee Waiver (BOGW) if (1) you or your family are receiving Temporary Assistance for Needy Families (TANF), General Assistance, or Supplemental Security Income (SSI) or State Supplemental Program (SSP) aid; (2) you are qualified for and receiving other financial aid; (3) your family's income meets the established guidelines; or (4) you qualify under Special Classifications Enrollment Fee Waivers, see questions on the BOGW.

Applications and BOGW-related information are available in the Financial Aid Office or you can download the BOGW application at the Financial Aid website.

Loss of Board of Governors (BOG) Fee Waiver

Beginning Fall 2016, students who do not maintain minimum academic and/or progress standards for two consecutive primary semesters will be subject to loss of eligibility for the Board of Governors Fee Waiver (BOGW). The change is effective fall 2016.

Students who are eligible for the BOG Fee Waiver may lose their eligibility if they fail to maintain a cumulative GPA of 2.0 or higher and complete more than 50 percent of their coursework. If a student's cumulative GPA falls below 2.0 for two consecutive primary terms (fall or spring), the student is disqualified for the BOG fee waiver. If the cumulative number of units completed is not more than 50 percent in two consecutive primary terms, the student is disqualified for the BOG fee waiver. 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 BOG Fee Waiver** 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:

1. Dependents of California National Guard Members
2. Dependents of veterans
3. Congressional Medal of Honor recipients and their dependents
4. Surviving dependents of the September 11, 2001 attacks
5. 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 BOG Dismissal shall be notified via email from PCCD 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 BOG Fee Waiver Eligibility

An otherwise eligible BOG Fee Waiver student may regain a BOG Fee Waiver by successfully appealing under one of the following reasons:

Academic and/or Progress Improvement.

Approval requires significant academic improvement by completing at least 6 units, a minimum 2.0 term GPA, and more than a 50% completion rate in the most recent primary term.

No Enrollment for Two Primary Terms.

Approval requires the student was not enrolled within the VCCCD for two consecutive primary terms (fall/spring) since becoming ineligible for the BOG Fee Waiver.

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 BOG Fee Waiver Petition Form with supporting documentation. Petitions that are approved will result in the restoration of the BOG Fee Waiver

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

After your FAFSA application is processed, you 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 your 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.

Extended Opportunity Program and Services (EOPS)

This program is primarily for the recruitment and retention of students from under-represented groups who are both educationally and economically disadvantaged. Referrals for grants are made for full-time EOPS students only. For additional information regarding this program, visit the campus EOPS office.

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 of, 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 vocational training or college courses. You must also enroll at least half time in an eligible school. Your program of study must be at least one academic year long, and you must attend class regularly and get good grades.

Bureau of Indian Affairs (BIA)/Tribal Grants

The Bureau of Indian Affairs provides grants to assist eligible American Indian students in meeting educational costs. To be eligible, the applicant must be at least one-fourth American Indian, 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 Indian 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 forms,

1. the FAFSA, www.fafsa.gov and
2. your verified GPA, www.csac.ca.gov/doc.asp?id=1177
You must apply by March 2 to maximize your opportunity to receive an award.

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

Student Consumer Information

Please note: Students are now limited to six full-time (600%) years of Pell Grants in a lifetime at any college. Students are advised that the financial aid information included here is limited. Additional information on all financial aid categories is available on the Financial Aid website or upon request at the campus Financial Aid Office.

Satisfactory Progress Standards

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

All students who apply for and receive financial assistance are expected to meet the academic standards described in Peralta Colleges' Financial Aid Satisfactory Progress Policies and Procedures.

Copies of the Financial Aid Satisfactory Academic Progress Policy are available on the Financial Aid website <http://web.peralta.edu/financial-aid/sample-page/sap/> or in the campus Financial Aid Office.

Remedial Coursework

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

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

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 your home campus financial aid for the Financial Aid Census dates. Courses added (such as late start courses) after FA census date will not be aid eligible.

Disbursement

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

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

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

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

1. Bank Mobile Account - this is an online financial account where the student uses their PeraltaCard(debit card)
2. Direct deposit to your existing bank account, or
3. By paper check, this would be mailed to your home address

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

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

Dream Act Scholars

What is the California Dream Act?

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

- Board of Governors Fee Waivers
- State financial aid like Cal Grants and Chafee Grants
- Assistance from EOPS or CARE
- Privately-funded scholarships

Eligible AB540 students can complete the Dream Act Application by going to the website. <https://dream.csac.ca.gov/>.

What is an AB 540 student?

You are an AB 540 student, and exempt from paying non- resident enrollment fees, if you meet all of the following criteria:

- Attended a California high school for at least three years, or attained credits earned in California from a CA HS equivalent to three or more years of full-time high school course work and attended a combination of elementary, middle and/or high schools in CA for a total of three or more years
- Graduated from a California high school, got a GED or passed the California High School Proficiency Exam;
- Are registered or enrolled at a California community college;
AND
- If you are a student who is without lawful immigration status, you must file an affidavit with the college that indicates that you have applied for legalization or will apply as soon as you are eligible.

California Dream Act Financial Aid Programs

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

To apply for any or all of the financial aid programs requiring the California Dream Application, you only need to complete and submit ONE application.

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

The GPA Verification can be found at www.csac.ca.gov/doc.asp?id=1177.

TRANSFER INFORMATION



ARE YOU PLANNING TO TRANSFER?

TRANSFER INFORMATION

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

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

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

Important point to note is that degree credit in the major can be expected only for those community college courses which parallel lower-division major courses required at the four-year institution.

3. Identify the courses (lower division prerequisites) which must be taken in preparation for the major as well as those required in the major.
4. Remember that community college courses transfer to four-year colleges for specific majors, general education/breadth requirements, or elective credit depending upon the school and major selected.
5. Check the policies regarding the maximum number of units which may be transferable. A maximum of 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).

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

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.



ARTICULATION AGREEMENTS

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

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

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

ASSIST

Articulation System Stimulating Interinstitutional Student Transfer (ASSIST) is California’s official statewide repository of transfer information, offering easy access to a single articulation database. Via the ASSIST website, students planning to transfer from a community college to a University of California (UC) or a California State University (CSU) campus have access to the following agreements: 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 the Internet 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 depending on the choice of major and college.

A listing of approved courses in the three general education requirement options is available from a counselor, in the Transfer Center, or via www.assist.org. 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

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

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

Laney College provides its students with the opportunity to enroll concurrently in one class per semester/quarter at the University of California, Berkeley; California State University, East Bay; Mills College; Holy Names University; or John F. Kennedy University. To see the Concurrent Enrollment counselor, make an appointment at the counseling department, Laney Tower, 3rd floor.

UNIVERSITY OF CALIFORNIA - ALL CAMPUSES

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

TRANSFER ADMISSIONS REQUIREMENTS

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

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 occur when the graduation petition is submitted to the college Admissions and Records Office. External transcripts become the property of the Peralta Community College District. Transcripts submitted to the Peralta District will not be released to students, other colleges or other agencies.

HIGH SCHOOL PROFICIENCY EXAMINATION

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

GENERAL REQUIREMENTS

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

Students who were not eligible for admission to the university when they graduated from high school because they did not meet the scholarship requirement must:

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

REQUIREMENTS FOR NONRESIDENTS

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

GENERAL EDUCATION/BREADTH REQUIREMENTS

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

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

Since 1991, transfer applicants can satisfy the general education requirements by completing the Intersegmental General Education Transfer Curriculum (IGETC). Students should consult their counselor for information pertaining to restrictions.

UNIVERSITY REQUIREMENTS FOR THE BACCALAUREATE DEGREE

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

1. Entry Level Writing Requirement (formerly Subject A)

The English composition requirement that each student must satisfy to graduate may be met by one of the following methods:

- Score of at least 3 on the College Board Advanced Placement Examination in English;
- Score at least 680 on the SAT II Writing Subject Test;
- Score of at least 5 on the International Baccalaureate Higher Level Examination in English Language;
- Completing a UC transferable community college course of 3 semester units in English composition with "C" grade or better.

2. American History and Institutions

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

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

UNIVERSITY OF CALIFORNIA - BERKELEY CAMPUS

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

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

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

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

THE CALIFORNIA STATE UNIVERSITY - ALL CAMPUSES

The following information applies to the 23 campuses of the California State University System: Bakersfield, Chico, Channel Island, Dominguez Hills, East Bay, Fresno, Fullerton, Humboldt, Long Beach, Los Angeles, Maritime Academy, Monterey Bay, Northridge, Pomona, Sacramento, San Bernardino, San Diego, San Francisco, San Jose, San Luis Obispo, San Marcos, Sonoma, and Stanislaus.

TRANSFER REQUIREMENTS

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

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

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

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

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

Making up Missing College Preparatory Subject Requirements

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

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

UNITED STATES HISTORY, CONSTITUTION, AND AMERICAN IDEALS CERTIFICATION

To complete this CSU graduation requirement before transfer, any of the following combinations are acceptable: POSCI 1 and HIST 7A or HIST 7B, or AFRAM 30 or AFRAM 31 or ASAME 2 or M/LAT 34 OR POSCI 6 and POSCI 1 and HIST 7A, or HIST 7B or AFRAM 30 or AFRAM 31 or ASAME 2 or M/LAT 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 the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses.

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

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

AA-T AND AS-T REQUIREMENTS:

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

- Minimum of 60 CSU-transferable semester units.
- Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
- 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).
- Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth); OR the California State University Intersegmental General Education Transfer Curriculum (IGETC) pattern.

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.

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.

Below is the list of Laney College courses that have a C-ID Designator.

NOTE: This list changes periodically. Consult a counselor and/or visit www.c-id.net or www.assist.org for the most current list of courses.

LANEY COLLEGE COURSES	C-ID DESCRIPTORS
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 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
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 + 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: Quality Control	BIOL 220BX
BIOL 73: Cell Culture Principles and Techniques	BIOT 230BX
BIOL 77: Business and Regulatory Practices in Principles of Biomanufacturing	BIOT 210X
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

LANEY COLLEGE COURSES	C-ID DESCRIPTORS
CHEM 1A: General Chemistry	CHEM 110
CHEM 1A: General Chemistry +1B: General Chemistry	CHEM 120S
CHEM 12A: Organic Chemistry	CHEM 150
CHEM 12A: Organic Chemistry +12B: Organic Chemistry	CHEM 160S
CHEM 25: The Chemistry of Energy and Environmental Issues	CHEM 100
CHEM 30A: Introductory General Chemistry	CHEM 101
CHEM 30B: Introductory Organic and Biochemistry	CHEM 102
CIS 1: Introduction to Computer Information Systems	BUS 140 and ITIS 120
CIS 6: Introduction to Computer Programming	ITIS 130
CIS 61: Structure and Interpretation of Computer Programs	COMP 112
CIS 62: Introduction to Systems Analysis and Design	ITIS 140
CIS 99: Database Administration with SQL	ITIS 180
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
ECOM 1: Principles of Economics (Macro-Economics)	ECON 202
ECON 2: Principles of Economics (Micro-Economics)	ECON 201
ENGL 1A: Composition and Reading	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
GEOG 1: Physical Geography	GEOG 110
GEOG 1L: Physical Geography Laboratory	GEOG 111
GEOG 2: Cultural Geography	GEOG 120
GEOG 3: World Regional Geography	GEOG 125
HIST 2A: History of European Civilization	HIST 170
HIST 2B: History of European Civilization	HIST 180
HIST 3A: World History to 1500	HIST 150
HIST 3B: Modern World History: 1500 - Present	HIST 160
HIST 7A: History of the United States to 1877	HIST 130
HIST 7B: History of the United States Since 1865	HIST 140
HUMAN 30A: Human Values/Ethics	PHIL 120
JOURN 18A: Newspaper Production I	JOUR 130
JOURN 18B: Newspaper Production II	JOUR 131
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

LANEY COLLEGE COURSES	C-ID DESCRIPTORS
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
MUSIC 100: Music Fundamentals and Culture	MUS 110
MUSIC 101: Music Theory and Culture I	MUS 120
MUSIC 102: Music Theory and Culture II	MUS 130
MUSIC 103: Music Theory and Culture III	MUS 140
MUSIC 104: Music Theory and Culture IV	MUS 150
MUSIC 121: Music Skills I	MUS 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 109: Beginning Winds I 110: Beginning Winds II 111: Beginning Winds III 112: Beginning Winds IV 117: Voice I 118: Voice II 119: Voice III 120: Voice IV 150: Applied Music	MUS 160
MUSIC 125: Chorus 126: Jazz Orchestra 127: Jazz Combos 128: Choral Repertoire 129: Jazz Orchestra Repertoire 142: Instrumental Ensemble 143: String Ensemble 144: Intermediate Jazz Combos 145: Advanced Jazz Combos	MUS 180
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	JOURN 160

LANEY COLLEGE COURSES	C-ID DESCRIPTORS
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 13: Sociology of the Family	SOCI 130
SOC 120: Introduction to Research Methods	SOCI 120
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



ASSOCIATE DEGREE PROGRAM GENERAL EDUCATION

2017-2018 (UPDATED ANNUALLY)

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

Students must complete a minimum of 19 units distributed among Areas 1, 2, 3, 4a, 4b, 4c, 4d and 5.

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

The following list of courses will be revised each semester as courses are added from the curriculum.

AREA 1 – NATURAL SCIENCE:

Courses in the natural sciences are those which examine the physical universe, its life forms, and its natural phenomena. To satisfy the general education requirement in natural sciences, a course should help the student develop an appreciation and understanding of the scientific method and encourage an understanding of the relationships between science and other human activities. This category would include introductory or integrative courses in astronomy, biology, chemistry, general physical science, geology, meteorology, oceanography, physics, and other scientific disciplines (AP 4100).

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

Anthropology: 1, 21
 Astronomy: 10
 Biology: 1A, 1B, 2, 3, 4, 10, 11, 20A, 20B, 24, 76
 Chemistry: 1A, 1B, 12A, 12B, 25, 30A, 30B,
 Engineering: 100
 Environmental Control Technology: 1*, 101
 Geography: 1, 9, 18, 19
 Geology: 10
 Physical Science: 15, 20, 22
 Physics: 3A, 3B, 4A, 4B, 4C, 10, 99*

* Students receive credit for one course only.

AREA 2 – SOCIAL AND BEHAVIORAL SCIENCES

Courses in the social and behavioral sciences are those which focus on people as members of society. To satisfy the general education requirement in social and behavioral sciences, a course should help the student develop an awareness of the method of inquiry used by the social and behavioral sciences. It should stimulate critical thinking about the ways people act and have acted in response to their societies and should promote appreciation of how societies and social subgroups operate. This category would include introductory or integrative survey courses in anthropology, economics, history, political, science, psychology, sociology, and related disciplines (AP 4100).

One course with a minimum value of 3 semester units.

African American Studies: 1, 2, 5, 8, 11, 12, 14A, 16
 23, 30, 31, 32, 35*, 38, 45**
 Anthropology: 2, 3, 7, 14, 19, 20
 Asian/ Asian-American Studies: 2, 21, 26, 29, 30, 32,
 35*, 42, 45A, 45B
 Biology: 27***
 Business: 5
 Communication: 19****
 Counseling: 30, 230
 Economics: 1, 2
 Engineering: 100
 Ethnic Studies: 1, 3, 12, 13, 14, 30, 50
 Geography: 2, 3, 8, 18
 Health Education: 1
 History: 2A, 2B, 3A, 3B, 7A, 7B, 19
 Journalism: 62****
 Labor Studies: 10, 13, 20, 21, 22
 Mexican and Latin-American Studies: 12, 19, 23, 31, 32,
 33, 34, 35*
 Native American Studies: 1, 2, 35*
 Political Science: 1, 2, 3, 4, 6, 18, 21
 Psychology: 1A, 6, 7A, 12***, 21, 24, 28
 Sociology: 1, 2, 5, 8, 13, 120

* Students receive credit for one course only.

** Students receive credit for one course only.

*** Students receive credit for one course only.

**** Students receive credit for one course only.

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 3 semester units.

African American Studies: 26, 29, 45*
 Anthropology: 7
 Architecture: 107
 Art: 1, 2, 3, 4, 5, 7, 40, 141, 144, 145
 Asian/ Asian-American Studies: 10, 30
 Chinese: 1, 2, 3, 4, 8+, 22A
 Communication: 2A
 Dance: 1, 7
 English: 1B, 10A, 10B, 12, 17A, 17B, 30A, 30B, 31, 43, 210A, 210B, 212, 217A, 217B, 230A, 230B, 231, 243
 French: 1A, 1B, 2A
 Humanities: 6, 7, 16, 30A, 30B, 31A, 40
 Japanese: 1A, 1B, 2A, 50A, 50B
 Mexican and Latin-American Studies: 30A, 30B, 32, 36
 Music: 8A, 8B, 8C, 8D, 10, 15A, 15B, 100, 101, 102, 103, 104
 Philosophy: 1, 2, 4, 6, 10, 14, 20A, 20B, 37
 Photography: 25
 Spanish: 1A, 1B, 2A, 2B, 22A, 22B, 33A, 33B
 Theatre Arts: 2, 11, 31

*Students will receive credit for one course only.

+Students must take 3 units to satisfy Area 3.

AREA 4 – LANGUAGE AND RATIONALITY

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

One course from each sub-area must be completed.

4a. English Composition:

Courses fulfilling the written composition requirement shall include both expository and argumentative writing (AP 4100).

One course with a minimum value of 3 semester units.

English: 1A, 1B, 5

English as a Second Language: 52A, 52B

4b. Mathematics:

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

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

Plan I: Completion of one course, 3 semester units minimum:

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

Plan II: Credit by Examination of Mathematics 203 (effective Fall 2009 unless student has prior catalog rights, see a counselor for more information).

1. Examination will be offered twice each semester –dates to be announced by Mathematics Department.
2. Examination may be repeated one time only when grade is less than "C."

* four units required

** three units required

4c. Computer Literacy:

A broad understanding of computer concepts (AP 4100).

One course with a minimum value of 1 semester unit.

Architecture: 104A, 125, 204

Business: 24, 38, 40A, 43A, 43B, 43BA, 43BB, 219, 222, 223, 237, 245B, 245E, 245EA, 245EB, 246

Computer Information System: All courses numbered 1 – 248

Construction Management: 31A, 31B

Engineering: 77

Electricity / Electronics Technology: 37*

Environmental Control Technology: 37*:

Graphic Arts: 32, 34, 35, 36, 42, 43, 230

Journalism: 65

Learning Resources: 211

Machine Technology: 20, 30, 31

Media Communications: 115, 151

* Students will receive credit for one course only.

4d. Oral or Written Communication, or Literature:

Requirement shall include written communication, oral communication, literature, or selected English As A Second Language courses (AP 4100).

One course with a minimum value of 3 semester units.

Business: 201

Communication: 1A, 2A, 19*, 20, 44, 45

English: All courses numbered 1-247, except 2, 48, 49, 205, 209

English as a Second Language: 50A, 50B, 52A, 52B

Journalism: 21, 62*

Media Communications: 100A, 100B

Mexican/Latin-American Studies: 36

* Students will receive credit for one course only.

AREA 5 – ETHNIC STUDIES:

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

One course with a minimum value of 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/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

Music: 15A, 15B

Native American Studies: 1, 2, 35*

Sociology: 5

* Students receive credit for one course only.

** Students receive credit for one course only.

*** Students will receive credit for one course only.

Ethnic Studies courses can be double-counted to fulfill a subject-requirement in one other General Education Area, (although the units are counted only once).



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

General Guidelines

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

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

ADVANCED PLACEMENT TESTS

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

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

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

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

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

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

In some areas, CSU grants additional units for elective credit toward eligibility for admission. The CSU campus to which you transfer determines the total number of units to be awarded for successful completion of Advanced Placement examination(s) and how the exam scores may apply to other graduation requirements.

For IGETC certification, AP exams in biology, chemistry, or physics B allow a community college to apply 4 semester or 5 quarter units to IGETC certification (as noted in the chart below). For environmental science, physics C: mechanics and physics C: electricity, magnetism, 3 semester or 4 quarter units are applied for IGETC certification (as noted below); therefore, students who have completed these exams will be required to complete at least 4 semester or 5 quarter units to satisfy the minimum required units for Area 5.

For CSU GE certification, if students pass more than one AP exam in physics, only four units of credit may be applied to the certification.

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

www.universityofcalifornia.edu/educators/counselors/admininfo/freshman/advising/credit/aptest.html

The California State University Advanced Placement Policy can be found at their website: **www.calstate.edu/app/general_education.shtml**

ADVANCED PLACEMENT PROCEDURES

If students wish to apply for AP credit having received an A on any of the exams listed below, they should:

1. Obtain a "Petition for Advanced Placement Examination Credit" from the Admissions and Records Office;
2. Attach official copies of AP score reports from the College Board or an official copy of their high school transcript (if it reports Advanced Placement Examinations); and
3. Take the completed petition and supporting documentation to a counselor for review.
4. After the counselor's approval, return completed for and the supporting documents to the Admissions and Records Office.

AP Exam	PCCD Course ¹	PCCD GE Area	PCCD Units	CSU GE Area and/or A.I.	CSU GE Units	IGETC Area	IGETC Units
Art History	ART 1 or 4	3	3	C1 or C2	3	3A or 3B	3
Biology	BIOL 10	1	4	B2 + B3	4	5B and 5C	4
Chemistry	CHEM 30A	1	4	B1 + B3	4	5A and 5C	4
Chinese Language and Culture	CHIN 1 or 10A	3	5	C2	3	3B and 6A	
Computer Science A ²	Clears GE Area 4c	4	3	n/a	0	n/a	n/a
Computer Science AB ²	Clears GE Area 4c	4	3	n/a	0	n/a	n/a
Economics: Macro	ECON 1	2	3	D2	3	4B	3
Economics: Micro	ECON 2	2	3	D2	3	4B	3
English Language/Composition	ENGL 1A	4a or 4d	4	A2	3	1A	3
English Literature/Composition	ENGL 1A and 1B	3 and 4d	A2 + C2	8	6	1A or 3B	3
Environmental Science ³	Clears GE Area 1	1	3	B1 + B3	4	5A and 5C	
French Language	FREN 1A	3	5	C2 (if completed prior to Fall 2011)	3	3B and 6A (if completed prior to Fall 2011)	3
French Language and Culture	FREN 1A	3	5	C2	3	3B and 6A	3
French Literature	Clears GE Area 3	3	3	C2 (if completed prior to Fall 2009)	3	3B and 6A	3
German Language	GERM 1A	3	5	C2 (if completed prior to Fall 2011)	3	3B and 6A (if completed prior to Fall 2014)	3
German Language and Culture	GERM 1A	3	5	C2	3	3B and 6A	3
Government/Politics: Comparative	POSCI 2	2	3	D8	3	4H	3
Government/Politics: U.S.	POSCI 1	2	3	D8 + US 2	3	4H + (US 2)	3
History: European	HIST 2A or 2B	2	3	C2 or D6	3	3B or 4F	3
History: U.S.	HIST 7A or 7B r	2	3	(C2 or D6) + US 1	3	3B or 4F+ (US1)	3
History: World History	HIST 3A or 3B	2	3	C2 or D6	3	3B or 4F	3
Human Geography	GEOG 2	2	3	D5	3	4E	3

AP Exam	PCCD Course1	PCCD GE Area	PCCD Units	CSU GE Area and/or A.I.	CSU GE Units	IGETC Area	IGETC Units
Italian Language and Culture	Clears GE Area 3	3	5	C2	2	3B and 6A	3
Japanese Language and Culture	JAPAN 1A	3	5	C2	3	3B and 6A	3
Latin	Clears GE Area 3	3	5	C2	3	3B and 6A	3
Latin Literature	Clears GE Area 3	3	3	C2 (if completed prior to Fall 2009)	3	3B and 6A	3
Latin: Vergil	Clears GE Area 3	3	3	C2 (if completed prior to Fall 2012)	3	3B and 6A	3
Mathematics: Calculus AB ²	MATH 3A	4b	5	B4	3	2A	3
Mathematics: Calculus BC ²	MATH 3A or 3B	4b	5	B4	3	2A	3
Mathematics: Calculus BC/ AB Subscore ²	MATH 3A	4b	5	B4	3	2A	3
Mathematics: Statistics	MATH 13	4b	4	B4	3	2A	3
Music Theory	MUSIC 101	3	3	C1 (if completed prior to Fall 2009)	3	n/a	n/a
Physics 1 ⁴	Clears GE Area 1	1	5	B1 + B3	4	n/a	n/a
Physics 2 ⁴	Clears GE Area 1	1	5	B1 + B3	4	n/a	n/a
Physics B ⁴	PHYS 2A or PHYS 3A	1	5	B1 + B3 (if completed prior to Fall 2013)	4	5A and 5C	4
Physics C: Electricity/ Magnetism ⁴	PHYS 4B	1	5	B1 + B3	4	5A and 5C	3
Physics C: Mechanics ⁴	PHYS 4A	1	5	B1 + B3	4	5A and 5C	
Psychology	PSYCH 1A	2	3	D9	3	4I	3
Spanish Language	SPAN 1A	3	5	C2 (if completed prior to Fall 2009)	3	(3B and 6A if completed prior to Fall 2009)	3
Spanish Language and Culture	SPAN 1A	3	5	C2	3	3B and 6A	3
Spanish Literature	SPAN 38	3	3	C2 (if completed prior to Fall 2009)	3	3B and 6A (if completed prior to Fall 2009)	3
Spanish Literature and Culture	SPAN 2A	3	5	C2	3	3B and 6A	3

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

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.

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

For CSU GE Breadth certification:

3Students 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.

4If 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

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 3-semester or 4-quarter units for certification purposes.

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

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

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



IB Exam	PCCD GE Area	PCCD GE Units	CSU GE Area	CSU GE Units	IGETC Area	IGETC Units
Biology HL	1	3	B2	3	5B w/o lab	3
Chemistry HL	1	3	B1	3	5A w/o lab	3
Economics HL	2	3	D2	3	4B	3
Geography HL	2	3	D5	3	4E	3
History HL (any region)	2	3	C2 or D6	3	3B or 4F	3
Language A1 (any language, except English) HL	3	3	C2	3	3B and 6A	3
Language A2 (any language, except English) HL	3	3	C2	3	3B and 6A	3
Language A1 (any language) HL	3	3	C2 (if completed prior to Fall 2013)	3	3B	3
Language A2 (any language) HL	3	3	C2 (if completed prior to Fall 2013)	3	3B	3
Language B HL (any language) ¹	3	3	n/a	0	6A	3
Mathematics HL	4b	3	B4	3	2A	3
Physics HL	1	3	B1	3	5A w/o lab	3
Psychology HL	2	3	D9	3	4I	3
Theatre HL	3	3	C1	3	3A	3

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 they wish to apply for CLEP credit, they should:

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



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

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

A black and white photograph of a man with a beard and glasses, wearing a plaid shirt and a baseball cap with 'ELK STORE' on it. He is working in a workshop, adjusting a large, complex industrial machine. The machine has a vertical frame with several threaded rods and a motor at the bottom. A large, light-colored cylindrical object, possibly a mold or a container, is part of the machine. The background shows a workshop environment with various tools and equipment.

ACADEMIC AND OTHER DISTRICT POLICIES

ACADEMIC POLICIES

TEN PRINCIPLES OF ACADEMIC INTEGRITY

1. **Affirm the importance of academic integrity.**
Institutions of higher education are dedicated to the pursuit of truth. Faculty members need to affirm that the pursuit of truth is grounded in certain core values, including honesty, civility, and diligence.
2. **Foster a love of learning.**
A commitment to academic integrity is reinforced by high academic standards. Most students will thrive in an atmosphere where academic work is seen as challenging, relevant, useful, and fair. Faculty have a special responsibility to maintain currency in their field and in teaching methods that fully engage the diversity of students.
3. **Treat students as unique individuals.**
Faculty and staff members are expected to provide individual attention and consideration. Students will generally reciprocate by respecting the values of their teachers, including a commitment to academic integrity.
4. **Promote an environment of trust in the classroom.**
Many students are mature adults who value an environment free of arbitrary rules and trivial assignments, where trust is earned and given. Faculty are expected to keep scheduled office hours, make accommodations for students who cannot attend regular office hours, reply promptly to student inquiries, emails and phone calls, administer final examinations according to scheduled timelines, and begin and end classes on time. Additionally, faculty should foster a classroom environment where diverse, and sometimes divergent, ideas are welcomed and respected.
5. **Encourage student responsibility for academic integrity.**
With proper guidance, students can be given significant responsibility to help protect and promote the highest standards of academic integrity. Students want to work in communities where competition is fair, integrity is respected, and cheating is punished. They understand that one of the greatest inducements to engaging in academic dishonesty is the perception that academic dishonesty is rampant and tolerated.
6. **Clarify expectations for students.**
Faculty members have primary responsibility for designing and cultivating the educational environment and experience. They must clarify their expectations in advance regarding honesty in academic work, including the nature and scope of student collaboration. Most students want such guidance, and welcome it in course syllabi, carefully reviewed by their teachers in class. Instructors should inform students of the academic requirements of each course. Such information may appropriately include, but is not limited to (a) notice of the scope of permitted collaboration, if any; (b) notice of the conventions of citation and attribution within the discipline of the course; and (c) notice of the materials that may be used during examinations and on other assignments.

7. **Develop fair and relevant forms of assessment.**
Students expect their academic work to be fairly and fully assessed. Faculty should comment on student work, praise that which is well done, and show students where their work does not meet academic standards. Also, faculty members are responsible for using, and continuously revising, forms of assessment, including rubrics, portfolios, examinations, and essays that require active and creative thought and promote learning opportunities for students.
8. **Reduce opportunities to engage in academic dishonesty.**
Prevention is a critical line of defense against academic dishonesty. Faculty will not tempt or induce students to engage in acts of academic dishonesty by having ambiguous policies, undefined or unrealistic standards for collaboration, inadequate classroom management, overly consistent assignments and exams, whose answers do not change from year to year, or poor examination security.
9. **Challenge academic dishonesty when it occurs.**
Faculty and staff are to teach and model academic integrity and to ensure student integrity in performance of their assignments. Students observe how faculty and staff members behave with their colleagues and with other students, and what values they embrace. Faculty and staff members who ignore or trivialize academic dishonesty send the message that the core values of academic life, and community life in general, are not worth any significant effort to enforce.
10. **Help define and support campus-wide academic integrity standards.**
Responsibility for defining, promoting, and protecting academic integrity is a community-wide concern, and must be applied consistently with due process procedures, in affirmation of the shared values that help make Laney College a true learning community.

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

FIVE PRINCIPLES OF STUDENT ACADEMIC INTEGRITY

1. **Responsibility**
Each student is responsible for her/his own education. Each student is expected to strive for excellence, adhere to the principles of academic integrity, and be proactive when her/his needs are not being met, through all channels (counselors, teaching faculty, staff, deans, and student government).
2. **Honesty**
Each student will present his/her own work at all times: quizzes, exams, assignments and research papers. Each student will present accurate information and data, and will not falsify or invent information.
3. **Recognition**
Students working in collaboration with others, will make the appropriate attributions for the contributions from others to the work—whether the source of the contribution be student colleagues, teachers, or published resources.

4. Support

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

5. Privacy

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

DISCIPLINARY ACTION AND PROCEDURES

Violations of the Laney College Academic Integrity policy will be handled according to Title 5 regulations and the Laney College and Peralta Community College District policies and procedures.

SCHOLASTIC STANDARDS

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

AUDITING

Auditing of classes is not permitted. No person is allowed to attend a class unless enrolled in that class.

CLASSROOM RECORDING**(AUDIO/VIDEO TAPE)**

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

AP 4225 COURSE REPETITION AND REPEATABLE COURSES

This procedure addresses all options per Title 5 regarding course repetition and repeatable courses including:

- student repetition when a satisfactory grade was received,
- student repetition when a satisfactory grade was not received,
- courses per Title 5 which are determined to be repeatable, and
- active participatory credit courses in physical education and visual or performing arts that are related in content.

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 (less than "C", and including "FW") or received a "W." Per Title 5 regulations, the student can only repeat the course twice (i.e. 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, ensuring 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 withdraws from a course and receives 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 is received is twice (i.e. 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 fewer 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 provided 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.

PROCEDURES FOR AWARDING I, IP, MW, RD, AND W

SYMBOL DEFINITION

FW Failing. The FW grade indicates a failing grade because the student has ceased to participate in the class sometime after the withdrawal deadline.

Upon petition original F will remain but will not be computed

I Incomplete (incomplete academic work for unforeseeable and justifiable reasons at the end of the term)
Conditions for removal of the "I" and the grade assigned shall be filed by the instructor with the Admissions and Records Office 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 or for grade points. A time extension beyond one year but not to exceed one semester or quarter may be granted by petition.

IP In Progress
The "IP" symbol shall be used to indicate that the course extends beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of a grade must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate grade and unit credit shall be assigned and appear on the student's record for the term in which the course is completed. The "IP" 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.

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 he or she reasonably believed that remaining in the course would subject him or her to discriminatory treatment or retaliation for alleging discriminatory treatment.” In such instances, no symbol will be assigned.

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

GRADING POLICIES AND GRADE SYMBOL DEFINITIONS

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



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

GRADE POINT AVERAGE

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

EXAMPLE

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

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

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

ATTENDANCE POLICIES

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

1. Instructors may drop a student from class if the number of absences during a semester exceeds the number of times the class meets in two weeks, unless there are extenuating circumstances warranting special consideration by the instructor.
2. All instructors shall drop students who do not attend class by Census Day if the student has not contacted the instructor with an explanation satisfactory to the instructor as to why he/she has not attended. All drops must be recorded on the Census Rosters and Instructors' Class Records.
3. It is the student's responsibility to drop from classes, with two exceptions: (1) Instructors are to drop students on the Census Roster; and, (2) Instructors are to drop students on the Attendance Verification Roster. Instructors will no longer indicate drop dates on rosters or submit Drop Cards for students.
4. The instructor's decision to drop a student for not meeting the attendance requirements of the class is FINAL.
5. Leaves of absence may be granted by the instructor

for limited periods to cover illness, hospitalization, or acute emergencies. Requests for such leaves should be made directly to the instructor by contacting the instructor either in person, by phone, by email, or by letter.

6. Responsibility for making up work missed because of absence rests with the student.
7. District policy limits attendance in classes to those who are officially enrolled in the class.

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.

PREREQUISITES, COREQUISITES, AND RECOMMENDED PREPARATION

The Peralta Community College District has established certain prerequisites, corequisite, and recommended preparation for courses and programs in a manner consistent with law and good practice. The district and college believe that these requirements are necessary for a student's academic success. Students who do not meet these requirements are highly unlikely to receive a satisfactory grade in the course.

Students may not officially enroll in a course without the appropriate prerequisite, corequisite, or equivalent preparation. Students may enroll in a course without the recommended preparation, but are advised that they might not derive as much benefit from instruction as if the recommended preparation had been satisfied.

Prerequisite means a condition of enrollment that the college requires a student to meet 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. You must complete a prerequisite course with a satisfactory grade ("A", "B", "C", "P"). The prerequisites for each course are listed in the class schedule and in the "Course Announcements" section of this catalog.

When a student attempts to enroll in a course with a prerequisite online through the PASSPORT Student Center, the system checks the student's academic records for evidence that the student has taken or is taking the prerequisites at one of the Peralta Colleges. If the student is currently taking the prerequisite course, the student is allowed to enroll provisionally until the course grade is received. If the grade in the prerequisite course is below a "C," the student will be automatically dropped from the higher level course. The student will be informed of this by email. In all other cases, the student will have to take some extra steps before he/she can enroll.

Corequisite means a condition of enrollment consisting of a course that a student must take concurrently 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 a student is highly unlikely to succeed. The corequisites for each course are listed in the class schedule and in the "Course Announcements" section of this catalog.

If a student enrolls in a course with a corequisite, the student must enroll in the corequisite course as well. (If the student has previously taken the corequisite course and obtained a grade of "C" or better, student does not need to enroll in it again).

Recommended Preparation means a condition of enrollment that the college advises, but does not require the student 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 that enables a student to achieve a greater depth or breadth of knowledge of course material but without which a student is still likely to succeed in a course or program.

PREREQUISITE/COREQUISITE EQUIVALENCY OR SUBSTITUTION

After a student has completed the English, mathematics, or ESL assessment test, the student should meet with a counselor regarding course placement and for removal of any prerequisite holds.

If a student has completed a comparable or equivalent prerequisite or corequisite course outside the Peralta Community College District, the student should meet with a counselor and provide a transcript showing the comparable or equivalent course. If upon review, the counselor determines that the prerequisite or corequisite course has been taken at another college, the counselor will remove the prerequisite hold and the student will be able to enroll in the course.

PREREQUISITE/COREQUISITE CHALLENGE

If a student desires to challenge the prerequisite or corequisite, the student must file a "Petition for Prerequisite/corequisite Challenge" with appropriate documentation in the Office of the Vice President of Instruction or Office of the Vice President of Student Services. The form can be obtained at the Admissions and Records Office or online at <http://web.peralta.edu/admissions/2011/07/prerequisites-corequisites-and-recommended-preparation>.

Grounds for challenge shall include at least one of 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 limitation on enrollment established for a course that involves intercollegiate competition or public performance, or one or more of the courses for which enrollment has been limited to a cohort of students, and would be delayed by a semester or more in attaining the degree or certificate specified in his or her Student Educational Plan.
3. The student demonstrates that he or she does not pose a threat to yourself 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.

Upon submission of the "Petition for Prerequisite/ corequisite Challenge" the student will be able to enroll in the class. The challenge will be resolved by the appropriate faculty member 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. 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 in writing that they have been dropped from the course.

If the challenge has not been resolved within five (5) working days, the student will remain enrolled in the class. The student shall bear the initial burden of showing that grounds exist for the challenge.

CREDIT BY EXAMINATION

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

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

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

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

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

ACADEMIC RECOGNITION – HONOR ROLL

Students with a grade point average of 3.25 or better for a semester are honored by being placed on the vice president of student services' list. In addition to the G.P.A., students must have completed 12 or more units.

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

ACADEMIC RECOGNITION - ASSOCIATE DEGREE HONORS

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

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

ACADEMIC GOOD STANDING

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

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

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

Progress Probation: A student who has enrolled in a total of at least 12 semester units as indicated on the total academic record district-wide shall be placed on Progress Probation when the percentage of W, I, and NP's recorded, reaches at least fifty percent (50 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 he/she has been placed on academic and/or progress probation.

STANDARDS FOR ACADEMIC DISMISSAL

A student who is on academic probation shall be subject to dismissal if the student earned a cumulative grade-point average of less than 1.75 in all units attempted in each of three (3) consecutive semesters. Summer session shall be considered a semester. A student who has received an academic dismissal will be required to remain out of the college 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 percent (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. Circumstances that warrant exceptions to the standards for dismissal are evaluated by the petition committee and submitted to the vice president of student services for final action.

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

ACADEMIC RENEWAL POLICY

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

A 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 Colleges or another regionally accredited institution.

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

GRADE CORRECTIONS - 2017-2019

No grade can be changed without the consent, in writing, by the instructor who assigned the grade except under the conditions of clerical errors, bad faith, fraud and in-competency. No grade will be changed later than 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.

TRANSFER CREDIT 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 occur when the graduation petition is submitted to the college Admissions and Records office. External transcripts become the property of the Peralta Community College District. Transcripts submitted to Peralta District will not be released to students, other colleges or other agencies.



OTHER DISTRICT POLICIES

AP 4225 COURSE REPETITION AND REPEATABLE COURSES

This procedure addresses all options per Title 5 regarding course repetition and repeatable courses
Including

- student repetition when a satisfactory grade was received,
 - student repetition when a satisfactory grade was not received,
 - courses per Title 5 which are determined to be repeatable, and
 - active participatory credit courses in physical education and visual or performing arts that are related in content.
- 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 (less than "C", and including "FW") or received a "W". Per Title 5 regulations, the student can only repeat the course twice (thus can only take the course three times).
 2. When a student repeats a course to alleviate substandard academic work, the previous grade and credit will be disregarded in the computation of the grade point average.
 3. (3) Courses that are repeated shall be recorded on the student's permanent academic record using the appropriate symbol.
 4. (4) Annotating the permanent academic record shall be done in a manner that all work remains legible, insuring a true and complete academic history.
 5. (5) Nothing can conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors, or with Title 5 or district procedures relating to retention and destruction of records.
- 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]
- Students may repeat all types of Cooperative Work Experience Education, but shall not exceed 16 semester units, subject to the following limitations:
 - General Work Experience Education: a maximum of 6 semester credit hours may be earned during one enrollment period in general work experience education.
 - Occupational Work Experience Education: a maximum of 8 semester credit hours during one enrollment period in occupational work experience education.
 - 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]
- 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.
 - A student may petition to repeat a portion of such a course if the student has received a substandard grade. See section A above.
 - Under no circumstances may a portion of a physical education course be repeated.
- J. Special classes for students with disabilities [55040(b)(7)]
- 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.
 - 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)]
- 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
 - 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.
 - In most cases, the limit will be four (4) semesters.
 - 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)]
- 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.
 - 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)]
- A student may repeat courses that are designed specifically for participation in non-athletic competitive events between students from different colleges.
 - 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.
 - A student is permitted four (4) semesters of enrollment in one single course or a combination of courses that are related in content.
 - 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.
 - 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)]
- 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].
 - 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.
 - The limitation on enrollment applies even if a student receives a substandard grade or "W" during one or more of the enrollments in such a course or petitions for repetition due to extenuating circumstance.
- All grades and credits received count in calculating the student's grade point average.

PROHIBITION OF HARASSMENT, DISCRIMINATION AND SEXUAL ASSAULT PROCEDURES

I. STATEMENT REGARDING DISCRIMINATION

- A. In keeping with Board Policy 3410: Nondiscrimination, the Peralta Community College District, as a public institution, prohibits discrimination in any and all of its activities, including: employment, procuring of goods and services, availability of its educational offerings, and other programs and activities such as financial aid and special services. In order to accomplish these tasks, the Vice Chancellor of Human Resources and Employee Relations is assigned the responsibilities of overseeing and investigating any charges of discrimination or other complaints. A discrimination complaint log will be maintained as well as complete records of complaints and resolutions. The non-discrimination provisions also apply to applicants for admission and to non-student participants in college programs, such as volunteers. The Vice Chancellor of Human Resources and Employee Relations will handle student, applicant, non-student, and employee complaints by working with the college Vice Presidents of Student Services for student complaints and with the college Vice President of Instruction for employee complaints.
- B. The Peralta Community College District, in accordance with applicable federal and state laws and Board Policy, prohibits unlawful discrimination towards students on the basis of race, creed, color, ancestry, religion, sex, national origin, age (40 and over), marital status, medical condition (cancer related), disability, political views and affiliations, sexual orientation/preference, and transgender status at any stage in any and all of its programs and activities, including availability of its educational offerings and other programs and activities such as financial aid and special services. To that end, the district will take immediate appropriate steps to investigate complaints of discrimination to eliminate current discrimination and prevent further discrimination. The district prohibits retaliation against any individual who files a complaint or who participates in a discrimination or discriminatory harassment inquiry.
- C. The Peralta Community College District is subject to Title IX of the Educational Amendments of 1972, Titles VI and VII of the Civil Rights Act of 1964 and 1972, Age Discrimination in Employment Act of 1967, Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 ("ADA").
- D. The Title IX, Section 504 and ADA coordinator for the Peralta Community College District is the Vice Chancellor of Human Resources and Employee Relations, who also serves as the District Equal Opportunity Officer, and is located at 333 E. 8th Street, Oakland, California 94606; telephone (510) 466-7252.
- E. Each college has an ADA coordinator who can be reached by calling the main number of the college.
- F. Students, applicants for admission, non-student participants in college programs, such as volunteers, faculty, employees, and applicants for employment who believe they have been discriminated against may file a discrimination complaint with the college President, Vice President of Student Services (for students), Vice President of Instruction (for faculty or employees) or the Vice Chancellor of Human Resources and Employee Relations. Complaint forms

and procedures are available in the Offices of the President, Vice Presidents, and Vice Chancellor of Human Resources and Employee Relations.

- G. The Peralta Colleges encourage "mainstreaming" students with disabilities into regular classes. The colleges offer support services to make education accessible. Each main campus has a coordinator who coordinates the Disabled Students Program. Students who find that a class is not accessible should contact the Disabled Students Programs and Services Office for assistance. Services provided include: classroom interpreters, note takers, readers, special counseling on disability management, peer counseling groups, and special adaptive equipment.
- H. The lack of English language skills will not be a barrier to admission and participation in the colleges' vocational education programs.

II. DISCRIMINATION COMPLAINT PROCEDURES

- A. To ensure that students, non-students and employees of the district are aware of the provisions of this procedure, a general statement will be published in each class schedule and a bulletin will be circulated to each district employee.
- B. The following procedures are in compliance with the guidelines of state law:
 - a. Non-employee discrimination complaints may be filed with the Office of Student Services at each college.
 - b. Employee complaints may be filed with the Office of Instruction at each college.
 - c. All complaints should be forwarded to the Vice Chancellor of Human Resources and Employee Relations on the approved district form.
 - i. Upon receipt of a complaint, a copy will be forwarded to the State Chancellor's Office on the appropriate form.
 - ii. Defective complaints will be returned to the complainant with an explanation of the deficiencies and how they may be corrected if the complaint is to be considered.
 - d. Within fourteen (14) days of the complaint, an investigation will commence with notification to the complainant of the initiation of the investigation.
 - e. If the complaint proves to be accurate, a resolution of the problem will be proposed and corrective actions taken to ensure that the act is not repeated.
 - f. After a proposed resolution is developed and approved, the complainant will be notified of the resolution. Should the complainant not be satisfied, he/she may object to the proposed resolution through the State Chancellor's Office within thirty (30) days. The District Office of Equal Opportunity will furnish the complainant with necessary information regarding where and how to file the objection with the state.
 - g. After the resolution proposal is sent to the complainant, the district will forward the complete file of the complaint: findings of the investigation, the district's proposed resolution, the letter to the complainant informing him/her of the proposal, and any relevant material to the State Chancellor's Office.

III. PROCEDURES PROHIBITING SEXUAL, RACIAL, AND DISABILITY HARASSMENT AND DISCRIMINATION

A. Dissemination

1. The procedures shall be published in all student, faculty and staff handbooks, each college's catalog and schedule of classes, and other printed material deemed appropriate by each college's vice president of student services.
2. The procedures will also be disseminated to students at each college's new student orientation and at periodic workshops to be scheduled by each college's vice president of student services.
3. The procedures will also be disseminated to each faculty member, all members of the administrative staff, and all members of the support staff both at the time of hire and at the beginning of each school year.
4. The procedures shall also be displayed in a prominent location in each college along with the other notices regarding the college's procedures and standards of conduct. A copy of the procedures shall be made available to any person expressing a verbal complaint about such matters.

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

1. The Peralta Community College District expressly forbids sexual, racial, and disability harassment by faculty, administrators, supervisors, district employees, other students, vendors, or members of the general public. The district also prohibits discrimination by subjecting any student to adverse or differential treatment, or depriving that student of any benefits of the district because of that student's sex, race, or disability. Furthermore, the district prohibits retaliation against any individual who files a complaint or participates in a discrimination inquiry.
2. Sexual harassment includes, but is not limited to: unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the educational setting, under any of the following conditions:
 - (a) Submission to the conduct is explicitly or implicitly made a term or a condition of a student's academic status, or progress.
 - (b) Submission to, or rejection of, the conduct by a student is used as the basis of academic decisions affecting the student.
 - (c) The conduct has the purpose or effect of having a negative impact upon a student's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
 - (d) Submission to, or rejection of, the conduct by a student is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.
 - (e) Any other such conduct that may have an effect on a student's learning environment or his or her ability to enjoy any privileges or benefits provided by the district.

3. The prohibition of racial harassment similarly enjoins conduct or incidents based on race that may interfere with or limit the ability of an individual to participate in or benefit from the services, activities, or privileges provided by the district.
4. The prohibition of disability harassment similarly enjoins conduct or incidents based on disability that may exclude an individual from participation in or be denied the benefit of the services, programs, or activities provided by the district to other non-disabled students.
5. A harassing environment is created if conduct of a sexual or racial nature or conduct based on student's disability is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from the education program by the district or to create a hostile or abusive educational environment.

C. Examples of Prohibited Harassment

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

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

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

D. Academic Freedom and Freedom of Speech

1. As participants in a public institution, the faculty and staff of the Peralta Community College District enjoy significant free speech protections found in the First Amendment of the United States Constitution and Article I Section I of the California Constitution. The right of academic freedom includes a special area of protected speech. Consistent with the principles of academic freedom, course content and teaching methods remain the province of individual faculty members. Academic freedom, however, is not limitless. Academic freedom does not protect classroom speech that is unrelated to the subject matter of the course or is in violation of federal or state anti-discrimination laws. Some speech may constitute environmental sexual harassment, harassment based on another impermissible characteristic or discrimination. If a faculty member engages in unwelcome sexual behavior or other improper behavior based on a characteristic protected by this procedure that has the purpose or effect of unreasonably interfering with an employee's work environment or a student's academic performance or creates a hostile and intimidating work or academic environment, then it may constitute environmental harassment or discrimination, as outlined in Board Policy and these implementing procedures.
2. The district must balance these two significant interests: the right of academic freedom and the right to be free from discrimination and harassment. The First Amendment protections, including those of academic freedom, are not absolute. When a faculty member raises academic freedom as a defense against charges of discrimination or discriminatory harassment, the district must examine the nature and context of the faculty member's behavior. A key to this examination is determining whether the behavior of the faculty member is related to his or her legitimate academic judgments within the context of furthering the institution's legitimate mission.
3. Nothing in the district's Discrimination and Discriminatory Harassment Policy should be construed to prevent faculty members from rigorously challenging fundamental beliefs held by students and society. These challenges should be done in a manner that, in the professional judgment of the faculty member is most pedagogically advisable. Indeed, this is at the core of academic freedom; however, faculty members may not interject into the academic setting an element of discrimination or discriminatory harassment that is unrelated to any legitimate educational objective. Nor, may a faculty member create, or allow, the educational setting to be so charged with discrimination or discriminatory harassment, that our students are prevented from effectively participating in the academic environment. As such, faculty members must be aware that the district will investigate and respond to employee or student complaints that involve course content in accordance with its general discrimination and discriminatory harassment policy and faculty

members may be subject to discipline for egregious conduct, in the same manner as provided in Board Policy and any implementing procedures for all other district employees.

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

E. Consensual Relationships

1. Definitions:

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

2. Rationale:

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

3. Ethical Violation:

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

4. Presumption of a Policy Violation:

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

5. Voluntary Consent Not a Defense:
Faculty members and supervisors exercise power over students and their subordinates, whether in giving or failing to give praise, criticism, performance evaluations, promotions or other similar actions. Romantic relationships between faculty members and students, or between supervisors and subordinates, can destroy necessary professional relationships. Voluntary consent by the student or subordinate is always suspect, given the asymmetric nature of the relationship. Moreover, such unprofessional behavior, or even the appearance of such, may affect other students, faculty, and staff, because it gives one student or subordinate the appearance, correctly or incorrectly, of power or favor at the expense of others.
- F. Harassment and Discrimination Complaint Procedures
1. In order to accomplish the task of prohibiting discrimination and harassment, the district's Vice Chancellor of Human Resources and Employee Relations is assigned the responsibility of overseeing and investigating any charges or complaints of discrimination or harassment. The District's Equal Opportunity Officer will maintain a discrimination and harassment complaint log and complete record of complaints, investigations, and resolutions.
 2. The District's Vice Chancellor of Human Resources and Employee Relations will work with the vice president of student services of each college for processing all discrimination and harassment complaints.
 3. In compliance with the guidelines established by state and federal law, the following procedures will be implemented to investigate and resolve complaints of unlawful discrimination and harassment:
 - (a) Complaints of unlawful discrimination may be filed by a person who has personally suffered discrimination or by a person who has knowledge of such discrimination, within one year of the date of the alleged unlawful discrimination or within one year of the date on which the complainant knew or should have known of the facts underlying the allegation of unlawful discrimination or harassment.
 - (b) Discrimination or harassment complaints may be filed with the District's Vice Chancellor of Human Resources and Employee Relations at 333 East Eighth Street, Oakland, CA 94606; (510) 466-7252.
 - (c) Discrimination and harassment complaints may also be filed with the vice president of student services as follows:

Berkeley City College
2050 Center St., Berkeley, CA, 2nd Floor
(510) 981-2820

College of Alameda
Building A, Room 111, (510) 748-2204

Laney College
Tower Building, Room 815
(510) 464-3244

Merritt College
Building P, Room 311, (510) 436-2478
- (d) All complaints not filed directly with the District's Vice Chancellor of Human Resources and Employee Relations, should be immediately forwarded to that Officer on the approved District form.
 - (e) Whenever any person brings charges of unlawful discrimination to the attention of the District's Vice Chancellor of Human Resources and Employee Relations, that Officer shall:
 - i. Inform the complainant that he or she may, but is not required to, informally resolve the charges and that s/he has the right to end the informal resolution effort and begin the formal stage at any time;
 - ii. Notify the complainant of the procedures for filing a complaint;
 - iii. Discuss with the complainant what actions he or she is seeking in response to the alleged discrimination; and
 - iv. Advise the complainant that he or she may file a complaint with the Office for Civil Rights of the United States Department of Education.
 - v. Immediately upon receipt of a complaint, the District's Vice Chancellor of Human Resources and Employee Relations will forward a copy to the State Chancellor's Office on the appropriate form.
 - vi. The District's Vice Chancellor of Human Resources and Employee Relations will return defective complaints to the complainant with an explanation of the deficiencies and how they may be corrected if the complaint is to be considered.
 - vii. Upon receipt of the complaint, the District Vice Chancellor of Human Resources and Employee Relations will review the complaint and determine the need for any interim measures of relief pending completion of the investigation.
 - (f) Within fourteen (14) days of receiving the complaint, a thorough and impartial investigation will commence with notification to the complainant and the chancellor of the initiation of the investigation. Complaints will be investigated and resolved in accordance with the district's unlawful discrimination complaint procedures. To ensure a prompt and equitable investigation of complaints, the investigation shall include an opportunity for the complainant and the accused to present witnesses and other evidence on their behalf. The investigation shall include private interviews with the complainant, the accused individual, and each of the witnesses identified by both parties. Sufficient information about the allegations of the complaint shall be disclosed to the accused to provide him/her with an opportunity to respond to the allegations of the complaint and provide additional information. To the extent appropriate, the district will keep the complainant apprised of the progress of the investigation.

- (g) Complaints will be handled promptly in an appropriately confidential manner. That is, the District's Vice Chancellor of Human Resources and Employee Relations will disclose the identities of the parties only to the extent necessary to carry out an investigation.

The results of the investigation shall be set forth in a written report which shall include at least all of the following:

- i. Description of the circumstances giving rise to the complaint;
- ii. A summary of the testimony provided by each witness, including the complainant and any witnesses identified by the complainant;
- iii. An analysis of any relevant data or other evidence collected during the course of the investigation and;
- iv. A specific finding as to whether discrimination did or did not occur with respect to each allegation in the complaint.

- (h) Within ninety (90) days of receiving a complaint, the district shall complete its investigation and provide the complainant with the following information:

A written notice setting forth:

- i. A copy or summary of the district's investigative report
- ii. The district's determination on the merits of the complaint, the proposed resolution of the complaints, to the extent that disclosure does not invade any person's privacy rights and
- iii. The complainant's right to appeal to the district governing board and the chancellor.

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

- i. If the allegation of sexual, racial, or disability harassment is substantiated, the district will take reasonable, timely, and effective steps to end the harassment. Depending upon the severity of a given case and/or prior incidents of harassment, a violation of this rule shall lead to disciplinary action including the possibility of expulsion or termination from the district. Remedial measures will be offered if appropriate, to correct the discriminatory effects on any individual who has experienced harassment. The District's policy against discriminatory harassment will be interpreted consistent with any federally guaranteed rights involved in a complaint proceeding, including a student's First Amendment rights to free speech and the accused individual's right to due process.
- ii. Should the Complainant not be satisfied, he or she may appeal the proposed resolution within ten (10) days of the date of the proposed resolution to the chancellor. The chancellor may request

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

- (k) Within 150 days of receiving the complaint, and after the resolution proposal is sent to the complainant, the district will forward the complete file of the complaint findings of the investigation, the district's proposed resolution, the letter to the complainant informing him or her of the proposal, and any relevant material to the State Chancellor's Office.

IV. SEXUAL ASSAULT PROCEDURE (SEE ALSO AP 3540: SEXUAL AND OTHER ASSAULTS ON CAMPUS)

A. Statement regarding Sexual Assault

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

- B. Definition of Sexual Assault (Education Code 67365)
 "Sexual Assault" includes, but is not limited to: rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.
- C. Procedure
1. The Office of the Vice President of Student Services shall have full responsibility, except for public information, for the administration and follow-up of the sexual assault program required. This includes:
 - (a) Making available to students and staff the district policy on sexual assault.
 - (b) Meeting legal reporting requirements.
 - (c) Identifying available services for the victim.
 - (d) Developing and updating a description of campus resources available to victims as well as appropriate off-campus services.
 - (e) Implementing procedures for keeping the victim informed of the status of any student disciplinary proceedings in connection with the sexual assault.
 - (f) Providing confidentiality.
 2. It shall be the responsibility of the vice president of student services to see that victims of sexual assault committed at or upon the grounds of, or upon off-campus grounds or facilities maintained by the district, shall receive information and referral for treatment. Services available include immediate short-term crisis counseling, and long-term counseling referral to agencies in the community. This information shall be provided with sensitivity and in consideration of the personal needs of the victim.
 3. Any student, faculty, or staff member who is a victim of sexual assault at a district facility referred to in Section 1.1 of this policy is encouraged to notify the vice president of student services. The vice president of student services, with the consent of the victim, shall notify the Campus/District Police Services.
 4. Pursuant to legal requirements, the Campus/District Police will notify the appropriate local law enforcement agency of the reported sexual assault, and obtain an ambulance to transport the victim to the hospital, as necessary.
 5. In accordance with the Campus Crime Awareness and Security Act of 1990, the district, on an annual basis, shall notify students and employees of statistics concerning specific types of crime, including sexual assault. This notice shall be made through appropriate publication/mailings. The names of the victims will not be reported in the statistics.
 6. In cases of violent crimes considered to be a threat to other students and employees, each college's president or the chancellor of the district shall make timely reports, respecting the confidentiality of the victim, to the college community in a manner that will aid in the prevention of similar occurrences.
 7. Upon notification of a sexual assault, the Campus/District Police Services will distribute to the victim a description of campus resources and services available to the victim, as well as appropriate off-campus services. Each student or employee should have a copy of this procedure.
 8. The listing of resources and services shall be available through the Campus/District Police Services, each college's Counseling Department, and Health Services Unit.
 9. A victim of sexual assault shall be provided with information about pursuing the following remedies or actions against the perpetrator:
 - (a) Employees: Criminal Prosecution/Civil Prosecution:
 District disciplinary process: Violation of this procedure will cause disciplinary action which may include termination of employment or may require an employee to participate in a rehabilitation program.
 - (b) Students: Criminal Prosecution/Civil Prosecution:
 District disciplinary process: Students are required to comply with this policy to remain in good standing and as a condition of continued attendance at any of the District's colleges. Violation of this policy will be cause for disciplinary action against the student, up to and including expulsion, and/or may require the student to participate in a rehabilitation program. Student discipline shall be accomplished in accordance with provisions of Article 3 of the Title 3, Division 7, Part 47, of the California Education Code.
 - (c) Non-Student/Employer: Criminal Prosecution/Civil Prosecution:
 - i. A victim of sexual assault shall be kept informed by the college president/designee or the chancellor of the status of and disposition of any District/College disciplinary proceedings in connection with the sexual assault.
 - ii. The Counseling Department and Health Services shall assist, upon request, the victim of sexual assault in dealing with academic difficulties that may arise because of the victimization and its impact.
 - iii. The identity of a victim of sexual assault shall remain confidential unless otherwise prescribed by law. Requests for information regarding the sexual assault from the press, concerned students, parents, and Peralta employees not involved in the assault or its investigation, will be handled by the college's Public Information Office, or the district's Office of Marketing, in accordance with these regulations: the Family Educational Right and Privacy Act, applicable *California Education and Administrative Code* sections, and Peralta Community College District Policy and Procedures.
 - D. Dissemination
 1. These procedures shall be published in all student, faculty and staff handbooks, each college's catalog and schedule of classes and other printed material deemed appropriate by each college's vice president of student services.
 2. These procedures will also be disseminated at each college's orientation and at periodic workshops to be scheduled by each college's vice president of student services.

Note: Volunteers and student workers are included in relevant board policies and their related administrative procedures, including but not limited to BP 3410 (Nondiscrimination), BP 3420 (Equal Employment Opportunity), BP 3430 (Prohibition of Harassment), and BP 7280 (Volunteers).

References:

Education Code Sections 212.5; 44100; 66281.5;
 Title IX, Education Amendments of 1972; Title 5, Sections 59320 et seq.;
 Title VII of the Civil Rights Act of 1964, 42 U.S.C.A. Section 2000e
 Education Code Sections 66250 et seq., 200 et seq., and 72010 et seq.;
 Penal Code Sections 422.55 et seq.;
 Title 5 Sections 59300 et seq.;
 Accreditation Standard II.B.2.c

POLÍTICA QUE PROHÍBE LA DISCRIMINACIÓN HACIA LOS ESTUDIANTES (INCLUYENDO LA DISCRIMINACIÓN Y EL ACOSO SEXUAL Y RACIAL)

El Distrito de los Colegios Comunitarios de Peralta, de conformidad con las leyes federales y estatales pertinentes y con la Política de la Junta, prohíbe que los estudiantes sean sometidos a discriminación y acoso discriminatorio ilícitos basados en la raza, las creencias, el color, la ascendencia, la religión, el sexo, el origen nacional, la edad (40 años de edad o más), el estado civil, los problemas médicos (relacionados con el cáncer), las incapacidades, las afiliaciones y opiniones políticas, la orientación/preferencia sexual o la transmutación de sexo en cualquier etapa, en cualquiera de los programas y actividades del distrito, incluyendo la disponibilidad de los ofrecimientos educacionales; y en otros programas y actividades como la ayuda financiera y los servicios especiales. Por ello, el distrito investigará las quejas de discriminación inmediatamente, siguiendo los pasos pertinentes, a fin de eliminar la discriminación actual y evitar discriminación futura. El distrito prohíbe las represalias contra cualquier individuo que presente una queja o participe en una investigación con relación a discriminación o acoso discriminatorio.

El distrito de Peralta está sujeto al Título IX de las Enmiendas Educativas de 1972, los Títulos VI y VII del Acta de Derechos Civiles de 1964 y 1972, el Acta de Discriminación por la Edad en Empleo de 1967, el Acta de Discriminación por la Edad de 1975 y la Sección 504 del Acta de Rehabilitación de 1973 y al Acta de 1991 refiriente a los Americanos incapacitados.

El Coordinador del Título IX y Sección 504 para el distrito de Peralta es el funcionario de oportunidad igual del distrito, cuya oficina se encuentra situada en el 333 E. 8th Street, Oakland, CA 94606; teléfono (510) 466-7252.

Los estudiantes, miembros de la facultad, empleados y solicitantes de empleo que crean que hayan sido discriminados pueden presentar una queja de discriminación ante alguno de los siguientes funcionarios: el presidente del colegio correspondiente, el vice presidente de servicios estudiantiles (en el caso de los alumnos), el vice presidente de enseñanza (en el caso de facultad o empleados) o el funcionario de oportunidad igual del distrito. Los formularios de queja y los procedimientos correspondientes se encuentran a su disposición en las oficinas del presidente, de los vice presidentes y de oportunidad igual.

Todos los colegios del Distrito de Peralta fomentan la incorporación de alumnos con incapacidades físicas y mentales a las clases regulares. Los colegios ofrecen servicios de apoyo a fin de brindar una educación accesible. Cada colegio tiene un coordinador cuya función es administrar el programa para estudiantes incapacitados. Los estudiantes que encuentren que una clase no es accesible deben comunicarse con el Centro de Recursos para Estudiantes Incapacitados a fin de recibir asistencia. Los servicios del centro incluyen asistencia por medio de intérpretes en el aula, personas que puedan tomar los apuntes, lectores, un servicio de asesoramiento especial para el manejo de las incapacidades y un grupo de asesoramiento constituido por personas con problemas similares. También hay libros de texto en sistema Braille, libros de texto grabados y otros equipos especiales.

La falta de fluidez en el idioma inglés no es un obstáculo para el ingreso y la participación en los programas de educación vocacional de los colegios.

AP 4231 GRADE CHANGES AND STUDENT GRIEVANCE PROCEDURE

I. REGULATIONS

- A. The instructor of the course shall determine the grade to be awarded to each student. The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetency (per Education Code Section 76224). "Mistake" may include, but is not limited to, errors made by an instructor in calculating a student's grade and clerical errors. "Fraud" may include, but is not limited to, intentional inaccurate recording or the change of a grade by any person who gains access to grade records without authorization.
- B. No grade can be changed without the consent, in writing, by the instructor who assigned the grade except under the conditions of clerical errors, bad faith, fraud, and incompetency.
- C. Grades are not subject to change by reason of a revision of judgment on the instructor's part.
- D. No grade except "Incomplete" may be revised by the instructor on the basis of a new examination or additional work undertaken or completed after submission of final grades.
- E. No grade will be changed later than two years after the calendar date ending the semester (including intersession and summer session) in which the grade was assigned.
- F. Only the instructor is permitted to sign grade changes from "I" to a grade.

II. PROCEDURAL STEPS

- A. Instructor completes the "Request for Record Correction Form" and submits it to the divisional dean of instruction with a copy of the class rollbook. The "Request for Record Correction Form" is available online at: <http://eperalta.org/wp/admissions/?p=565>
- B. Divisional dean of instruction, after discussion with the instructor, makes a recommendation to the associate vice chancellor of student services.
- C. The request is then reviewed and approved or denied by the associate vice chancellor of student services and processed by the Admissions and Records Office.

III. STUDENT GRIEVANCE

If a student alleges mistake, fraud, bad faith, or incompetence in the academic evaluation of the student's performance, the grievance procedure is as follows:

Both the informal and formal grievance procedure for "Academic (Grade) Grievance" is contained in the "Student Grievance Procedure" (also in AP 5530, Student Rights and Grievances) which was last revised and approved by the Board of Trustees on March 15, 2011.

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

A. Grounds for Filing Student Grievances

The Student Grievance Procedure shall apply only to grievances involving:

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

D. Grievance Process

1. Informal Resolution

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

- a. For an academic (grade) grievance, the student shall make an appointment with the faculty against whom he/she has a grievance during the faculty member's posted office hours or at a mutually-agreed-upon time, in order to discuss the student's complaint. Should the faculty against whom the student has an academic complaint fail to meet with the student in a timely manner, the student may meet with the division dean of instruction of the faculty member.
 - b. For a grievance based on an alleged violation of law, policy, and procedures, the student shall attempt to solve the problem with the person with whom the student has the grievance, that person's immediate supervisor, or the vice president of student services (or designee).
- ##### 2. Formal Complaint Procedures
- Any student who believes he/she has a grievance must file an approved grievance complaint form with the vice president of student services (or designee). The student may obtain the form from the Office of the Vice President of Student Services.

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

- 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.

- d. *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.

- e. *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.

f. *Hearing Procedure*

1. The vice president of instruction, as chair, shall provide written notice, including the date, time and place of the hearing to both parties at least 10 days prior to the hearing. The notice shall be hand-delivered or sent by certified mail and shall include a copy of the complaint.
2. The chair shall provide the involved complainant with a written summary of rights he/she may be entitled to by law or contract at least 10 days before the hearing. For academic (grade) grievance, the chair of the committee shall provide the involved faculty member with a written summary of rights he/she may be entitled to by law or contract at least 10 days before the hearing. Both parties shall be given adequate time (at least 10 days) to read and review all documents, consistent with privacy laws. This right may be waived by either party. Both parties shall be informed that all relevant evidence presented to the hearing committee, whether written or oral, may be used against them in this or any other proceeding unless otherwise prohibited by law. The written notice shall inform the parties of this fact. The chair of the committee shall inform both parties orally of this fact at the commencement of the hearing.

3. The decision of the chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by a majority of the other members of the panel to the contrary. The chair may do whatever is necessary, so long as it is legally permissible, to ensure that the hearing is conducted in a fair, dignified and orderly manner.
4. The chair of the committee may exclude a witness from the hearing when the witness is not giving testimony.
5. Anyone who disrupts the proceeding or interferes shall be excluded from the proceeding.
6. All information derived from the complaint is confidential. Information may not be made public nor discussed with anyone except those with a legitimate need to know.
7. The hearing shall be open only to persons directly involved in the matters to be heard. The bargaining agent representing the respondent may send an observer to any hearing.
8. The committee may call in "expert witnesses" if the subject of the grievance is beyond their expertise.
9. The committee shall inform the witnesses (other than the accused) in writing that they are sought for interview purposes and their participation in the process is requested by the committee. Witnesses shall also be informed as to the purpose of the interview, the general subject of the interview, and their right to request representation by anyone of their choosing prior to and during said interview.
10. Any member of the committee may ask questions of any witness.
11. The hearing shall be conducted so as to bring all of the relevant information and evidence to the members of the committee in an orderly and intelligible form. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted, if it is the sort of evidence on which responsible persons are accustomed to rely upon in the conduct of serious affairs. Accusations not specifically related to the alleged violation shall not be considered relevant. The rules of privilege shall apply to the same extent that they are recognized in civil actions.
12. At all steps of the process, both the student filing and the other party have the right to be accompanied, advised and represented by a person or counsel of their choosing. If either party wishes to be represented by an attorney, a request must be presented not less than 10 days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the college representative may request legal assistance. The hearing committee may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.
13. If the respondent or his/her representative, or both, are absent from all or a part of the hearing, the committee shall make its recommendations on the basis of whatever evidence is submitted before the hearing and on whatever evidence and testimony is presented to the committee during the hearing.
14. The committee shall make all evidence, written or oral, part of the record.
15. The committee shall judge the relevancy and weight of testimony and evidence and make its findings of fact, limiting its investigation to the formal charge. The decision shall be based only on the record of the hearing, and not on matter outside of that record.
16. The burden shall be on the grievant to prove by a preponderance of the evidence that the facts alleged are true and a grievance has been sufficiently established.
17. The hearing date may be postponed or continued at the discretion of the chair of the committee. Both parties shall be given notice of the new or continued hearing date.
18. The votes of the majority of the members present (at least 3 votes) are necessary in order for the committee to make a recommendation to the vice president of student services.
19. The chair of the committee shall notify the vice president of student services of the committee's recommendation within 10 days.
20. A summary record of the proceedings held in a closed session shall be kept in a confidential file by the vice president of student services and shall be available at all times to the accused person. The vice president of student services has the responsibility to ensure that a proper record is maintained and available at all times.

- u. Final Decision by vice president of student services

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

- i. The committee's recommendation;
- ii. The final decision by vice president of student services; and
- iii. Appeals procedure.

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

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 45 (forty-five) days after receipt of the decision.

A decision to change a grade must be supported by a summary finding of fact, establishing mistake, fraud, bad faith or incompetence. Implementation of any grade change shall be held in abeyance until the internal appeal process has been exhausted.

All recommendations, resolutions, and actions taken by the Board of Trustees shall be consistent with the State and Federal law, the Peralta Community College District Policies and Procedures, and the PFT and Local 790 Collective Bargaining Agreements. (In the event of a conflict between the Collective Bargaining Agreement and the PCCD Policies and Procedures, the Collective Bargaining Agreement shall govern.)

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 6 (six) (one at each college in the Admissions and Records Office and two at the District Admissions and Records Office) district employees may be authorized to change student grades. Only full-time employees of the district may be authorized to change grades. Student workers shall not have access to or change grades at any time.

Any person who discovers that grades have been changed by someone other than the persons authorized to do so shall notify the vice chancellor of educational services immediately. The vice chancellor of educational services immediately shall take steps to lock the grade storage system entirely while an investigation is conducted.

If any student's grade record is found to have been changed without proper authorization, the district will notify (1) the student; (2) the instructor who originally awarded the grade; (3) any known educational institution to which the student has transferred; (4) the accrediting agency; and (5) local law enforcement authorities.

Whenever a grade is changed for any reason, corrected transcripts will be sent to any known educational institution to which the student has transferred.

Any student or employee who is found to have gained access to grade recording systems without proper authorization or who is found to have changed any grade without proper authority to do so, shall be subject to discipline in accordance with the district's policies and procedures.

Any person who is found to have gained access to grade recording systems without proper authorization or who is found to have changed any grade without proper authority to do so, shall be reported to the appropriate law enforcement agency.

The correction of an awarded grade shall only be allowed for a student-initiated request brought under the provisions of this procedure.

AP 5500 STUDENT STANDARDS OF CONDUCT, DISCIPLINE PROCEDURES AND DUE PROCESS

- I. The purpose of this procedure is to provide a prompt and equitable means to address violations of the Student Standards of Conduct, which ensures to the student or students involved the due process rights guaranteed them by state and federal constitutional protections. This procedure will be used in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.
- II. These procedures are specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, Education Code Section 76120, and will not be used to punish expression that is protected.
- III. A student excluded for disciplinary reasons from one college in the Peralta Community College District may be denied enrollment into other colleges in the district, depending on the specific form of discipline. The president of a college may also deny admission to a student suspended or excluded for disciplinary reasons from other colleges or universities.
- IV. Standards of Conduct. Students are responsible for complying with all laws and college regulations and for maintaining appropriate course requirements as established by the instructors.
 - A. Disciplinary action may be imposed on a student for violation of college rules and regulations, the California Education Code, California Penal Code, and the California Administrative Code. Student misconduct may result in disciplinary action by the college and prosecution by civil authorities. Student misconduct may also result in disciplinary action that is applicable to other college campuses and central administrative offices at the Peralta Community College District. The college may require restitution as part of the discipline to ensure the return of items or compensation for any loss to the college or district. Misconduct that may result in disciplinary action includes, but is not limited to, the following violations:
 1. Violation of district policies or regulations including parking and traffic regulations (subject to Education Code Section 76036), policies regulating student organizations, and time, place and manner regulations in regard to public expression.
 2. Willful misconduct which results in injury or death of any person on college-owned or controlled property, or college-sponsored or supervised functions; or causing, attempting to cause, or threatening to cause physical injury to another person.
 3. Conduct which results in cutting, defacing, damaging, or other injury to any real or personal property owned by the college or to private property on campus.
 4. Stealing or attempting to steal college property or private property on campus; or knowingly receiving stolen college property or private property on campus.
 5. Sexual assault or sexual exploitation regardless of the victim's affiliation with the district.
 6. Unauthorized entry to or use of college facilities.
 7. Committing or attempting to commit robbery or extortion.
 8. Dishonesty such as cheating, plagiarism (including plagiarism in a student publication), forgery, alteration or misuse of college documents, records, or identification documents, or furnishing false information to the college.
 9. The use, sale, or possession on campus of, or presence on campus under the influence of, any controlled substance, or any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code or any controlled substance listed in California Health and Safety Code Section 11053 et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
 10. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from an authorized college employee.
 11. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the governing board.
 12. Lewd, indecent, or obscene conduct or expression on college-owned or -controlled property, or at college sponsored or supervised functions; or engaging in libelous or slanderous expression; or expression or conduct which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or substantial disruption of the orderly operation of the college.
 13. Disruptive or insulting behavior, willful disobedience, habitual profanity or vulgarity; or the open and persistent defiance of the authority of, refusal to comply with directions of, or persistent abuse of, college employees in the performance of their duty on or near the school premises or public sidewalks adjacent to school premises.
 14. Obstruction or disruption of teaching, research, administrative procedures or other college activities.
 15. Committing sexual harassment as defined by law or by college policies and procedures; or engaging in harassing or discriminatory behavior based on race, sex, religion, age, national origin, disability, or any other status protected by law.

16. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

- B. In accordance with Education Code Section 76234, the results of any disciplinary action or appeal in connection with any alleged sexual assault, physical abuse or threat of the same shall be made available within 3 (three) school days of the results, to the alleged victim, who shall keep such information confidential.

V. FORMS OF DISCIPLINE. STUDENTS FACING DISCIPLINARY ACTION ARE SUBJECT TO ANY OF THE FOLLOWING ACTIONS:

- A. Written or verbal reprimand: An admonition to the student to cease and desist from conduct determined to violate the Code of Student Conduct. Written reprimands may become part of a student's permanent record at the college. A record of the fact that a verbal reprimand has been given may become part of a student's record at the college for a period of up to one year.
- B. Probation: A period of time specified for observing and evaluating a student's conduct, with or without special conditions. Probation will be imposed for a specific period of time; the student is considered removed from probation when the period expires. Violation of any conditions during the period of probation may be cause for further disciplinary action.
- C. Loss of Privileges and Exclusion from Activities: Exclusion from participation in designated privileges and extracurricular activities for a specified period of time. Violation of any conditions or Code of Student Conduct during the period of sanction may be cause for further disciplinary action.
- D. Educational Sanction: Work, research projects, counseling, or community service projects may be assigned. Violation of any requirements of assignment or Code of Student Conduct during the period of sanction may be cause for further disciplinary action.
- E. Treatment Requirement: Require enrollment in anger management, drug and alcohol rehabilitation treatment. Such requirement must receive prior approval from the vice president of student services (or designee).
- F. Group Sanction: Sanctions for the misconduct of groups or organizations may include temporary or permanent revocation or denial of group registration as well as other appropriate sanctions.
- G. Removal from Class: Exclusion of the student by an instructor for the day of the removal and the next class meeting. Instructor must immediately report the removal to the vice president of student services (or designee).
- H. Exclusion from Areas of the College: Exclusion of a student from specified areas of the campus. Violation of the conditions of exclusion or Code of Student Conduct during the period of exclusion may be cause for further disciplinary action.

- I. Withdrawal of Consent to Remain on Campus: Withdrawal of consent by the Campus Police for any person to remain on campus in accordance with California Penal Code Section 626.4/626.6 where the Campus Police has reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus. Any person as to whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest.
- J. Short-term Suspension: Exclusion of the student by the president (or designee) for good cause from one or more classes for a period of up to 10 (ten) consecutive days of instruction.
- K. Long-term Suspension: Exclusion of the student by the president (or designee) for good cause from one or more classes for the remainder of the school term or school year, or from all classes and activities of the college and district for one or more terms.
- L. Expulsion: Exclusion of the student by the Board of Trustees from attending all colleges in the District.

VI. DISCIPLINARY ACTION MAY BE IMPOSED ON A STUDENT BY:

- A. A college faculty member who may place a student on probation or remove the student from class and/or a college activity for the remainder of that class/activity period.
- B. The president (or designee) who may impose any form of discipline, including summarily suspending a student when deemed necessary for the welfare and safety of the college community.
- C. The president who may recommend "expulsion" to the chancellor.
- D. The Board of Trustees who may terminate a student's privilege to attend any college of the district.

VII. DUE PROCESS FOR DISCIPLINE, SUSPENSIONS AND EXPULSIONS

- A. Definitions:
 - 1. Student: Any person currently enrolled as a student at any college or in any program offered by Peralta Community College District.
 - 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.
- E. 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 evidence that the facts alleged are true.
6. The student may represent himself or herself, and may also have the right to be represented by a person of his or her choice, except that the student shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved. If the student wishes to be represented by an attorney, a request must be presented not less than 5 days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the college representative may request legal assistance. The hearing panel may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.
7. Hearings shall be closed and confidential unless the student requests that it be open to the public. Any such request must be made no less than 5 days prior to the date of the hearing.
8. In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the panel agree to the contrary.

9. The hearing shall be recorded by the district either by tape recording or stenographic recording, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the hearing panel chair shall, at the beginning of the hearing, ask each person present to identify himself or herself by name, and thereafter shall ask witnesses to identify themselves by name. Tape recording shall remain in the custody of the district at all times, unless released to a professional transcribing service. The student may request a copy of the tape recording.
10. All testimony shall be taken under oath; the oath shall be administered by the hearing panel chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape-recorded is not unavailable.
11. Within 10 days following the close of the hearing, the hearing panel shall prepare and send to the president (or designee) a written recommendation regarding the disciplinary action to be imposed, if any. The recommendation shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Standards of Student Conduct were violated. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing.

IX. PRESIDENT'S (OR DESIGNEE'S) DECISION

- A. Long-term suspension: Within 5 days following receipt of the hearing panel's recommendation, the president (or designee) shall render a final written decision based on the recommendations of the hearing panel and the vice president of student services (or designee). If the president (or designee) modifies or rejects the hearing panel's recommendation, the president shall review the record of the hearing, and shall prepare a written decision that contains specific factual findings and conclusions. The decision of the president (or designee) shall be final.
- B. Expulsion: Within 5 days following receipt of the hearing panel's recommendation, the president (or designee) shall render a written decision either to recommend expulsion or to impose a lesser form of discipline. If the president (or designee) modifies or rejects the hearing panel's decision, he or she shall review the record of the hearing, and shall prepare a written decision that contains specific factual findings and conclusions. If the president (or designee) decides to recommend expulsion, such recommendation shall be forwarded to the chancellor and board of trustees.

X. CHANCELLOR'S DECISION

A student may, within 10 days of the president's decision to impose long-term suspension or to recommend expulsion, appeal the decision in writing to the chancellor. For long-term suspensions, the chancellor (or designee) shall issue a written decision to the parties and the representatives within ten days of the receipt of the president's decision. For expulsions, the chancellor shall forward the president's recommendation to the Board of Trustees within 10 days and provide an independent opinion as to whether he or she also recommends expulsion.

XI. BOARD OF TRUSTEES' DECISION:**A. Long-Term Suspension Appeal:**

The chancellor's (or designee's) decision regarding long-term suspension may be appealed to the Board of Trustees within 10 days of receipt of the chancellor's decision. The Board will consider the appeal request, along with the chancellor's decision, at the next regularly scheduled meeting. The board may reject the appeal request and uphold the chancellor's decision, or accept the appeal and conduct a hearing. The board's procedures for hearing of long-term suspension will be similar to the procedures required for expulsion hearings.

B. Expulsion:

1. The Board of Trustees shall consider any recommendation from the president for expulsion at the next regularly scheduled meeting of the board after receipt of the recommended decision.
2. The board shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures. (Education Code Section 72122)
3. The student shall receive written notice at least three days prior to the meeting of the date, time, and place of the board's meeting.
4. The student may, within 48 hours after receipt of the notice, request that the hearing be held as a public meeting.
5. Even if a student has requested that the board consider an expulsion recommendation in a public meeting, the board will hold any discussion that might be in conflict with the right to privacy of any student other than the student requesting the public meeting in closed session.
6. The board may accept, modify or reject the findings, decisions and recommendations of the president (or designee) and chancellor (or designee). If the board modifies or rejects the decision, the board shall review the record of the hearing, and shall prepare a written decision that contains specific factual findings and conclusions. The decision of the board shall be final.
7. The final action of the board on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the district.

XII. TIME LIMITS

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

XIII. STUDENT GRIEVANCE:

- A. Students who believe that they have been improperly subjected to any of the disciplinary measures stated in this policy may file a Student Grievance with the vice president of student services in accordance with Board Policy 5530 Student Rights and Grievance.
- B. Students in Allied Health Programs: Board Policy 5531 (Allied Health: Student Appeal of Dismissal for Clinical Performance) may apply in lieu of this Board Policy to students who are enrolled in the Allied Health Program for clinical performances.

AP 5530 STUDENT RIGHTS AND GRIEVANCE PROCEDURE

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

I. GROUNDS FOR FILING STUDENT GRIEVANCES: THE STUDENT GRIEVANCE PROCEDURE SHALL APPLY ONLY TO GRIEVANCES INVOLVING:

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

C. This Student Grievance Procedure does not apply to:

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

II. DEFINITIONS

- A. Party: The student or any persons claimed to have been responsible for the student's alleged grievance, together with their representatives. "Party" shall not include the Grievance Hearing Committee.
- B. Student: A currently enrolled student, a person who has filed an application for admission to the college, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a).
- C. Respondent: Any person claimed by a grievant to be responsible for the alleged grievance.
- D. Observer: An individual who is present at a hearing to observe the proceeding, but shall not be allowed to speak and address the committee.
- E. Written Notice/Written Decision: Notice sent by personal service or by registered or certified mail with return receipt requested via the U.S. Postal Service.
- F. Day: Unless otherwise provided, day shall mean a day during which the college is in session and regular classes are held, excluding Saturdays, Sundays, and District holidays.

III. GRIEVANCE PROCESS

A. Informal Resolution

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

1. For an academic (grade) grievance, the student shall make an appointment with the faculty against whom he/she has a grievance during the faculty member's posted office hours or at a mutually-agreed-upon time, in order to discuss the student's complaint. Should the faculty against whom the student has an academic complaint fail to meet with the student in a timely manner, the student may meet with the division dean of instruction of the faculty member.
2. For a grievance based on an alleged violation of law, policy, and procedures, the student shall attempt to solve the problem with the person with whom the student has the grievance, that person's immediate supervisor, or the vice president of student services (or designee).

B. Formal Complaint Procedures

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

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

1. Filing Complaint

The complaint must include the following:

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

Complaint should be filed with vice president of student services.

2. Meeting with vice president of student services (or designee)

The vice president of student services (or designee) shall provide to the person against whom the grievance has been filed a copy of the grievance and a copy of the procedure.

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

The student and vice president of student services (or designee) shall attempt to reach an informal resolution.

3. Request for Grievance Hearing

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

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

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

4. Grievance Hearing Committee

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

- a. The vice president of instruction, who shall chair the committee;
- b. One faculty member (and one alternate) jointly appointed by the PFT and the Faculty Senate;
- c. One administrator (and one alternate) appointed by the college president;
- d. One student (and one alternate) appointed by the president of the Associated Students

Additional committee member:

- a. For academic (grade) grievances, one faculty member (and one alternate) jointly appointed by the PFT and the Faculty Senate; or
- b. For other grievances, one classified employee (and one alternate) jointly appointed by Local 790 and the Classified Senate.

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

5. Hearing Procedure

- a. The vice president of instruction, as chair, shall provide written notice, including the date, time and place of the hearing to both parties at least ten days prior to the hearing. The notice shall be hand-delivered or sent by certified mail and shall include a copy of the complaint.
- b. The chair shall provide the involved complainant with a written summary of rights he/she may be entitled to by law or contract at least 10 days before the hearing. For academic (grade) grievance, the chair of the committee shall provide the involved faculty member with a written summary of rights he/she may be entitled to by law or contract at least 10 days before the hearing. Both parties shall be given adequate time (at least 10 days) to read and review all documents, consistent with privacy laws. This right may be waived by either party. Both parties shall be informed that all relevant evidence presented to the hearing committee, whether written or oral, may be used against them in this or any other proceeding unless otherwise prohibited by law. The written notice shall inform the parties of this fact. The chair of the committee shall inform both parties orally of this fact at the commencement of the hearing.

- c. The decision of the chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by a majority of the other members of the panel to the contrary. The chair may do whatever is necessary, so long as it is legally permissible, to ensure that the hearing is conducted in a fair, dignified and orderly manner.
- d. The chair of the committee may exclude a witness from the hearing when the witness is not giving testimony.
- e. Anyone who disrupts the proceeding or interferes shall be excluded from the proceeding.
- f. All information derived from the complaint is confidential. Information may not be made public nor discussed with anyone except those with a legitimate need to know.
- g. The hearing shall be open only to persons directly involved in the matters to be heard. The bargaining agent representing the respondent may send an observer to any hearing.
- h. The committee may call in "expert witnesses" if the subject of the grievance is beyond their expertise.
- i. The committee shall inform the witnesses (other than the accused) in writing that they are sought for interview purposes and their participation in the process is requested by the committee. Witnesses shall also be informed as to the purpose of the interview, the general subject of the interview, and their right to request representation by anyone of their choosing prior to and during said interview.
- j. Any member of the committee may ask questions of any witness.
- k. The hearing shall be conducted so as to bring all of the relevant information and evidence to the members of the committee in an orderly and intelligible form. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted, if it is the sort of evidence on which responsible persons are accustomed to rely upon in the conduct of serious affairs. Accusations not specifically related to the alleged violation shall not be considered relevant. The rules of privilege shall apply to the same extent that they are recognized in civil actions.
- l. At all steps of the process, both the student filing and the other party have the right to be accompanied, advised and represented by a person or counsel of their choosing. If either party wishes to be represented by an attorney, a request must be presented not less than 10 days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the college representative may request legal assistance. The hearing committee may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.

- m. If the respondent or his/her representative, or both, are absent from all or a part of the hearing, the committee shall make its recommendations on the basis of whatever evidence is submitted before the hearing and on whatever evidence and testimony is presented to the committee during the hearing.
- n. The committee shall make all evidence, written or oral, part of the record.
- o. The committee shall judge the relevancy and weight of testimony and evidence and make its findings of fact, limiting its investigation to the formal charge. The decision shall be based only on the record of the hearing, and not on matter outside of that record.
- p. The burden shall be on the grievant to prove by a preponderance of the evidence that the facts alleged are true and a grievance has been sufficiently established.
- q. The hearing date may be postponed or continued at the discretion of the chair of the committee. Both parties shall be given notice of the new or continued hearing date.
- r. The votes of the majority of the members present (at least 3 votes) are necessary in order for the committee to make a recommendation to the vice president of student services.
- s. The chair of the committee shall notify the vice president of student services of the committee's recommendation within 10 days.
- t. A summary record of the proceedings held in a closed session shall be kept in a confidential file by the vice president of student services and shall be available at all times to the accused person. The vice president of student services has the responsibility to ensure that a proper record is maintained and available at all times.

6. Final Decision by vice president of student services

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

- a. The committee's recommendation;
- b. The final decision by vice president of student services; and
- c. Appeals procedure

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

7. Appeals

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.

AP 5140 DISABLED STUDENTS PROGRAMS AND SERVICES

Under federal and State laws, the district and colleges are required to ensure that academic requirements and practices, facilities, electronic information technology, printed materials, and college services and activities are accessible to individuals with disabilities. The college will make modifications as necessary in order to provide equal access.

I. The role of the Disabled Student Programs and Services (DSP&S) Program is to assist the colleges in meeting federal and state obligations to students with disabilities. DSP&S is the primary provider for support programs and services that facilitate equal educational opportunities for students with disabilities who can benefit from instruction as required by federal and State laws.

- A. No student with disabilities is required to participate in the DSP&S Program. If a student requests accommodations and does not want to register with DSP&S, he/she will need to submit documentation to the College 504/ADA Coordinator. DSP&S will evaluate the disability documentation and discuss the request for accommodations with the student.
- B. Each College maintains a plan for the provision of programs and services to students with disabilities designed to assure that they have equal access to college classes and programs. The yearly DPS&P Plan, as required by the State Chancellor's Office, describes the processes, procedures, and requirements, as well as a full description of the program. Other information regarding the goals and objectives of DSP&S can be found in the DSP&S Program Review document.

II. ACADEMIC ACCOMMODATIONS PROCEDURES FOR STUDENTS WITH DISABILITIES

- A. Pursuant to Section 504 of the Rehabilitation Act of 1973, Title 5, Section 56027, and Board Policy 5.24, the Peralta Community College District has developed the following procedures to respond in a timely manner to requests by students with disabilities for academic accommodations. Pursuant to Title 5, Sections 56000-56088 the district has developed DSP&S at each college to assist students with disabilities in accessing appropriate instruction, programs, academic accommodations and auxiliary aids.
- B. The goal of all academic accommodations and auxiliary aids is to minimize the effects of the disability on the educational process. The student with a disability shall be given the opportunity both to acquire information and to be evaluated in a way that allows the student to fully demonstrate his/her knowledge of the subject. The goal is to maintain academic standards by giving the student assignments that are comparable in content, complexity, and quantity.
 1. When a student requests disability-related services, the student's disability is verified by the DSP&S professional, according to state-mandated criteria. If the student is deemed ineligible for services, DSP&S shall provide the student with written notice of the denial stating both the reasons for the denial and that the student has a right to appeal the denial through the District Discrimination and Complaint Procedures. Pending the resolution of any dispute regarding an accommodation, the accommodation will be provided.

2. The DSP&S professional (as defined in Title 5 Section 56006, 56048, 56060, 56064 and 56066), in consultation with the student, determines educational limitations based on documentation of the disability and functional limitations and authorizes the use of any appropriate auxiliary aids and/or academic accommodations. These may include but are not limited to:
 - a. Auxiliary aids such as a tape recorder, assistive listening device, calculator, computer, taped text or spelling checker used in the classroom and/or in completing class assignments;
 - b. The use in the classroom of a reader, American Sign Language interpreter, note taker, or scribe, or real-time captioner for students who are deaf or hard of hearing or the presence of service animals, mobility assistants, or attendants in the classroom;
 - c. Testing accommodations such as extended time for test taking and distraction-reduced test setting;
 - d. Extending the length of time permitted for course or degree requirements and flexibility in the manner in which specific course content is accessed, based on individual disability;
 - e. Substitution for specific courses required for the completion of general education degree requirements, or substitutions or waivers of major or certificate requirements;
 - f. Access to Alternate Media such as Braille, large print, and electronic text (e-text).
3. With the consent of the student, instructors are informed of authorized auxiliary aids and academic accommodations. It is the responsibility of the instructor to allow auxiliary aids to be used in the classroom or to coordinate with the DSP&S professional for the delivery of academic accommodations. It is the responsibility of the DSP&S professional to make arrangements for and facilitate the delivery of academic accommodations with the disabled student in coordination with faculty, as appropriate. The DSP&S professional will assist with providing the appropriate accommodations and appropriate follow up for DSP&S students. An example of appropriate follow up might be a DSP&S Counselor contacting an instructor and DSP&S student to inquire about the effectiveness of an accommodation.
4. Instructors cannot unilaterally deny approved accommodations and students may not be asked or required to negotiate with instructors or staff about the provisions of adjustments or aids that have been approved by the DSP&S. If an instructor receives an accommodation form and does not understand it or disagrees with the accommodation, it is the instructor's responsibility to contact DSP&S to discuss the issue.

III. RESOLUTION OF DISAGREEMENTS RELATED TO DSPS SERVICES AND GRIEVANCE PROCEDURE

- A. Students with disabilities have the right to an informal disagreement resolution when a student does not agree with the academic adjustments that are offered by Disabled Student Programs and Services or when an instructor refuses to allow the academic adjustment or use of auxiliary aids in the classroom. If the issue/disagreement cannot be resolved to the student's satisfaction through the informal process, the student has the right to follow the formal grievance procedure provided below. Authorized academic adjustments should be delivered during the informal and formal process.
- B. Every effort will be made to expedite the process during the informal disagreement resolution and written grievance process.
- C. Informal Disagreement Resolution – First Level
 1. Students with a disagreement against DSPS for not authorizing and academic adjustment or not providing and academic adjustment as authorized should first attempt to resolve the matter by means of an informal meeting with the person(s) against whom the student has the disagreement, generally the DSPS Counselor, DSPS Coordinator (or Counselor/Coordinator), the LD Specialist, or other DSPS faculty member responsible for providing the academic adjustments. This discussion should be timely, optimally within ten (10) instructional days of the alleged incident.
 2. Students who believe an authorized academic adjustment is being denied or Ignored by an instructional faculty member should first attempt to resolve the matter by means of an informal meeting with the instructor whom the student believes is not complying with the academic adjustment. The student should contact the DSPS professional who authorized the academic adjustment(s). The DSPS professional will schedule a meeting with the instructor to discuss and resolve the issue. The student may request that the DSPS attend the meeting. This discussion should be timely, optimally within ten(10) instructional Days of the alleged denial.
- D. Informal Disagreement Resolution – Second Level
 1. Students who are dissatisfied with the outcome of the meeting with either the DSPS professional or instructional faculty member can schedule an appointment with the DSPS Coordinator (or Counselor/Coordinator) or the Dean who oversees DSPS when the disagreement is with the DSPS Coordinator. Students should bring their referral for academic adjustment along with the relevant information about dates of requests, services not received, and responses to their previous inquiries. Students should address these concerns within ten (10) instructional days of the first level meeting.
 2. The DSPS Coordinator or the Dean who oversees DSPS may conduct an informal inquiry with various parties involved in the alleged incident and inform students verbally of the resolution. The DSPS Coordinator or the Dean who oversees DSPS should communicate this resolution to the student within ten (10) instructional days of the second level informal disagreement meeting.

E. Formal Written Grievance Procedure

1. If the informal disagreement resolution process does not resolve the issue to the student's satisfaction, the student has the right to file a formal written grievance. The student must submit in writing the formal written grievance to the Vice President of Student Services within ten (10) instructional days after being informed of the decision determined in the second level informal disagreement resolution.
2. The Vice President of Student Services will be responsible for notifying the student of his/her rights, responsibilities, and the procedures.
3. The Vice President of Student Services will review the written grievance and may confer, as appropriate, with the DSPS Coordinator or Dean who oversees DSPS and other appropriate college professionals, as necessary, before making a determination. The Vice President of Student Services will make every effort to resolve the grievance in accordance with applicable laws.
4. The Vice President of Student Services shall review the issues presented and shall render a written decision within ten (10) instructional days. The student will be provided the written decision.

IV. MEETING GENERAL EDUCATION DEGREE REQUIREMENTS:

When the severity of the disability of an otherwise qualified student precludes successful completion of a course required for graduation from a college within the Peralta Community College District, despite an earnest effort on the part of the student to complete the course or its prerequisite--if appropriate for the disability as determined by a qualified DSP&S Specialist--and despite the provision of academic adjustments and/or auxiliary aids, the student may request a substitution of the course as an alternative method of meeting general education degree requirements.

- A. The evaluation team will consist of the DSP&S coordinator, the department chair or instructor from the discipline of the course or major for which a substitution is being requested, and the appropriate dean of instruction.
- B. The team may consult, as appropriate, with DSP&S professionals, associate vice chancellor for admissions and records and student services, and the college vice president of instruction in order to make a decision.
- C. In assessing requests, the evaluation team should consider the anticipated exit skills from the course that can be substituted for comparable exit skills in another course. These comparable skills may be found in a discipline different from the discipline of the original course.

V. MEETING MAJOR OR CERTIFICATE REQUIREMENTS

The process for evaluating requests for major or certificate requirements is the same as stated in the section (IV) above except that the student may request a substitution or a waiver of the course as an alternative method of meeting major or certificate requirements.

- A. A course substitution maintains the standards of academic rigor of degree programs because the student is required to demonstrate comparable skills (when a student completes a comparable course as established by an Evaluation Team). Therefore, requesting a course substitution is the preferred option to meet general education degree requirements. For major or certificate course requirements, course substitutions and/or waivers may be considered.
- B. Course substitutions are applicable for Peralta Community College District and may not be recognized by a transfer college.

VI. EVALUATION OF SUBSTITUTION/ WAIVER REQUEST**A. Documentation**

The student will complete the Request for Change of Graduation Requirements Form (available in the DSP&S office) and submit it to the DSP&S professional with the following attachments:

- 1. Petition for Substitution/Waiver (obtained from the Admissions Office).
- 2. Letter (written by the student) addressing the criteria listed in Part B.
- 3. Evidence from the DSP&S professional (DSP&S coordinator, counselor, instructor, acquired brain injury (ABI) specialist, learning disability (LD) specialist, etc.) verifying the disability and how it relates to the student's request.
- 4. Documentation of the student's academic record, the degree requirements for graduation and information about the course in question regarding whether or not it is essential to the student's course of study, major, transfer goals and/or employment goals as appropriate.
- 5. Additional Supporting Documentation can be provided by students.

B. Evaluation of Request

- 1. The DSP&S professional will review all documents, outline evidence of the use of all appropriate and available services and academic adjustments and indicate that, according to CRITERIA listed below, that the request is appropriate. The DSP&S professional then signs the Request for Change of Graduation Requirements Form and forwards the packet to the DSP&S coordinator, who will convene an Evaluation Team.
- 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 associate vice chancellor for admissions and records and 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.
- b. Evidence of the student's earnest efforts to meet the graduation requirement, which may include:
 - i. Consistent and persistent efforts in attempting to meet all graduation requirements.
 - ii. Evidence that the student has attempted to take the course in question or its prerequisite with accommodations and has been unable to successfully complete course requirements.
 - iii. Regular attendance (i.e., meeting the attendance requirements of the course); Completion of all course assignments.
 - iv. Use of all appropriate and available services such as tutorial assistance or instructional support classes.
 - v. Use of all appropriate and available academic accommodations such as test accommodations.
 - vi. Agreement among the student, DSP&S counselor and the appropriate disabilities specialist that, due to the severity of the disability, the student would not be able to successfully complete the course requirements, even with accommodations.
- c. Evidence that the student is otherwise qualified such as:
 - i. The student's success in completing other course work requirements for the degree/certificate as indicated by a grade point average of 2.0 or greater in degree applicable classes.
- d. Information about the course in question regarding whether or not it is essential to the student's course of study, major, transfer goals or employment goals.
- e. Information about alternatives to the course in question based on the learning/academic goals of that course.

VII. DECISION PROCESS

- A. Meeting General Education Degree Requirements
The Evaluation Team's decision will be made by majority vote. If the team recommends a course substitution, the team will request the department in which the student is asking for course substitution to provide a list of previously identified appropriate course substitutions. If the department cannot identify an appropriate course substitution or if the team concludes that a substitute course is inappropriate due to the severity of the disability, as documented by the Verification of Disability and Educational Limitations Form, then the college vice president of instruction and the associate vice chancellor for admissions and records and student services shall be included in the evaluation process to assist with the identification of an appropriate course substitution. To approve recommendations for course substitutions, the Evaluation Team will forward its recommendation to the vice president of instruction and then to the associate vice chancellor for admissions and records and student services. The District Admissions and Records Office will verify, implement and notify the student.
- B. Meeting Major/Certificate Requirements
The process for evaluating request for major/certificate requirement is the same as those stated above except that the student may request a substitution or a waiver of a course as an alternative method of meeting major or certificate requirement.

VIII. COMPLAINT PROCEDURE

If the student is dissatisfied with the decision of the Evaluation Team, she/he may follow the District's Harassment and Discrimination Complaint Procedures. The finding may be appealed directly to the District Affirmative Action Officer. Students can obtain the assistance of the District Affirmative Action Office at any point during this process.

IX. EQUAL ACCESS TO ELECTRONIC AND INFORMATION TECHNOLOGY

Federal and State laws require that all electronic and information technology purchased or used by federal agencies must be accessible for use by persons with disabilities. This regulation applies to the development, procurement, maintenance and/or use of all electronic and information technologies.

- A. The Information Technology Department will ensure that college employees who purchase or request recommendations about information technology products are informed of the accessibility requirements of Section 508.
- B. Grant recipients will be informed of their obligations under Section 508 requirements.
- C. The Purchasing Department will ensure that vendors and other contract recipients are informed of their obligations under section 508 requirements.
- D. The colleges and district will ensure that web pages and related links are accessible to individuals with disabilities as defined by World Wide Web Consortium (W3C).
- E. The colleges will ensure that video and multimedia products developed by the college and/or housed at the college are equally accessible to individuals with disabilities and comply with Section 508.

- F. The colleges will ensure that faculty who develop web pages, online learning, and other distance learning options for students are informed of their obligations under section 508.
- G. The college will ensure that faculty and staff are informed of their obligations under Section 508 requirements as they pertain to enrolled and prospective students.
- H. The colleges will ensure that all staff members are informed of their obligations under Section 508 requirements as they pertain to visitors and events on campus.
- I. The Office of Instruction will ensure that all library staff members are informed of their obligations under Section 508 as they pertain to library patrons.

AP 3440 SERVICE ANIMALS

The District will allow an individual with a disability to use a service animal in district facilities and on district campuses in compliance with state and federal law.

The District will allow an individual with a disability to be accompanied by his/her service animal in all areas of the District's facilities where members of the public, or participants in services, programs or activities, are allowed to go.

These procedures shall also be applicable to any individual who is training a service animal.

I. SERVICE ANIMAL DEFINED

- A. A "service animal" for purposes of this procedure means any dog (or miniature horse, as provided herein) that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.
- B. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition.
- C. The work or tasks performed by a service animal must be directly related to the handler's disability. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

II. EXCEPTIONS

- A. The district may ask an individual with a disability to remove a service animal from the premises if:
 - 1. It is not controlled
 - 2. It is not housebroken; and/or
 - 3. It is a threat to the health and safety of others
- B. If a service animal is excluded under one of these exceptions, the District will give the individual with a disability the opportunity to obtain goods, services, and accommodations or to participate in the service, program, or activity without having the service animal on the premises.

III. ASSESSMENT FACTORS FOR MINIATURE HORSES

The district shall consider the following factors:

- A. The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
- B. Whether the handler has sufficient control of the miniature horse;
- C. Whether the miniature horse is housebroken; and
- D. Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

IV. CONTROL

The service animal must have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).

V. CARE OR SUPERVISION

The district is not responsible for the care or supervision of the animal.

VI. INQUIRIES BY THE DISTRICT

- A. The district may make two inquiries to determine whether an animal qualifies as a service animal:
 1. Whether the animal is required because of a disability; and
 2. What work or task the animal has been trained to perform.
- B. The district will not make either of these inquiries when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).
- C. An individual may choose to produce a county service dog license or identification tag as proof that the animal is a service animal. Licensure or certification is not required in order to meet the definition of service animal under this procedure. There are no licensing or certification requirements for miniature horses.

VII. NO SURCHARGE

The district will not ask or require an individual with a disability to pay a surcharge, even if people accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to people without pets. If the District normally charges individuals for damage caused by pets, an individual with a disability may be charged for damaged caused by his or her service animal.

VIII. EMPLOYEES

Notwithstanding the above, for employees of the district, service animals shall be treated as a reasonable accommodation of a physical or mental disability in accordance with Administrative Procedure AP 3410.

AP3551 PRESERVING A DRUG-FREE ENVIRONMENT FOR STUDENTS

Board Policy 3550 requires the Peralta Community College District to maintain campuses where students are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances and from the use of alcohol.

- A. For purposes of this administrative procedure, campus shall mean those places where a student is engaged in an authorized college activity. The campus includes property owned or leased by the district; property used by the district for student participation in field trips, field study, athletic competition, or study travel programs; and district or private vehicles while being used for official district business.
- B. All students are required to comply with this procedure to remain in good standing and as a condition of continued attendance in any of the district's colleges. Any violation of this procedure will be cause for disciplinary action against the student, up to and including expulsion, and/or may require the student to participate satisfactorily in a substance abuse assistance or rehabilitation program. Student discipline shall be accomplished in accordance with the provisions of AP 5520 Student Discipline Procedures.
- C. Any student who needs information about substance abuse treatment may consult a counselor, who can provide the student with information about available treatment resources. The District does not provide substance abuse treatment.
- D. The district shall provide annual notice to its students in the "Standards of Student Conduct" document of the prohibitions stated in this policy, including a description of the health risks associated with drug or alcohol abuse and of the district and community resources available for counseling and rehabilitation of those persons with alcohol or drug-related problems. The district shall also provide notice of the consequences of campus illicit drug and alcohol abuse violations, including possible criminal sanctions and student disciplinary action up to and including expulsion pursuant to applicable state law and district policy and administrative regulations. The purpose of such sanctions and discipline is to urge the students to begin the personal process of rehabilitation.

AP 3570 SMOKING**I. SMOKING: DEFINITION**

"Smoke or Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic, in any manner or in any form. "Smoking" also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form.

"Electronic Smoking Device" means any product containing or delivering nicotine or any other substance intended for human consumption that may be used by a person to simulate smoking through inhalation of vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.

Delivery or nicotine delivery systems not approved by the FDA as a proven method for cessation are prohibited where smoking and tobacco use are prohibited.

II. APPLICABILITY

Smoking is prohibited in all indoor and outdoor Peralta Community College District's ("PCCD") campus locations and District Administrative Centers, except for the following areas:

- A. Berkeley City College: No exceptions designated.
- B. College of Alameda:
 - 1. The area immediately outside the southwest corner of parking lot B;
 - 2. The grass area immediately to the east of the southernmost parking lot which is near buildings A and L.
- C. Laney College: No exceptions designated.
- D. Merritt College: All parking lots, except parking lots adjacent to the child care center, between buildings A & D, and the faculty and staff parking lot behind the A Building.
- E. District Administrative Center Offices: 50 feet away from all buildings in the parking lot behind the main Administrative Office building.

III. NOTICES AND PUBLICATIONS

- A. Notification of this Smoking Procedure will be published in appropriate District and College publications and in notices distributed to students, faculty, staff, administrators, and those renting District/College facilities.
- B. Appropriate signage will be placed throughout the college campuses and district office.

IV. PENALTIES

- A. Violations of the smoking procedures of PCCD are subject to a fine equal to the current fee for parking violations. However, smoking fines shall be limited to a maximum fine of \$100. Persistent offenders, 3 (three) offenses or more, shall be fined \$100.

- B. If payment is not received within 21 calendar days the offenders will be notified of the consequences of failure to pay.
- C. Payment must be sent to: Parking Enforcement Center, PO Box 6010, Inglewood, CA 90312. Check or money order shall be made payable to the "Peralta Community College District."

V. ENFORCEMENT PROCEDURE

- A. Citation Enforcement
 - 1. Peralta Police Services and other security entities (collectively, "Security Personnel") shall have authority to issue citations for violations of PCCD's smoking policy using the procedures established herein.
 - 2. Citations shall be issued using the Peralta Police Services Notice of Parking Violations.
 - 3. All Security Personnel who issue smoking citations shall complete all sections of the citation and shall include personally identifiable information, based on information required and available.
 - 4. Security Personnel will leave a copy of the citation with the individual being cited.
- B. Voiding Citations
 - 1. A citation shall only be voided if it is determined that the citation was written in error, prior to the citation being issued. Once the citation has been issued, the citation may only be dismissed through the administrative review process.
 - 2. Security personnel voiding smoking citations shall:
 - a. Write void on all copies of the citation; and
 - b. Submit all voided copies to the Peralta Police Services office.
 - 3. All copies of each voided citation will be filed and maintained for one year.
- C. Citation Correction Notice
 - 1. If an error was written on a smoking citation, but the citation is valid on its face, the Security Personnel who issued the citation shall complete a Citation Correction Notice.
 - 2. If the error is discovered by a person other than the issuing security personnel, the citation will be returned to the issuing security personnel.
 - 3. Once the error is confirmed, the issuing Security Personnel will complete a Notice of Correction and forward it to Peralta Police Services Administrative Sergeant for review.
 - 4. Once the Notice of Correction has been reviewed, it will be mailed to the individual cited on the citation.
 - 5. A copy of the Notice of Correction will be attached to the original citation and filed.

VI. APPEALS (3 LEVELS)

- A. Request for Citation Cancellation (Level 1)
 - 1. An individual may request a Citation Cancellation **within 21 calendar days** of the citation issuance date.
 - 2. Requests for cancellation must be done in writing, on the Citation Cancellation form. Forms are located at the Peralta Police Services Office, 333 E. 8th Street, Oakland, CA 94606.

3. Upon submittal of the Citation Cancellation form, the validity of the appeal shall be evaluated. Any decision made shall be based on the facts as represented on the face of the citation, the review request, and applicable laws and regulations.
 - a. For citations issued by Peralta Police Services, their Administrative Sergeant shall evaluate the validity of the appeal.
 - b. For citations issued by Security personnel other than Peralta Police Services, the vice chancellor of general services shall evaluate the validity of the appeal.
 4. The evaluating officer can:
 - a. Dismiss the violation and request PCCD to remit any payment made;
 - b. Find no grounds for dismissal;
 - c. Determine that an individual is not a persistent offender; or
 - d. Reduce any late fees.
 5. Decisions will be mailed to the individual who requested the Citation Cancellation. A copy of the decision will be kept on file until one year after the appeals process has been finalized.
- B. Administrative Hearing (Level 2)
1. Individuals dissatisfied with the findings of the Level 1 hearing may request an "Administrative Hearing" (Level 2 hearing).
 2. A request for an Administrative Hearing must be made to Peralta Police Services in writing within 21 calendar days from the date that the Level 1 hearing results were mailed.
 3. The individual requesting a hearing may provide the information for his/her Administrative Hearing in writing. Forms are located at Peralta Police Services office, 333 E. 8th Street, Oakland, CA 94606. At the time of his/her request, the individual must provide a check or money order made payable to the "Peralta Community College District" for the full amount of the smoking fine. At that time, a formal hearing will be scheduled.
 4. The vice president of student services at the appropriate campus and a Peralta Police Services' hearing officer will conduct an Administrative Hearing with the contesting party. Once a decision has been reached, the decision will be mailed to the individual.
- C. Superior Court (Level 3)
- Within 20 days** after service of the Level 2, Administrative Hearing decision, an individual may request review by filing an appeal to be heard by the superior court of competent jurisdiction.

VII. ALLOCATION OF PROCEEDS FROM FINES

Funds shall be allocated to the PCCD and its colleges. Allocation shall include, but not be limited to, enforcement, education and promotion of this policy, and tobacco cessation treatment options.

VIII. INITIAL IMPLEMENTATION

Upon the initial implementation of this policy, PCCD shall observe a six month grace period before any fine is distributed. Warnings shall be issued at the discretion of Security Personnel. During this grace period, PCCD shall inform employees and students of the tobacco use policy and of enforcement measures.

AP 3530 WEAPONS ON CAMPUS

Firearms, knives, explosives or other dangerous objects, including but not limited to any facsimile firearm, knife or explosive, are prohibited on any district campus or in any facility of the district except as detailed below.

Any person who believes that he/she may properly possess a firearm or other weapon on campus or other facility of the district must promptly notify the Peralta Police Services. Kitchen knives are restricted to food services use under the direct supervision of employees and shall remain in food services facilities or with a food service event.

Bringing or possessing any firearms, ammunition, explosives, air guns, slingshots, firecrackers, fireworks, cherry bombs, metal knuckles, billy clubs, dirks, daggers, ice picks, or knives having blade longer than 5 (five) inches upon the grounds is prohibited, unless the person is authorized to possess such a weapon in the course of his/her employment, has been authorized by a district employee, or is a duly appointed peace officer, who is engaged in the performance of his/her duties.

Weapons are prohibited on any district campus or in any facility of the district, unless the person is authorized to possess such a weapon in the course of his/her employment, has been authorized by district personnel, or is a duly appointed peace officer, who is engaged in the performance of his/her duties.

I. APPLICABILITY

- A. These procedures apply to all employees and students of the Peralta Community College District; associates of the district; respective contractors; and guests
- B. These procedures apply to any and all district property, including all campuses, administrative facilities, parking areas, grounds and other publicly-accessible areas, and at all events and activities occurring on district property.
- C. These procedures are not applicable to online students unless such a student possesses or uses a weapon (1) while [s]he is physically present on a District campus or at a district-located event or, (2) in violation of federal, state or local law.

II. DEFINITIONS

- A. "District" may include all colleges within the district, and all administrative, maintenance and other district-owned and/or controlled facilities, lots or open spaces.
- B. "Weapon" is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed
 1. Weapons may include, but are not limited to any offensive weapon; firearms of any kind such as pistols, revolvers, or other guns; BB or pellet guns, knives such as daggers, razors, 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 book bag, backpack, briefcase, or purse), or in a space individually assigned to the person. "Possession" also means that the person knows, or should know, of the presence of a weapon within a vehicle which the person owns or operates and that the person has the ability or right, either alone or with any other person, to maintain control of the weapon.

III. PERSONNEL

- A. The vice chancellor of general services is responsible for implementing and overseeing these procedures. Peralta Police Services, under contract to the Peralta Community College District, is responsible for the management and enforcement of these procedures.
- B. Authorized Personnel for all approvals noted herein are:
 1. Chancellor
 2. Vice Chancellor of General Services
 3. The Captain of Peralta Police Services
 4. The Lieutenant of Peralta Police Services
- C. College President of an impacted campus will participate in decision-making as appropriate.

IV. OPERATING PROCEDURES

- A. District authorized personnel designated in section III.B above shall work together to develop and implement operating procedures for the safe use, storage and control of firearms and other weapons that may be necessary and appropriate for instructional aids in relevant educational programs and to further the implementation of this policy through more specific procedures.

V. INCIDENT RESPONSE

- A. Any person who observes a student, faculty, staff, or visitor violating this policy shall immediately inform any or all of the College President's Office, if on a campus, Peralta Police, Chancellor's Office and vice chancellor for general services.
- B. Alleged violations of this policy will be promptly investigated.
- C. Policy violations will result in appropriate disciplinary action and may result in referral to law enforcement.

VI. VIOLATIONS

- A. Any person who violates this Administrative Procedure may be subject to:
 1. An order to leave the immediate premises or property owned or controlled by the district
 2. Arrest for criminal trespass if a previous order to leave the immediate premises or property owned or controlled by the district is refused or disobeyed;
 3. Disciplinary proceedings, up to and including expulsion or termination, if the person is a student, employee, faculty member, or administrator.
 4. Prosecution by local, state, or federal authorities if the person is suspected of and/or in violation of local, state or federal law.
- B. Any vendor or contractor who violates the provisions of this policy shall be subject to the termination of his/her business relationship with the System Office and/or affected technical college, as well as possible criminal prosecution.
- C. If an individual believes he/ she is not responsible for an alleged violation of the Weapons on Campus policy, appeal may be made to the chancellor or designee within 10 (ten) business days of receipt of the violation notification from the district.
- D. Failure to appeal in writing within the scheduled time period will result in ratification of the violation.

VII. NOTIFICATION

- A. Signage shall be publicly posted at each site that firearms, weapons, and unlawful explosive compounds are prohibited at each college campus, administrative building and other district-owned and controlled property or site.
- B. All employees, students, volunteers, visitors, vendors, and contractors must be informed of the following:
 1. Legal implications of prohibiting firearms, weapons, and unlawful explosive compounds on district property or at district sanctioned functions.
 2. Possible penalties associated with violations of this policy.
 3. Reporting procedures to notify appropriate law enforcement agencies of a potential violation.

VIII. EXCEPTIONS

- A. All requests for exception to this policy must be made in writing to chancellor or designee prior to the requesting individual entering a district property in possession of a weapon.
- B. Statements must substantiate that requesting individual:
 1. Is a current federal, state or local law enforcement officer or other person who is required by law to carry a weapon, member of the armed forces, campus public safety officer, or person required to carry a weapon by law or official rules of conduct applicable to such person
 2. Agrees to abide by all policies, procedures and instructions of the district with respect to the possession or use of weapons.
- C. Statement shall identify the specific weapon(s) to be carried.
- D. Authorizing official, after verifying that request includes required information and gathering any additional information deemed appropriate, shall determine whether (and if so, to what extent) to grant the request.

- E. Determination shall be communicated in writing and considered final.
- F. Permission granted under this policy shall be confirmed through a written and signed agreement stating that grantee has read and understands this policy; understands that the weapon is not to be visible or used, except to the extent required by applicable laws, regulations or rules of conduct; agrees to (a) follow all applicable laws, (b) take all appropriate precautions to secure the weapon, avoid injury or disruption to members of the district community, affiliated entities or unaffiliated third parties, and (c) unconditionally agrees to indemnify and hold harmless the district, its affiliates, respective trustees, employees, agents and representatives against any losses, liabilities and related expenses (including, but not limited to, reasonable attorney fees) that may be incurred in connection with such person's possession or use of a weapon, whether or not such possession or use is determined to be negligent or in violation of this Policy or any applicable law, regulation or rule of conduct.
- G. A person receiving such authorization, which shall only apply to the specific weapon(s) identified in the granted request, shall promptly notify chancellor or designee in writing of (a) any loss or theft of the weapon or (b) any material change in the facts or circumstances upon which permission was granted.
- H. Upon granting or revoking permission under this policy, grantee shall immediately furnish written notice to the appropriate district personnel for the campus or site at which the person to whom permission has been granted will be located.
- I. Except as otherwise set forth in writing by this procedure, permission granted under this policy:
 - 1. Shall be effective only for the specific time period for which it is granted unless renewed in writing
 - 2. May be revoked at any time, in writing
 - 3. Shall terminate automatically when the person to whom permission has been granted leaves the district, college or is suspended for any reason.
- J. Granting of permission applicable to a stated term does not guarantee that this Policy shall not be revised or that permission will remain in effect for the remainder of that term or for any subsequent terms.

IX. VIOLATIONS

- A. Any student or employee found to be in possession of a firearm or other weapon in violation of this policy is subject to immediate dismissal, termination, and/or prosecution in accordance with applicable statutes.
- B. Any other person in violation of this policy is, in addition to being subject to criminal prosecution under applicable statutes, subject to immediate expulsion from institutional facilities and prohibition against reentry.

AP 5052 OPEN ENROLLMENT

- A. All courses of the Peralta Community College District shall be open to enrollment in accordance with Board Policy 5052 and a district priority registration system consistent with AP 5055, Enrollment Priorities. Enrollment may be limited to students meeting properly validated prerequisites and co-requisites.
- B. No student is required to confer or consult with or required to receive permission to enroll in any class offered by the district, except as provided for in enrollment priorities and college programs which have restrictive enrollment (e.g. Allied Health Programs).
- C. Students are required to meet prerequisites, corequisites, and advisories on recommended preparation. Students have the option of challenging such prerequisites, corequisites, and advisories on recommended preparation. Challenge forms are available upon request.

Prerequisites, corequisites, and advisories on recommend preparation are addressed in Board Policy 4260 and Administrative Procedure 4260.

- D. Students can challenge prerequisites and corequisites for one of the following six (6) reasons:
 - 1. The student has acquired through work or life experiences the skills and knowledge that are represented by the prerequisite.
 - 2. The student has not been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance or where enrollment has been limited to a cohort of students. However, the student would be delayed by a semester or more in attaining the degree or certificate specified in the Student Educational Plan.
 - 3. The student can demonstrate that he/she does not pose a threat to others of the student's self in a course with a prerequisite established to protect health and safety.
 - 4. The student does not believe that the prerequisite is necessary for success in the course or that it has been established in accordance with District policies and procedures.
 - 5. The student believes that the prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
 - 6. The student will be subject to undue delay in attaining the goal in the student's educational plan because the prerequisite or corequisite course has not been made reasonably available.
- E. Students are not required to participate in any pre-registration activities not uniformly required, and no registration procedures are used that result in restricting enrollment to a specialized clientele, except for programs that permit restricted enrollment, e.g. allied health programs.
- F. A student may challenge an enrollment limitation on any of the following grounds:
 - 1. The limitation is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
 - 2. The district is not following its enrollment procedures; or
 - 3. The basis for the limitation does not in fact exist.

AP 4100 GRADUATION REQUIREMENTS FOR DEGREES AND CERTIFICATES

I. STATEMENT OF PHILOSOPHY

The associate degree signifies successful completion of a program of organized study and learning experiences designed to impart knowledge and to develop skills, appreciations, attitudes, and values which will be useful to its recipients and to the society in which they live.

A. General

1. Each Peralta college shall publish a list of courses meeting graduation requirements. These lists shall be maintained and approved at each college.
2. Degree requirements fulfilled by a student attending one Peralta college shall be accepted as fulfillment of requirements at another Peralta college.

B. Associate Degree Requirements (general)

To award an associate degree in any of the Peralta colleges, the college must certify that the following requirements have been met:

1. Satisfactory completion of at least 60 semester units in a curriculum accepted by the college toward a degree, as shown in its catalogs.
2. Twelve (12) semester units successfully completed in residence at the college awarding the degree (also applies to the associate degrees for Transfer, section D but not to Certificates of Achievement, in section III or Certificates of Proficiency in section IV, below).
3. Completion of at least 18 semester units of study in a discipline or from related disciplines as per the requirements listed in the college catalogs.

C. Associate Degree Requirements (not AA-T or AS-T).

All courses fulfilling the foregoing requirements are to be indicated by the individual colleges in their catalogs. Some requirements may be met through credit by examination. The final transcript must show credit received in each of the first four categories listed in #3 below, and the credit received in these first four categories must add up to at least 19 semester units.

1. A minimum grade point average of 2.0 is required in each of the following.
 - a. Overall grade point average
 - b. General education requirements
2. A "C" grade or better is required in each course in the major and in Area 4.a., English Composition, and Area 4.b., Mathematics. .
3. Satisfaction of the following General Education distribution requirements:

A minimum of 3 semester units is required in all areas except computer literacy (Area 4.c) for which a minimum of 1 semester unit is required.

- a. Natural Sciences one (1) course 3 semester units
- b. Social and Behavioral Sciences one (1) course 3 semester units
- c. Humanities one (1) course 3 semester units
- d. Language and Rationality four (4) courses

- (1) English Composition* one (1) course 3-4 semester units
- (2) Mathematics* one (1) course 3-4 semester units

- (3) Computer Literacy one (1) course 1 semester unit
- (4) Oral or Written Communication, one (1) course 3 semester units or Literature
- (5) Ethnic Studies one (1) course 3 semester units

may simultaneously satisfy any one of the above four requirements if it is offered within that discipline, Ethnic Studies will be offered in at least one of the required areas

*English Composition and Mathematics require a grade of "C" or better.

A. Associate Degree Requirements (AA-T and AS-T)

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

1. A minimum of 60 CSU-transferable courses semester units.
2. A minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors require a higher GPA.
3. Completion of a minimum of 18 semester units in an "AA-T" or "AS-T" major. All courses in the major must be completed with a grade of "C" or better of a "P" if the course in taken on a "pass-no-pass" basis (Title 5 Section 55063).
4. Certified completion of the California State University General Education-Breadth pattern (CSUGE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern. Per Education Code there are no local general education requirements.
5. Double counting of courses is recommended by California Education Code.

The AA-T or AS-T is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees are guaranteed admission to the CSU system, but not to a particular CSU campus or to a university or college that is not part of the CSU system.

II. GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE DEGREE (PERALTA DEGREES)

A. Natural Sciences

Courses in the natural sciences are those which examine the physical universe, its life forms, and its natural phenomena. To satisfy the general education requirement in natural sciences, a course should help the student develop an appreciation and understanding of the scientific method, and encourage an understanding of the relationships between science and other human activities. This category would include introductory or integrative courses in astronomy, biology chemistry, general physical science, geology, meteorology, oceanography, physics, and other scientific disciplines.

B. Social and Behavioral Sciences

Courses in the social and behavioral sciences are those which focus on people as members of society. To satisfy the general education requirement in social and behavioral sciences, a course should help the student develop an awareness of the method of inquiry used by the social and behavioral science. It should stimulate critical thinking about the ways people act and have acted in response to their societies and should promote appreciation of how societies and social subgroups operate. This category would include introductory or integrative survey courses in anthropology, economics, history, political science, psychology, sociology, and related disciplines.

C. Humanities

Courses in the humanities are those which study the cultural activities and artistic expressions of human beings. To satisfy the general education requirement in the humanities, a course should help the student develop an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation and help the student develop aesthetic understanding and an ability to make value judgments. Such courses could include introductory or integrative courses in the arts, foreign languages, literature, philosophy, and religion.

D. Language and Rationality

Courses in language and rationality are those which develop for the student the principles and applications of language toward logical thought, clear and precise expression, and critical evaluation of communication in whatever symbol system the student uses.

1. English Composition: Minimum level of English 1A, Freshman Composition, or an equivalent course.
2. Mathematics: Minimum level of intermediate algebra or an equivalent course.
3. Computer Literacy: A broad understanding of computer concepts
4. Oral or Written Communication, or Literature: Requirement shall include written communication, literature, or selected English as a Second Language courses.

E. Ethnic Studies

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

III. CERTIFICATE OF ACHIEVEMENT REQUIREMENTS

To award a Certificate of Achievement (approved by the State Chancellor's Office) in any of the Peralta Colleges, the college shall certify that the following requirements have been met:

- A. Minimum of 18 semester units in the major; and completion of a specified program of courses with a "C" grade or better in each course; OR
- B. Completion of 12-17.5 units in a specified program of courses with a "C" grade or better in each course.

IV. CERTIFICATE OF PROFICIENCY REQUIREMENTS:

To award a certificate of proficiency (approved locally) in any of the Peralta colleges, the college shall certify that the following requirements have been met:

- A. Up to and including 17.5 semester units
- B. Completion of specified courses with a "C" grade. (Certificates of Proficiency will not appear on student transcripts.)

V. USE OF COURSEWORK FROM ANOTHER REGIONALLY ACCREDITED INSTITUTION

- A. Students may use both lower and upper division coursework from a regionally accredited institution to fulfill both subject and unit requirements of a comparable PCCD course upon approval by the appropriate department chair(s) and administrator(s).

Students may also use coursework from a nationally accredited institution for local (PCCD) associate degrees and certificates. However, these courses are not accepted by many four-year institutions and shall not be used to certify CSU General Education and/or IGETC (Intersegmental General Education Transfer Curriculum) requirements.

- B. Students may use coursework completed at another regionally or nationally accredited institution to fulfill program, general education, and/or elective unit requirements for the associate degree or certificate programs. Specifically, students may use coursework from another regionally or nationally accredited institution to fulfill any or all of the following:
 1. Course or program requirements for a certificate or for the major in an associate degree;
 2. General Education graduation requirements, including approved course(s) in the same or similar general education area(s) at another California Community College; and
 3. Elective units to meet the 60 semester unit requirement for an associate degree.

Although PCCD may receive and apply coursework students earned at another regionally or nationally accredited institution towards specified program, general education, and/or elective unit requirements for the PCCD degree, PCCD cannot guarantee the same coursework will transfer and be used for the same requirements at another institution. However, students may not use coursework from a nationally accredited institution to satisfy program, general education, or elective requirements for an AS-T or AA-T degree (see section I.C. above).

Note: Students may NOT use outside coursework to satisfy the 12 unit Residency requirement.

- C. Students who have already earned a Bachelor's degree from a regionally accredited institution will not be required to complete Peralta Community Colleges general education requirements. NOTE: Some Peralta Community College degrees require specific general education coursework that may not be waived even if a student has earned a Bachelor's degree.

- D. Students who have earned a degree(s) from a foreign institution(s) must have a foreign transcript evaluation service evaluate their degree(s). If the service certifies that the student's degree is the equivalent of a regionally accredited U.S. Bachelor's degree, the student will not be required to complete Peralta Community College District's associate degree general education requirements.

VI. CREDIT FOR MILITARY EXPERIENCE

Completion of a minimum of one year's active duty with the Armed Forces of the United States, including completion of a basic or recruit training program and receipt of an honorable discharge, provides six semester units of elective credit toward the associate degree. The credit is given once 12 semester units have been completed at the Peralta Colleges.

To receive credit for military service, students must provide an original DD-214 or an official unopened JST (Joint Services Transcript) for scanning or photocopying by a Peralta staff or faculty member.

A DD-214 may also be used to satisfy the subject and unit requirements for CSU GE Area E, Lifelong Learning and Self-Development.

VII. CATALOG RIGHTS:

Students completing the requirements for the Associate degree (local), the associate degree for transfer, certificate of achievement, or certificate of proficiency have catalog rights. A student's catalog rights are defined as maintaining enrollment in at least one semester per academic year, excluding summer session and intersessions (continuing enrollment, in any of the four Peralta Colleges. The "withdrawal" symbol (W) constitutes enrollment. A student's catalog rights include:

- A. 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
- B. 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
- C. The regulations current at the time the student files and receives the degree/certificate

AP 4210 STUDENT LEARNING OUTCOMES

Each college president is delegated responsibility from the chancellor to have a college-wide process for developing student learning outcomes and service area outcomes, and in an ongoing manner to have outcomes assessment in every course, program, student services program, and administrative unit for his or her college.

The process should include the following components:

- A. Evidence from the outcomes assessment is included in program review and annual unit plan updates in order to drive institutional planning, resource allocation, and budgeting decisions, address student needs, improve student services, and help students, administration, faculty, and staff to seek sustainable continuous quality improvement.

- B. The application or implementation of Student learning outcomes should not abrogate academic freedom.
- C. Outcomes and assessment, that benefit student learning, shall focus on the dynamic roles of faculty and on the teaching-learning interface, emphasizing pedagogical techniques and observable student learning using assessment as a tool to improve teaching and learning.
- D. Faculty, as discipline experts, shall be the primary participants in the assessment process.
- E. Student learning outcomes (SLO's) and assessment design and development are a responsibility for the college faculty and academic senates.
- F. Each college shall appoint a student learning outcomes and assessment coordinator using a standard job description.
- G. Each college shall prepare documentation and evidence of progress in the establishment and assessment of student learning outcomes at the course, program, and institutional level in both the accreditation institutional self-evaluation and annual reports.
- H. Each college shall meet the requirement to be at "Proficiency Level" as of March 15, 2013 and to work toward a "Sustainable Continuous Quality Improvement Level" as defined below:
 - 1. "Proficiency Level", per the Accrediting Commission for Community and Junior Colleges rubric, means:
 - a. Student learning outcomes and authentic assessment are in place for courses, programs, support services, certificates, and degrees.
 - b. There is widespread institutional dialogue about the results of assessment and identification of gaps.
 - c. Decision-making includes dialogue on the results of assessment and is purposefully directed toward aligning institution-wide practices to support and improve student learning.
 - d. Appropriate resources continue to be allocated and fine-tuned.
 - e. Comprehensive assessment reports exist and are completed and updated on a regular basis.
 - f. Course student learning outcomes are aligned with degree student learning outcomes.
 - g. Students demonstrate awareness of goals and purposes of courses and programs in which they are enrolled.
 - 2. "Sustainable Continuous Quality Improvement Level," per the Accrediting Commission for Community and Junior Colleges rubric, means:
 - a. Student learning outcomes and assessment are ongoing, systematic, and used for continuous quality improvement.
 - b. Dialogue about student learning is ongoing, pervasive, and robust.
 - c. Evaluation of student learning outcomes processes.
 - d. Evaluation and fine-tuning of organizational structures to support student learning is ongoing.
 - e. Student learning improvement is a visible priority in all practices and structures across the college.

- f. Learning outcomes are specifically linked to program reviews.

STUDENT RIGHT-TO-KNOW DISCLOSURE (COMPLETION AND TRANSFER RATES)

In compliance with the Higher Education Act of 1965, as amended, completion and transfer rates for students attending Laney College can be found on the Peralta Community Colleges web site at <http://web.peralta.edu/indev/equity-reports-fact-books/peralta-2009-fact-books>.

Information can also be found at <http://nces.ed.gov/collegenavigator>.

Family Education Rights and Privacy Act of 1974 (Access to Educational Records)

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

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

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

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

1. Information provided by a student's parents relating to applications for financial aid or scholarships;
2. Information related to a student compiled by a Laney College employee:
 - a. that is appropriate for such officer or employee's performance of his or her responsibility;
 - b. that remains in the sole possession of the maker thereof;
 - c. that cites medical, psychiatric, or similar reports which are used solely in connection with treatment purposes and only available to recognized professionals or paraprofessionals in connection with such treatment (provided, however, that a physician or other professional of the student's choice may review such records);
 - d. that is maintained by a law enforcement unit; that is necessary and appropriate to enable such law enforcement unit to carry out its duties and responsibilities as required by law or which may be assigned by the district, and that such law enforcement unit personnel do not have access to other student records, and that such information is kept apart from other student records, and that it is maintained solely for law enforcement purposes, and that is available only to other law enforcement officials of the same jurisdiction.

As required by the Act, the college reserves the right to publish at its discretion the following categories of information with respect to each student who is presently or has previously attended the college: participation in officially recognized activities and sports, weight and height of members of athletic teams, high school of graduation of athletic teams and degrees and awards received, including honors, scholarship awards, athletic awards and other types of recognition. Students have a right to inform the college within a reasonable period of time that any or all of this so-called "directory information" should not be released without their prior consent. Laney College has not published an "Information Directory" and should one be compiled in the future, a public notice of intent will be provided.

The legislation further identifies exceptions to the written consent of release of records. "Access" shall be permitted to the following:

1. School officials with legitimate educational interest to inspect a record;
2. Schools to which a student is transferring in connection with a student's application for, or receipt of, financial aid;
3. Specified officials for audit or evaluation purposes;
4. Appropriate parties in connection with financial aid to a student;
5. Organizations conducting certain studies for or on behalf of the school provided;
 - a. Such studies are conducted in such a manner as will not permit personal identification of students or their parents by persons other than representatives of such organizations; and
 - b. Such information will be destroyed when no longer needed for the purpose for which it is conducted.
6. Accrediting organizations carrying out accrediting functions;
7. To comply with a judicial order or lawfully issued subpoena;
8. Appropriate officials in cases of health and safety emergencies if the knowledge of such information is necessary to protect the health or safety of a student or other persons;
9. State and local authorities, within a juvenile justice system, pursuant to specific State law.

Finally, it should be noted that the scope of records maintained for students may vary greatly depending on individual circumstances. In some cases, student files do not contain many of the types of records listed above.

CLERY ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act, codified at 20 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.

These crime statistics can be found in the Peralta Community College Personal Safety Handbook, on the Peralta Community College District website: www.peralta.edu, and on the Alameda County Sheriff's Office website: www.alamedacountysheriff.org.

AP 4250 PROBATION**I. STANDARDS FOR PROBATION**

A. Academic Probation: A Peralta student who has attempted at least 12 semester units and has a cumulative GPA of less than 2.0 as shown by the total academic record for coursework at all Peralta colleges shall be placed on academic probation. The student shall be placed on academic probation during the following term of attendance and shall remain on probation until his/her cumulative grade point average is 2.0 or higher (in accordance with provisions of Title 5).

B. Progress Probation: A Peralta student who has enrolled in a total of at least 12 semester units as indicated on the total academic record for all coursework at the Peralta Colleges shall be placed on Progress Probation when the percentage of all units in which the student has enrolled and for which entries of "W," "I," and "NP" are recorded reaches at least 50 percent of all grades.

II. REMOVAL FROM PROBATION

A. Academic Probation: A student on academic probation for a grade point deficiency shall be removed from academic probation when the student's cumulative grade point average is 2.0 or higher.

B. Progress Probation: A student on progress probation shall be removed from probation when the percentage of units with entries of "W," "I," and "NP" drops below 50 percent of all grades.

III. UNITS ATTEMPTED

For purposes of standards for academic probation and dismissal (1) "all units attempted" means all units of credit for which a student earns a symbol of "A," "B," "C," "D," "E," or "FW" from any college or combination of; and (2) "enrolled units" means all units attempted as defined above, and all units for which the student earns a symbol of "W," "I," "P" and "NP" from any college or combination thereof.

IV. NOTIFICATION OF PROBATION AND DISMISSAL

Each student will be notified about Probation or Dismissal through their Peralta email. Further, each Peralta College, through the Office of the vice president of student services, shall make every reasonable effort to notify a student of academic probation or dismissal at or near the beginning of the semester in which the status is in effect. Students on probation must meet with a counselor and complete the "Academic Success Contract." Students on dismissal shall complete the "Student Petition for Reinstatement from Dismissal" and follow the steps as stated on the petition. Probation and dismissal policies shall be published in each Peralta College catalog.

AP 4255 DISQUALIFICATION AND DISMISSAL**I. STANDARDS FOR DISMISSAL**

For purposes of probation and dismissal, semester shall be considered consecutive on the basis of the Peralta student's enrollment. Summer sessions (regular intersessions) shall be considered a semester.

A. Academic Dismissal: A Peralta student on academic probation shall be subject to dismissal after three consecutive semesters in which such student has earned a cumulative grade point average of less than 1.75 in all units attempted.

B. Progress Dismissal: A Peralta student who is on progress probation is subject to dismissal after the third consecutive semester or progress probation unless the current semester percentage of completed units exceeds 50 percent of enrolled units.

C. Reinstatement from Dismissal: A Peralta student may appeal for reinstatement if unusual circumstances prevailed. Such circumstances will be evaluated by petition and could be, but are not limited to, health or financial strain. Re-admission will be conditioned on a semester review basis with the Peralta student subject to the continued probation dismissal policy.

II. UNITS ATTEMPTED

For purposes of standards for academic probation and dismissal (1) "all units attempted" means all units of credit for which a student earns a symbol of "A," "B," "C," "D," "E," or "FW" from any college or combination of; (2) "enrolled units" means all units attempted as defined above, and all units for which the student earns a symbol of "W," "I," "P" and "NP" from any college or combination thereof.

III. NOTIFICATION OF PROBATION AND DISMISSAL

Each student will be notified about probation or dismissal through their Peralta email. Further, each Peralta college, through the Office of the Vice President of Student Services, shall make every reasonable effort to notify a student of academic probation or dismissal at or near the beginning of the semester in which the status is in effect. Students on probation must meet with a counselor and complete the "Academic Success Contract." Students on dismissal shall complete the "Student Petition for Reinstatement from Dismissal" and follow the steps as stated on the petition. Probation and dismissal policies shall be published in each Peralta College catalog.

Course Disclaimer

Courses and programs are being approved the State Chancellor's Office daily. Please check the following link for the most current information on new courses, degrees and certificates.

Attendance Policies

Instructors may drop students who do not attend class by Census Day if the student has not contacted the instructor with an explanation satisfactory to the instructor as to why he/she has not attended. All drops must be recorded on the Census Rosters and Instructor's Class Records.

AP 2430 DELEGATION OF AUTHORITY TO THE CHANCELLOR'S STAFF**A. Delegation of Authority**

The chancellor delegates the overall administration of the district to the following positions listed. The employees assigned are responsible to the chancellor for successful performance. With respect to the Board of Trustees Policies and the Chancellor's Administrative Procedures, the following specific assignments apply:

B. Presidents

Administer compliance of all their assigned college personnel with all board policies and administrative procedures. The presidents shall provide leadership to their campus community shared governance process in a systematic annual review of board of trustees policies, district administrative procedures, and college operating procedures with the expectation that recommendations for improvement will be made.

C. Deputy Chancellor

Serves as the principal management support to the chancellor in handling a range of operational matters related the district service centers, and faculty, staff, students and public affairs issues; directly handles matters of institutional importance on behalf of the chancellor, as appropriate. Oversees all facets of the daily operations of the district, and develop findings and makes recommendations to the chancellor to ensure compliance with all relevant national, state, and local policies and regulations. Coordinates and integrates the activities of the Chancellor's Cabinet in the development and implementation of established core initiatives for the Office of the Chancellor. Directly oversees the vice chancellor of finance and administration, the vice chancellor of general services, the vice chancellor of human resources and employee relations, the associate vice chancellor of information technology, general counsel and risk management.

D. Vice Chancellor, Finance and Administration

Represent the chancellor and the deputy chancellor for the financial affairs of the district. Administers compliance with all financial laws, regulations, and chapter 6 board policies and administrative procedures. Supervises the Bond Legal Counsel contract(s) and administers the appropriate financial controls over the bond construction funds and the OPEB bond funds. Responsible for the following general institution policies and procedure: Gifts, Foundation and Information Technology.

E. Vice Chancellor, Educational Services

Represent the chancellor for the academic affairs and student affairs of the district. For academic affairs administer compliance with all academic laws, regulations, and chapter 4 board policies and administrative procedures. Responsible for the following general institution policies and procedures; accreditation, admissions and records, institutional planning, and grants

For student affairs administer compliance with all student services laws, regulations, and chapter 5 board policies and administrative procedures including: financial aid, international and out-of-state students (residency), concurrent-enrollment, student grievances, health services, student discipline, and district-wide student government.

F. Vice Chancellor, Human Resources

Represent the chancellor and the deputy chancellor for the human resources function of the district. Administer compliance with all human resources laws, regulations, and chapter 7 board policies and administrative procedures. Serves as chief negotiator. Supervise the human resources legal counsel contract(s). Responsible for the following general institution policies and procedures: nondiscrimination, equal employment opportunity, and prohibition of harassment.

G. Vice Chancellor, General Services

Represent the chancellor and the deputy chancellor for the general services function of the district. Administer compliance with all general services and construction laws, regulations, board policies and administrative procedures. Administer the safety, security, construction and maintenance of facilities. Responsible for the following general institution policies and procedures: capital construction planning, Citizens Oversight Committee, use of facilities, campus safety, campus security and access, emergency response plan, workplace violence plan, reporting of crimes, child abuse reporting, local law enforcement, weapons on campus, sexual and other assaults on campus, drug free environment and Drug Prevention Program, and alcoholic beverages.

H. General Counsel

Within the parameters of California Rules of Professional Conduct, including but not limited to, Rule 3-600, represent the chancellor for the legal services function of the district. Advises the chancellor with respect to the legal issues. Responsible for the following General Institution policies and procedures: District Records Access and Conflict of Interest.

I. Other Policies and Administrative Procedures

The chancellor will administer the other policies and administrative procedures not enumerated above.

AP3430 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 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, in aggregate, the incidents are sufficiently pervasive, persistent, or severe that 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.

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 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, or progress;
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 is sufficiently severe or pervasive so as to alter 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.

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 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 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.

AP 3540 SEXUAL AND OTHER ASSAULTS ON CAMPUS

- A. Peralta Police Services shall make available sexual assault awareness information to students and employees.
- B. 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.
- C. Sexual assault" includes but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.
- D. "Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a romantic or intimate relationship will be determined based on the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.
- E. "Domestic violence" includes felony or misdemeanor crimes of violence committed by:
 1. a current or former spouse of the victim;
 2. a person with whom the victim shares a child in common;
 3. a person who is cohabitating with or has cohabitated with the victim as a spouse;
 4. a person similarly situated to a spouse of the victim under California law; or
 5. any other person against an adult or youth victim who is protected from that person's acts under California law.
- F. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress.
- G. It is the responsibility of each person involved in sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.
"Affirmative consent" means affirmative, conscious, and voluntary agreement to engage in sexual activity.
- H. These written procedures and protocols are designed to ensure victims of domestic violence, dating violence, sexual assault, or stalking receive treatment and information.
- I. All students, faculty members or staff members who allege they are the victims of domestic violence, dating violence, sexual assault, or stalking on district property shall be provided with information regarding options and assistance available to them. Information shall be available from the Peralta Police Services, which shall maintain the identity and other information about alleged sexual assault victims as confidential unless and until Peralta Police Services is authorized to release such information.
- J. Peralta Police Services shall provide all alleged victims of domestic violence, dating violence, sexual assault, or stalking with a copy of the district's policy and administrative procedure regarding domestic violence, dating violence, sexual assault, or stalking upon request, and the importance of preserving evidence and the identification and location of witnesses.
- K. Victims will be provided the option to:
 1. notify proper law enforcement authorities, including on-campus and local police;
 2. be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses; and
 3. decline to notify such authorities;
 4. the rights of victims and the institution's responsibilities regarding orders of protection, no contact orders, or similar lawful orders issued by a court;
 5. information about how the district will protect the confidentiality of victims, and
 6. written notification of victims about options for, and available assistance in, changing academic, living, transportation, and working situations, if requested and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to Peralta Police Services or local law enforcement.
- L. The victim will be provided a description of the following procedures:
 1. Criminal prosecution;
 2. Civil prosecution (i.e., lawsuit);
 3. District disciplinary procedures, both student and employee;
 4. Modification of class schedules; and tutoring, if necessary.

- M. The District will investigate all complaints alleging sexual assault regardless of whether a complaint is filed with local law enforcement. All alleged victims of domestic violence, dating violence, sexual assault, or stalking on District property shall be kept informed, through Peralta Police Services, of any ongoing investigation. Information shall include the status of any student or employee disciplinary proceedings or appeal; alleged victims of domestic violence, dating violence, sexual assault, or stalking are required to maintain any such information in confidence, unless the alleged assailant has waived rights of confidentiality.
- N. A complainant or witness who participates in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of the District's student conduct policy at or near the time of the incident, unless the District determines that the violation was egregious, including but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic honesty.
- O. In the evaluation of complaints in any disciplinary process, it shall not be a valid excuse to allege lack of affirmative consent that the accused believed that the complainant consented to the sexual activity under either of the following circumstances:
1. The accused's belief in affirmative consent arose from the intoxication or recklessness of the accused.
 2. The accused did not take reasonable steps in the circumstances known to the accused at the time, to ascertain whether the complainant affirmatively consented.
- P. In the evaluation of the complaints in the disciplinary process, it shall not be a valid excuse that the accused believed that the complainant affirmatively consented to the sexual activity if the accused knew or reasonably should have known that the complainant was unable to consent to the sexual activity under any of the following circumstances:
1. The complainant was asleep or unconscious.
 2. The complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the complainant was unable to communicate due to a mental or physical condition.
- Q. The District shall maintain the identity of any alleged victim or witness of domestic violence, dating violence, sexual assault, or stalking on District property, as defined above, in confidence unless the alleged victim or witness specifically waives the right to confidentiality. All inquiries from reporters or other media representatives about alleged domestic violence, dating violence, sexual assaults, or stalking on District property shall be referred to the District's Public Information Office, which shall work with Peralta Police Services to assure that all confidentiality rights are maintained.
- R. Additionally, the Annual Security Report will include a statement regarding the District's programs to prevent sexual assault, domestic violence, dating violence, and stalking and procedures that should be followed after an incident of domestic violence, dating violence, and stalking has been reported, including a statement of the standard of evidence (preponderance of evidence) that will be used during any district proceeding arising from such a report. The statement must include the following:

1. A description of educational programs to promote the awareness of rape, acquaintance rape, other forcible and non-forcible sex offenses, domestic violence, dating violence, or stalking;
2. Procedures to follow if a domestic violence, dating violence, sex offense or stalking occurs, including who should be contacted, the importance of preserving evidence to prove a criminal offense, and to whom the alleged offense should be reported.
3. Responses to stranger and non-stranger sexual assault;
4. The preliminary victim interview, including the development of a victim interview protocol, and a comprehensive follow-up victim interview, as appropriate;
5. Contacting and interviewing the accused;
6. Seeking the identification and location of witnesses;
7. Information on a student's right to notify appropriate law enforcement authorities, including on-campus and local police, and a statement that campus personnel will assist the student in notifying these authorities, if the student so requests, and the right to decline to notify these authorities;
8. Written information and notification for students about existing on- and off- campus counseling, mental health, victim advocacy, legal assistance, or other services for victims and contact information;
9. Participation of victim advocates and other supporting people;
10. Investigating allegations that alcohol or drugs were involved in the incident;
11. The role of the institutional staff supervision;
12. A comprehensive trauma-informed training program for campus officials involved in investigating and adjudicating sexual assault, domestic violence, dating violence, and stalking cases;
13. Written notification of victims about options for, and available assistance in, changing academic, living, transportation, and working situations, if requested and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to Peralta Police Services or local law enforcement.
14. Procedures for campus disciplinary action in cases of an alleged domestic violence, dating violence, sexual assault, or stalking, including a clear statement that:
 - a. Such proceedings shall provide a prompt, fair, and impartial resolution;
 - b. Such proceedings shall be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability;

- c. The accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding resulting from an alleged domestic violence, dating violence, sexual assault or stalking, the procedures for the accused and victim to appeal the results of the disciplinary proceeding, of any changes to the results that occur prior to the time that such results become final, and when such results become final. Compliance with this paragraph does not violate the Family Educational Rights and Privacy Act. For the purposes of this paragraph, the outcome of a disciplinary proceeding means the final determination with respect to the alleged domestic violence, dating violence, sex offense, or stalking and any sanction that is imposed against the accused.
15. A description of the sanction the campus may impose following a final determination by a campus disciplinary proceeding regarding rape, date rape, or other forcible or non-forcible sex offenses, domestic violence, dating violence or stalking.

Education and Prevention Information

- A. Peralta Police Services shall: Provide, as part of each campus' established on-campus orientation program, education and prevention information about domestic violence, dating violence, sexual assault, and stalking. The information shall be developed in collaboration with campus-based and community-based victim advocacy organizations, and shall include the District's sexual assault policy and prevention strategies including empowerment programming for victim prevention, awareness raising campaigns, primary prevention, bystander intervention, and risk reduction.
- B. Post sexual violence prevention and education information on the campus internet website regarding domestic violence, dating violence, sexual assault and stalking.

Please note: For additional information and resources on sexual assault, domestic violence, dating violence, and stalking in the educational/campus environment, the Department of Justice has established a clearinghouse of resources geared towards colleges and universities, which can be accessed at the California Attorney General's website.

AP 3560 ALCOHOLIC BEVERAGES

- A. The possession, sale or the furnishing of alcohol on campus is governed by California state law and these procedures. The possession, sale, consumption or furnishing of alcohol is controlled by the California Department of Alcohol and Beverage Control. However, the enforcement of alcohol laws on campus is the primary responsibility of the district's campus police or responsible security officers. The campus has been designated "Drug free" and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the district's campus police or responsible security officers. Violators are subject to disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of this policy for anyone to consume or possess alcohol in any public or private area of campus without prior district approval. Organizations or groups violating alcohol or substance policies or laws may be subject to sanctions by the district.
- B. Alcoholic beverages on campus are permitted if:
 1. The alcoholic beverage is beer or wine for use in connection with a course of instruction, sponsored dinner, or meal demonstration given as part of a Culinary Arts Program at a community college campus, and the instructor or individual has been authorized to acquire, possess, use, sell, or consume it by the college president.
 2. A student of at least 18 years of age tastes, but does not swallow or consume, beer or wine for educational purposes as part of the instruction in an enology or brewing degree program, and the beer or wine remains in the control of the instructor.
 3. The alcoholic beverage is for use during a non-college event at a performing arts facility built on district property and leased to a nonprofit public benefit corporation.
 4. The alcoholic beverage is wine produced by a bonded winery owned or operated as part of an instructional program in viticulture and enology.
 5. The alcoholic beverage is wine that is for use during an event sponsored by the district or the Peralta Colleges Foundation in connection with the district's instructional program in viticulture or the District's instructional program in enology.
 6. The alcoholic beverage is possessed, consumed, or sold, pursuant to a license or permit obtained for special events held at the facilities of a public community college during the special event. "Special event" means events that are held with the permission of the governing board of the community college district as delegated for approval by the college president (if the special event is held at the college) or by the chancellor (if the special event is held at the district office) that are festivals, shows, private parties, concerts, theatrical productions, and other events held on the premises of the public community college and for which the principal attendees are members of the general public or invited guests and not students of the public community college.

7. The alcoholic beverage is acquired, possessed, or used during an event sponsored by the district or the Peralta Colleges Foundation at a community college-owned facility in which any grade from kindergarten to grade 12, inclusive, is taught, if the event is held at a time when students in any grades from kindergarten to grade 12, inclusive, are not present at the facility.
- C. The alcoholic beverage is for use during a fundraiser held to benefit a nonprofit organization that has obtained a license under the Business and Professions Code to do so provided that no alcoholic beverage can be acquired, possessed or used at a football game or other athletic contest sponsored by the District.
- D. The alcoholic beverage is acquired, or consumed pursuant to a license or permit obtained for special events held at facilities of a community college district at a time when students are not on the grounds. "Facilities" includes, but are not limited to- office complexes, conference centers, or retreat facilities.

AP 5013 STUDENTS IN THE MILITARY

- A. Residence Determinations for Military Personnel and Dependents
 1. A student who is a member of the armed forces of the United States stationed in California on active duty, except a member of the armed forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification. Such student shall retain resident classification in the event that the member of the armed forces is thereafter transferred on military orders to a place outside of California or thereafter retires from active duty, so long as the student remains continuously enrolled in the district.
 2. An undergraduate 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 shall be entitled to resident classification. Such student shall retain resident classification if he/she is thereafter transferred on military orders to a place outside of California, so long as the student remains continuously enrolled in the district.
 3. A veteran who was discharged or released from at least 90 days of active service less than 3 (three) years before the date of enrollment in a course commencing on or after July 1, 2015, and his/her dependents, regardless of the veteran's state of residence is entitled to resident classification.
 4. A parent who is a federal civil service employee and his/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.
- B. Withdrawal Procedure for Members of the Military

A student who is a member of an active or reserve United States military service and who receives orders compelling a withdrawal from courses shall be permitted to withdraw upon verification of such orders. A withdrawal symbol may be assigned which may be a "W" or a "MW." Military withdrawal shall not be counted in progress probation, dismissal calculations, or in calculating the permitted number of withdrawals. In no case may a military withdrawal result in a student being assigned an "FW" grade. In no case may a college require a student who is required to report for military duty to withdraw from a course by a specified date in order to receive a full refund of the tuition and fees the student paid to the college for the academic term in which the student was required to report for military service.

AP 5015 RESIDENCE DETERMINATION

- 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. Residency 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.

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 18 (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 1 (one) year immediately preceding the residence determination date with the intention of acquiring a residence therein, shall be entitled to 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 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.

1. A student who is a member of the armed forces of the United States stationed in this state on active duty, 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.
2. A veteran who was discharged or released from at least 90 days of active service less than three years before the date of enrollment in a course commencing on or after July 1, 2015, and his/her dependents, regardless of the veteran's state of residence is entitled to resident classification.
3. 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 and enrolls in the community college within three years of the Service Member's death in the line of duty following a period of active duty service of 90 days or more.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.

9. Students who attended high school in California for 3 (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).
10. 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.

E. Right To Appeal: Students who have been classified as nonresidents 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 Admissions and Records Office, may make written appeal to the 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 vice chancellor of student services within five working days of receipt by the office.
3. The 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 Admissions and Records Office.
4. Within 30 calendar days of receipt, the vice chancellor of student services 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 nonresident 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 nonresident 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 nonresidents 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 prior to the year the reclassification application is made;
 - b. Has not lived and will not live for more than 6 (six) weeks in the home of his/her parent during the calendar year the reclassification application is made.
 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 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 nonresidents and charged nonresident tuition unless they meet the exceptions contained below.
1. If, for at least 1 (one) year and 1 (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. high school attendance in California for three or more years;
 - b. graduation from a California high school or attainment of the equivalent thereof;
 - 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 questionnaire form prescribed by the chancellor and furnished by the district of enrollment, 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.
 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 vice chancellor of student services. Students may appeal the decision.



ASSOCIATE DEGREE REQUIREMENTS

Requirements for graduation with an associate degree are prescribed by the State Chancellor's Office and the Board of Trustees of the Peralta Colleges. Degrees are conferred when students have met the prescribed requirements. It is the student's responsibility to file a "Petition for an Associate Degree" by the deadline specified in the College Calendar, (see pages 12-16 for all deadlines). Students should file the petition once all course requirements are completed or are in progress. Official transcripts of any course work completed outside Peralta district must be on file prior to requesting the evaluation or accompany the petition. Petitions are available in the Admissions and Records Office and must be filed by appointment with a counselor.

OVERALL REQUIREMENTS

Candidates for the associate degree must complete at least 60 degree applicable units, which include courses in a major, General Education, and electives, as necessary.

1. At least 19 units must be completed in general education. (See below for details.)
2. A minimum number of 18 units is required for the major. The specific number of units varies with the major. Students should refer to the individual curriculum patterns for this information.
NOTE: When the units from the general education and major do not total 60 units, students must complete any degree applicable course(s), referred to as electives, until the total of at least 60 units is obtained.
3. At least 12 units must be taken at Laney College.
4. A minimum grade-point average of 2.0 (C) is required in EACH of the following:
 - Overall grade-point average
 - General education requirements
5. A (C) grade or better is required in:
 - Area 4a – English Composition
 - Area 4b – Mathematics
 - Each course in the major

CATALOG RIGHTS

Students completing the requirements for the associate degree, certificate of achievement, or certificate of proficiency have catalog rights. A student's catalog rights are defined as maintaining enrollment in at least 1 (one) semester per academic year, excluding summer session and intersessions (continuing enrollment), in any of the four Peralta colleges. A student's catalog rights include:

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

The regulations current at the time the student re-enters the major program and remains in continuing enrollment until the requirements of the degree/certificate are completed;
OR

The regulations current at the time the students files and receives the degree/certificate.

NOTE: The withdrawal's symbol (W) constitutes enrollment.

ASSOCIATE DEGREE PROGRAM GENERAL EDUCATION 2017-2018 (UPDATED ANNUALLY)

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

Students must complete a minimum of 19 units distributed among Areas 1, 2, 3, 4a, 4b, 4c, 4d and 5.

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

The following list of courses will be revised each semester as courses are added from the curriculum.

AREA 1 – NATURAL SCIENCE:

Courses in the natural sciences are those which examine the physical universe, its life forms, and its natural phenomena. To satisfy the general education requirement in natural sciences, a course should help the student develop an appreciation and understanding of the scientific method and encourage an understanding of the relationships between science and other human activities. This category would include introductory or integrative courses in astronomy, biology, chemistry, general physical science, geology, meteorology, oceanography, physics, and other scientific disciplines (AP 4100).

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

Anthropology: 1, 21
Astronomy: 10
Biology: 1A, 1B, 2, 3, 4, 10, 11, 20A, 20B, 24, 76
Chemistry: 1A, 1B, 12A, 12B, 25, 30A, 30B, Engineering: 100
Environmental Control Technology: 1*, 101
Geography: 1, 9, 18, 19
Geology: 10
Physical Science: 15, 20, 22
Physics: 3A, 3B, 4A, 4B, 4C, 10, 99*

* Students receive credit for one course only.

AREA 2 – SOCIAL AND BEHAVIORAL SCIENCES

Courses in the social and behavioral sciences are those which focus on people as members of society. To satisfy the general education requirement in social and behavioral sciences, a course should help the student develop an awareness of the method of inquiry used by the social and behavioral sciences. It should stimulate critical thinking about the ways people act and have acted in response to their societies and should promote appreciation of how societies and social subgroups operate. This category would include introductory or integrative survey courses in anthropology, economics, history, political, science, psychology, sociology, and related disciplines (AP 4100).

One course with a minimum value of 3 semester units.

African American Studies: 1, 2, 5, 8, 11, 12, 14A, 16
23, 30, 31, 32, 35*, 38, 45**
Anthropology: 2, 3, 7, 14, 19, 20
Asian/Asian-American Studies: 2, 21, 26, 29, 30, 32,
35*, 42, 45A, 45B
Biology: 27***
Business: 5
Communication: 19****
Counseling: 30, 230
Economics: 1, 2
Education: 1
Engineering: 100
Ethnic Studies: 1, 3, 12, 13, 14, 30, 50
Geography: 2, 3, 8, 18
Health Education: 1
History: 2A, 2B, 3A, 3B, 7A, 7B, 19
Humanities: 45**
Journalism: 62****
Labor Studies: 10, 13, 20, 21, 22
Mexican and Latin-American Studies: 12, 19,
23, 31, 32, 33, 34, 35*
Native American Studies: 1, 2, 35*
Political Science: 1, 2, 3, 4, 6, 18, 21
Psychology: 1A, 6, 7A, 12***, 21, 24, 28
Sociology: 1, 2, 5, 8, 13, 120

* Students receive credit for one course only.

** Students receive credit for one course only.

*** Students receive credit for one course only.

**** Students receive credit for one course only.

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 3 semester units.

African American Studies: 26, 29, 45*
Anthropology: 7
Architecture: 107
Art: 1, 2, 3, 4, 5, 7, 40, 141, 144, 145
Asian/Asian-American Studies: 10,30
Chinese: 1, 2, 3, 4, 8+, 22A
Communication: 2A
Dance: 1, 7
English: 1B, 10A, 10B, 12, 17A, 17B, 30A, 30B, 31, 43,
210A, 210B, 212, 217A, 217B, 230A, 230B, 231, 243
French: 1A, 1B, 2A, 2B
Humanities: 6, 7, 16, 30A, 30B, 31A, 31B, 40, 45*
Japanese: 1A, 1B, 2A, 50A, 50B
Mexican and Latin-American Studies: 30A, 30B,32, 36
Music: 8A, 8B, 8C, 8D, 10, 15A, 15B, 100, 101, 102,
103, 104
Philosophy: 1, 2, 4, 6, 10, 14, 20A, 20B, 30, 37
Photography: 25
Spanish: 1A, 1B, 2A, 2B, 22A, 22B, 33A, 33B, 40
Theatre Arts: 2, 11, 31

* Students will receive credit for one course only.

+Students must take 3 units to satisfy

Area 3.

AREA 4 – LANGUAGE AND RATIONALITY

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

One course from each sub-area must be completed.

4a. English Composition:

Courses fulfilling the written composition requirement shall include both expository and argumentative writing (AP 4100).

One course with a minimum value of 3 semester units.

English: 1A, 1B, 5

English as a Second Language: 52A, 52B

4b. Mathematics:

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

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

Plan I: Completion of one course, 3 semester units minimum:

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

Plan II: Credit by Examination of Mathematics 203 (effective Fall 2009 unless student has prior catalog rights, see a counselor for more information).

1. Examination will be offered twice each semester – dates to be announced by Mathematics Department.
2. Examination may be repeated one time only when grade is less than "C."

* four units required

** three units required

4c. Computer Literacy:

A broad understanding of computer concepts (AP 4100).

One course with a minimum value of 1 semester unit.

Architecture: 104A, 125, 204

Business: 24, 38, 40A, 43A, 43B, 43BA,

43BB, 219, 222, 223, 237, 245B, 245E, 245EA, 245EB, 246

Computer Information System: All courses numbered 1 – 248

Construction Management: 31A, 31B Engineering: 77

Electricity/Electronics Technology: 37* Environmental

Control Technology: 37*:

Graphic Arts: 32, 34, 35, 36, 42, 43, 230

Journalism: 65

Learning Resources: 211

Machine Technology: 20, 30, 31

Media Communications: 115, 151

* Students will receive credit for one course only.

4d. Oral or Written Communication, or Literature:

Requirement shall include written communication, oral communication, literature, or selected English As A Second Language courses (AP 4100).

One course with a minimum value of 3 semester units.

Business: 201

Communication: 1A, 2A, 19*, 20, 44, 45

English: All courses numbered 1 through 247, except 2, 48, 49, 205, 206AB, 209

English as a Second Language: 50A, 50B, 52A, 52B

Journalism: 21, 62*

Media Communications: 100A, 100B, 100C, 100D

Mexican/Latin-American Studies: 36

* Students will receive credit for one course only.

AREA 5 – ETHNIC STUDIES:

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

One course with a minimum value of 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/Asian-American Studies: 2, 10, 21, 30, 32, 35*, 42, 45A, 45B

English: 31, 231

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

History: 19

Humanities: 45**

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

Music: 15A, 15B

Native American Studies: 1, 2, 35*

Sociology: 5

* Students receive credit for one course only.

** Students receive credit for one course only.

*** Students will receive credit for one course only.

Ethnic Studies courses can be double-counted to fulfill a subject-requirement in one other General Education Area, (although the units are counted only once).

ASSOCIATE DEGREES AND CERTIFICATES

The State Chancellor's Office, California Education Code, and the Board of Trustees of the Peralta Community College District prescribe the requirements for awarding associate degrees and certificates. There are four types of associate degrees. In addition to the Associate in Arts (AA) and the Associate in Science (AS), Laney will offer Associate in Arts for transfer (AA-T) and Associate in Science for transfer (AS-T). Additional information regarding the AA-T and AS-T can be found on page 60. Please consult with a counselor for more information.

The Associate in Arts for transfer (AA-T) and the Associate in Science for transfer (AS-T) are intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not guaranteed to a particular campus or major. These degrees may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system.

The Associate transfer degrees (AA-T or AS-T) require the completion and certification of the California State University General Education (CSU GE: see page 56, 319) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern (see page 55, 321), as well as the specific Associate for transfer (AA-T or AS-T) major degree requirements. Students should consult with a counselor when planning to complete the AA-T or AS-T degree for more information on university admission and transfer requirements.

CERTIFICATE OF ACHIEVEMENT (CA)

The college grants certificates of achievement to students who complete the required courses in accordance with state approved prescribed standards. The requirements for the certificate vary with each occupational curriculum. Some may require more than one or two years to complete depending on course scheduling.

Certificates of Achievement come in two forms, depending on the curriculum. Certificates of Achievement are approved by the State Chancellor's Office of the California Community Colleges.

- (1) The first type of Certificate of Achievement requires a minimum of 18 semester units in the major, a grade of "C" or better in each course, and at least 12 units of associate degree level work completed at Laney College.
- (2) The second type of Certificate of Achievement requires completion of 12 – 17.5 units in a specified program of courses with a grade of "C" or better in each course.

CERTIFICATE OF PROFICIENCY (CP)

The college grants a certificate of proficiency to you if you complete the required courses in accordance with the college's prescribed standards. The requirements for the certificate vary with each curriculum. Requirements include up to 17.5 units and a grade of "C" or better in each course. A Certificate of Proficiency will not appear on your transcripts.

It is the student's responsibility to file a "Petition for a Certificate of Achievement/Proficiency" by the deadline specified in the College Calendar, (see the Class Schedule for all deadlines). Official transcripts of any course work completed outside Peralta District must be on file prior to requesting the evaluation or must accompany the petition. Petitions are available in the Admissions and Records Office and must be filed by appointment with a counselor. (Certificates do not meet the criteria for graduation with honors.)

One-year Certificates of Achievement are offered in the following occupational fields:

- Banking and Finance
- Environmental Control Technology (Heating, Ventilation, Air Conditioning and Refrigeration)

Two-year Certificates of Achievement are offered in the following occupational fields:

- Architecture
- Business (with options in Accounting, Business Administration, Business Information Systems, Marketing and Sales and Retail Management)
- Carpentry
- Construction Management
- Cosmetology
- Culinary Arts (with options in Baking and Pastry, and Cooking)
- Graphic Arts (Applied Graphic Design/Digital Imaging)
- Labor Studies
- Machine Technology
- Management and Supervision
- Media Communications (with options in Performance and Production for Video, Broadcast and Digital Cinematography, and Video Production for Video, Broadcast and Digital Cinematography)
- Photography
- Welding Technology
- Wood Technology

For specific courses required for each major or area of emphasis, see the listings under the individual department headings in this catalog. The degrees and certificates awarded by Laney College are listed below. An Associate in Arts degree is indicated by "AA," an Associate in Science degree is indicated by "AS," a Certificate of Achievement is indicated by "CA," and a Certificate of Proficiency is indicated by "CP" in the following list:

ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS AT LANEY COLLEGE

African American Studies	AA	Environmental Control Technology:	
Anthropology	AA-T	Building Automation Systems	CA, AS
Architecture	CA, AS	Commercial HVAC Systems	CP, AS
Art:		Refrigeration Technology	CP
Ceramics	AA	Residential and Light	CA, AS
Studio Arts	AA-T	Commercial HVAC & R	
Asian and Asian-American Studies	AA	Ethnic Studies:	
Banking and Finance	CA, AA	Community Change Studies	CP
Biological Sciences:		Ethnic Studies	AA
Biomanufacturing	CA	Graphic Arts:	
Biomanufacturing Production	AS	Applied Graphic Design/	CA, AA
Biomanufacturing Skills	CP	Digital Imaging	
Business:		Humanities	AA
Accounting	CA, AA	Journalism:	
Bookkeeping	CA	Interactive Journalism	CP
Business Administration	CA, AA, AS-T	Journalism	AA, AA-T
Business Information Systems	CA, AA	Kinesiology	AA-T
Entrepreneurship	CP	Personal Trainer – Preparation for	CP
Marketing and Sales	CA, AA	Certification	
Retail Management	CA	Labor Studies	CA, AA
Carpentry	CA, AS	Language Arts	AA
Communication Studies	AA-T	Legal and Community Interpreting	CA
Computer Information Systems:	CP	Liberal Arts: IGETC	CA
Android Programming	CP	Liberal Arts: CSU GE Breadth	CA
iOS Programming	CP	Machine Technology:	CA, AS
CIS/Computer Programming	AS	Industrial Maintenance Technology	CA
Computer Information Science	AS	Machine Technology	CA, AS
Computer Programming with C++	CA	Management and Supervision	CA
Computer Programming with Java	CA	Mathematics	AS, AS-T
Computer System Analysis	CA	Media Communication:	
Database Management with SQL	CA	Audio Production for Video, Broadcast	CP
Construction Management:		and Digital Cinematography	
Building Codes and Inspections	CP	AV Installation Technician	CP
Construction Management	CA, AS	Performance and Production for Video,	CA, AA
Cosmetology	CA, AA	Broadcast and Digital Cinematography	
Culinary Arts:		Video Production for Video,	CA, AA
Baking and Pastry	CA, AS	Broadcast and Digital Cinematography	
Cooking	CP	Mexican and Latin-American Studies	AA
Restaurant Management	CA, AS	Music	AA, AA-T
Dance	AA	Photography	CA, AA
Electricity/Electronics Technology:		Political Science	AA-T
Electrical Technology	CA, AA	Psychology	AA-T
Electronics and Communication	CP	Science	AS
Technology		Social Sciences	AA
Engineering:		Sociology	AA-T
Biomedical Engineering Technology	CA	Theatre Arts	AA, AA-T
English as a Second or Other Language		Welding Technology	CA, AS
Advanced	CP	Wood Technology	CA, AS
High Intermediate	CP		
Intermediate	CP		

ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS AT BERKELEY CITY COLLEGE

The college awards an Associate in Art degree (AA), an Associate in Science degree (AS), a Certificate of Achievement (CA), or a Certificate of Proficiency (CP) in liberal arts, science, occupational fields, or specialized areas of study. The college also awards non-credit certificates (NC) such as a Certificate of Completion or Certificate of Competency. The Associate in Arts for transfer (AA-T) and the Associate in Science for transfer (AS-T) are intended for students who plan to complete a Bachelor's degree in a similar major at a CSU campus. BCC Catalog Supplements are issued regularly to update this information.

American Sign Language	AA, CA	Multimedia Arts	
Anthropology	AA-T	Film, Television, and Electronic Media	AS-T
Art		Multimedia Arts Core	CA
Art AA		Animation and Game Design	AA
Art History	AA-T	Animation Level I	CA
Art: Figure Studies	CA	Animation Level II	CA
Public Art	CA	Game Design I	CA
Studio Art	AA-T	Game Design II	CA
Biology	AS-T	Imaging: Infographic Design and	AA
Biotechnology	AS, CA, CP	Data Visualization	
Business		Imaging: Information Graphics and	CA
Accounting	AA, CP	Digital Design	
Business Administration	AS-T	Imaging: Photography and	
General Business	AA, CA	Printmaking	CA
Office Skills for Business	CA	Mobile and Web Design	AA
Chemistry		Mobile and Web Design Level I	CA
Analytical Chemistry	AS, CA	Mobile and Web Design Level II	CA
Communication Studies	AA-T	Video Arts	AA
Computer Information Systems		Video Arts Level I	CA
Advanced Computer Programming	AS, CA, CP	Video Arts Level II	CA
Advanced Windows Desktop	AS, CA, CP	Writing, Directing, and Producing	CA
Applied Computer Information Systems	AS, CA, CP	for Multimedia Arts	
Web Programming	AS, CA, CP	Advanced Animation	CP*
Economics	AA-T	Advanced Web Design	CP
Education		Basic 3D Illustration	CP*
Elementary Teacher Education	AA-T	Basic Digital Photography	CP*
Teacher's Aide	CA	Basic Motion Graphics	CP*
English	AA-T	Basic Web Design	CP
English Language/Writing	AA	Cinematography I	CP*
Creative Writing/Fiction	CA	Documentary Production	CP*
Creative Writing/Poetry	CA	Foundations of Video	CP*
Creative Writing/Playwriting	CP	Intermediate Animation	CP*
and Screenwriting		Intermediate Digital Imaging	CP*
Academic Composition Skills	NC	Intermediate Digital Printmaking	CP*
English as a Second Language		Intermediate Video Production	CP*
ESL: High Intermediate	CP	Intermediate Web Design	CP
ESL: Advanced	CP	Music Video Production	CP*
Global Studies	AA-T	Writing for Multimedia	CP*
History	AA-T	Philosophy	AA-T
Liberal Arts		Political Science	AA-T
Liberal Arts with Emphasis in Arts	AA	Psychology	AA-T
and Humanities		Social Work and Human Services	CA
Liberal Arts with Emphasis in	AA	Paraprofessional	
Social and Behavioral Sciences	AA	Sociology	AA-T
Liberal Arts: CSU General Education	CA	Spanish	AA-T
Breadth		Spanish Language for Heritage Speakers	AA, CA
Liberal Arts: Intersegmental General	CA	Women's Studies	CP**
Education Transfer (IGETC)			
Mathematics	AS-T		

**This program is being offered, but is currently undergoing revision, pending approval from the California Community Colleges Chancellor's Office. Please see a Counselor for the most current program requirements.*

***This program is undergoing revision and is not currently offered.*

ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS AT COLLEGE OF ALAMEDA

The following is a list of areas of study described in this catalog for which Associate Degrees (AA/AS), Certificates of Achievement (CA), and Certificates of Proficiency (CP) are awarded:

Apparel Design & Merchandising	CA, AA	Communication	
African-American Studies	AA	Communication Studies	AA-T
Art		Computer Information Systems	
Art	AA	Business Information Systems	CA
Art History	AA-T	Computer Information Systems	CA, AA
Auto Body and Paint		Desktop Support Technician	CP
Auto Body	CA, AS	Web Publishing	CP
Auto Paint	CA, AS	Dental Assisting	CA, AS
Automotive Technology		Diesel Mechanics	CA, AS
Engine Performance	CA, AS	English	AA, AA-T
Chassis & Drivetrain	CA, AS	History	AA, AA-T
Chassis Specialist	CA, AS	Humanities	AA
Engine Repair Specialist	CA, AS	Liberal Arts	
Automotive Electronics Specialist	CA, AS	Arts & Humanities	AA
Drivetrain Specialist	CA, AS	Social & Behavioral Sciences	AA
Light Duty Auto Repair	CP	Natural Sciences	AA
Aviation Maintenance Technology		Mathematics	AS, AS-T
Airframe Technician	CA, AS	Mexican/Latin American Studies	AA
Powerplant Technician	CA, AS	Political Science	
Biology	AS	Political Science	AA, AA-T
Business		Violence Prevention	CP
Accounting	AA, CA	Psychology	AA, AA-T
Business Administration	AS-T	Sociology	AA, AA-T
Small Business Administration	CP		
Transportation, Distribution, and Logistics	CA		
Transportation-Logistics Operations (under revision)	CP		
Warehouse and Forklift Operations	CP		

Refer to the Degrees and Programs section of the Catalog for requirements for Certificates of Achievement, Certificates of Proficiency and the Associate of Arts or Associate of Science degrees. Curriculum guides are available in the Counseling Office to assist in program planning.



ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS AT MERRITT COLLEGE

Merritt College is proud to offer the following degrees and certificates: Associate in Arts degree (AA); Associate in Science degree (AS); Associate in Arts for Transfer degree (AA-T), Associate in Science for Transfer degree (AS-T), Certificate of Achievement (CA), and Certificate of Proficiency (CP).

Administration of Justice	AS-T	Cybersecurity	
Corrections	AA, CA	Applications Security	AS, CA
Police Science	AA, CA	Infrastructure Security	AS, CA
Homeland Security	CA	Economics	AA, AA-T
African-American Studies	AA	Educational Technology	
Anthropology	AA	Online Teaching	CP
Art		Emergency Medical Technician	CP
Art Foundation	CP	Environmental Management & Technology	
Botanical Illustration	CP	Environmental Management	CP
Ceramics	CP	Fundamentals	
Biology		Greening the Urban Environment	CP
Bay Area Naturalist	CP	Urban Agroecology	CP
Natural History	CP	Health Professions & Occupations	
Bioscience		Health Sciences	AS
Fluorescence Bioscience Microscopy	CP	Kinesiology	
Illumina HiSeq DNA Sequencing	CP	Personal Trainer	CP
Histotechnician	CA*	Landscape Horticulture	
Optical Microscopy	CP	Basic Landscape Horticulture	CA
Business		Intermediate Landscape Design & Construction	CA
Accounting	AA, CA	Intermediate Landscape & Parks Maintenance	CA
Administrative Assistant	AA, CA	Intermediate Nursery Management	CA
Administrative Office Systems & Applications	AA	Landscape Architecture	AA
Business Administration	AA, AS-T	Landscape Design & Construction Specialist	AS, CA
Business Information Processing	AA, CA	Landscape and Parks Maintenance Specialist	AS, CA
Business Management	CA	Permaculture Design	CP
Entrepreneurship	CP	Liberal Arts	
General Business	AA	Emphasis in Arts & Humanities	AA
Human Resource Management	CP	Emphasis in Cross Cultural Studies	AA
Legal Office Assistant	CP	Mathematics	AS-T
Retail Management	CP	Medical Assisting	
Small Business Management	CP	Clinical Medical Assisting	CP
Child Development	AA	Administrative Medical Assisting	CP
Assistant Teacher	CP	Natural Sciences	AS
Associate Teacher	CP	Nursing (Associates Degree)	AS
Early Childhood Education	AS-T	Nutrition & Dietetics	AS-T
Family Child Care Provider	CP	Dietary Manager	CA
Infant/Toddler Specialist	CP	(Dietetic Service Supervisor)	
Introduction to Early Childhood Education for Family Child Care Providers (Non-Credit)	CC	Dietetic Technology	AS
Introduction to Infant/Toddler Care (Non-Credit)	CC	Pathway II Certificate	CP
Teacher	CA	Paralegal Studies	AA, CA
Chronic Care Assistant	CP	Psychology	AA-T
Communication		Radiologic Science	AS, CA
Communication Studies	AA-T	Real Estate	AA, CA
Community Social Services		Social & Behavioral Sciences	AA
Substance Abuse	AA, CA	Sociology	AA-T
Computer Information Systems			

COOPERATIVE WORK EXPERIENCE

Students in some majors may receive credit toward the associate degree for on-the-job work experience in areas related to their college course of study. Students should enroll in work experience courses during course enrollment periods.

LICENSURE

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

OCCUPATIONAL FIELDS OFFERED AT OTHER PERALTA COLLEGES

For the following programs which are not offered at Laney College, the students are referred to Berkeley City College, College of Alameda or Merritt College.



INSTITUTIONAL LEARNING OUTCOMES

Laney College Learning Assessment Committee Mission:

To stimulate a culture of ongoing instructional improvement using assessment to facilitate student success.

Assessment Philosophy:

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 (ILO):

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 Education

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

Global Awareness, Ethics and Civic Responsibility

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

Personal and Professional Development

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



CURRICULUM PATTERNS / ANNOUNCEMENT OF COURSES

- All departments are listed alphabetically in the catalog. Curriculum patterns that are required for the Certificate of Completion and/or the major in the associate degree are shown at the beginning of each department listing. Unless specifically stated (e.g. prerequisites), courses may be taken out of the stated sequence in the curriculum pattern. Not all courses listed in the Announcement of Courses are offered every semester.
- Unit Credit: Semester credit for the course. One unit of credit is defined as one hour of lecture, which requires two hours of outside preparation for each hour of lecture or three hours of laboratory work each week.
- Lecture/Lab Hours: Designates the number of contact hours of lecture or laboratory a course meets during a term.
- Prerequisites: Designed to ensure the student's academic background is sufficient for success in the course (see page 32).
- Corequisite: Means a condition of enrollment consisting of a course that the student must take concurrently (see page 32).
- 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).

- Selected Topics: New courses being offered on an experimental basis prior to being institutionalized. Selected topics courses are publicized in the college's class schedule and are numbered 48, 248 or 348 in the individual subject areas.
- Course Student Learning Outcomes: Student learning outcomes for the following courses are maintained in the CurricUNET curriculum management system and the TaskStream SLO/Assessment management system.
- Grading Policy: GR indicates that a course can be taken for a letter grade only; P/NP indicates that a course can be taken for Pass or No Pass only; and GR or P/NP indicates that a course can be taken for either a letter grade or for pass/no pass.

Taxonomy of Programs (T.O.P.)

The numbers at the end of the course descriptions are Taxonomy of Programs code numbers. This classification provides standard course definitions for all California Community College Districts.

Independent Study

Regulations governing Independent Study 49 courses:

- I. Laney College
 - a. Maximum units earned in one department: May be repeated for up to a maximum of 5 units per department (individual departments may choose a lower maximum).
 - b. Maximum units earned during one semester: During any one semester, the total number of units earned in all 49 courses attempted may not exceed 5 units.
- II. California State University system-wide: Accepted as elective credit for a maximum of six (6) units.
- III. University of California system-wide: Various unit limitations apply; see a counselor for details.

Independent Study (49s) .5-5 UNITS Hours to be arranged

Prerequisite: (1) Consent of the instructor and department chairperson. Student must submit written request, including outline of the project to instructor and obtain written approval prior to the end of the second week of the semester. (2) Meet prerequisites as outlined by individual departments.

NOTE: the granting of transfer credit for courses of this kind is contingent upon an evaluation of the course by the receiving UC institution after admission.

Selected Topics**Liberal Arts Courses 0.5-5 UNITS****Course Description:**

48GA-MZ: 248GA-MZ: 348GA-MZ Selected Topics in (Subject)
0-5 hours lecture, 0-15 hours laboratory

Prerequisite: Prerequisites are determined by the department according to the nature of the course offered.

Designed for in-depth investigation of topics not covered by regular catalog offerings. Course content, hours, and unit credit to be determined by the appropriate department in relation to community-student interest and/or available staff. May be offered as a seminar, lecture, or laboratory class.

Additional courses may be offered under the 300 series; consult the Schedule of Classes for complete information.

Note: the granting of transfer UC credit for courses of this kind is contingent upon an evaluation of the course by the receiving UC institution after admission.

Occupational Courses 0.5-9 UNITS**Course Description:**

48GA-MZ: 248GA-MZ: 348GA-MZ. Selected Topics in (Subject)
0-9 hours lecture, 0-27 hours laboratory

Prerequisite: Prerequisites are determined by the department according to the nature of the course offered.

Designed for in-depth investigation of topics not covered by regular catalog offerings. Course content, hours, and unit credit to be determined by the appropriate department in relation to community-student interest and/or available staff. May be offered as a seminar, lecture, or laboratory class.

Additional courses may be offered under the 300 series; consult the Schedule of Classes for complete information.

Community Services Courses

The 800 series of course numbers will be used for community services courses; consult the Schedule of Classes for complete information.

Distance Education

Distance education takes place when a teacher and student(s) are geographically separated by physical distance, use technology often in concert with face-to-face communication, to bridge the instructional gap. Distance education is provided via four major categories: voice, video, data, and print. Courses at the college include hybrid and online.

The purpose of distance education is to provide educational opportunities to adult learners who are unable to attend traditional on-campus classes because of geographical distance, scheduling conflicts, family and/or career constraints, or physical disability. Many of the courses offered each semester fulfill associate degree and transfer requirements.

SYMBOLS

The following symbols are used in this catalog:

GR	Designates course may be taken for letter grade.
P/NP	Designates the course may be taken on a pass/no pass basis.
"UC ➤"	Designates unit limitation by the University of California. See your counselor for details.
"UC ♦"	Transfer credit for selected topic courses (48's) and independent study courses (49's) is contingent upon an evaluation of the course by the receiving University of California institution after admission.



DEPARTMENT ABBREVIATIONS

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



COURSES

AFRICAN-AMERICAN STUDIES ASSOCIATE OF ARTS (AA)

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.

Career Opportunities in

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

SUGGESTED COURSE SEQUENCE

Core Courses (15-16 units):

AFRAM 1	Introduction to African-American Studies	3
AFRAM 5	The African-American Family in the United States	3
AFRAM 8	African-American Politics	3-4
AFRAM 14A	Social Psychology: African-American Male/Female Relationships	3
or		
AFRAM 14B	Social Psychology: African-American Male/Female Relationships	3
AFRAM 30	African-American History: Africa to 1865	3

Select one course from the following (3-4 units):

AFRAM 31	African-American History: 1865 to 1945	3
or		
AFRAM 32	African-American History: 1945 to the Present	3-4

Select one course from the following (3 units):

AFRAM 2	Black Economics	3
AFRAM 9	Study of Caucasian Attitudes and Effect on African-American Minority	3
AFRAM 11	Perceptions of the African American Male in America	3
AFRAM 15	African-American Women: Poverty, Politics, and Power	3
AFRAM 20	Field Studies in the African-American Community	3
AFRAM 23	Perceptions of African-American Women	3

TOTAL MAJOR UNITS: **21**

Courses may be applied to Associate Degree General Education requirement

For Associate Degree General Education requirements, refer to page 115.

PROGRAM LEARNING OUTCOMES

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

- Conduct scholarly research.
- Analyze the history and development of Black Studies in North America.
- Demonstrate an understanding of the contributions of African Americans to U.S. history.

AFRICAN AMERICAN STUDIES (AFRAM)

The African American Studies program provides a wide range of courses through which students can develop an understanding of the historical and cultural development of African Americans. The program is interdisciplinary in scope, involving examinations of African American history, politics, economics, sociology, philosophy, psychology, religion, and popular culture.

AFRAM 1**Introduction to African American Studies**

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

Acceptable for credit: CSU, UC

Overview of the field of African American Studies: History, literature, the arts and material culture, as well as sociological, political, economic, public policy, and philosophical perspectives on the experience of people of African descent in the United States. 2203.00

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

AFRAM 2**Black Economics**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

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

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

AFRAM 5**The African American Family in the United States**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

History related to the formation of the black family: From slavery to current debates about the structure of black families. Examination of effects of larger demographic, political and social changes on African American families. 2203.00

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

AFRAM 8**African American Politics**

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

Acceptable for credit: CSU, UC

Analysis and understanding of major trends and developments in the politics of African Americans: Emphasis on African American politicians within the two-party system. 2203.00

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

AFRAM 11**Perceptions of the African American Male in America**

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

Acceptable for credit: CSU, UC

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

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

AFRAM 12**Psychology of African Americans**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Principles of psychology as they relate to the African American community: Selected social problems such as prejudice and desegregation, racial conflict, and deviancy in the community from an African American perspective. 2203.00

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

AFRAM 14A**Social Psychology of African American Male/Female Relationships**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Study and application of psycho-sociological concepts and research techniques exploring the dynamics of African American male-female 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

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 23**Perceptions of African American Women**

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

Acceptable for credit: CSU, UC

Study and application of the historical role African American women have played in the development of this country from its inception. 2203.00

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

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

3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

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

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

AFRAM 29**African American Experience through Films**

3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

African American historical and cultural experience in the United States: Films explored and evaluated as to content, artistic quality, and relevance for African Americans in the modern world. 2203.00

CSU area C2, D; IGETC area 3B

AFRAM 30**African American History: Africa to 1865**

3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

Survey of the experience of African Americans from their origins to the end of the Civil War: Emphasis on political, social and cultural development, and change. 2203.00

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

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

3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

Survey of the experience of African Americans in the United States from 1865 to 1945: Emphasis on Black Reconstruction, African American nationalism, racism, and the impact of the Depression and World War II. 2203.00

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

AFRAM 35**Women of Color**

3 units, 3 hours lecture (GR)
Also offered as ASAME 35, M/LAT 35 or NATAM 35. Not open for credit to students who have completed or are concurrently enrolled in ASAME 35, M/LAT 35 or NATAM 35.
Acceptable for credit: CSU, UC

Interdisciplinary examination of the lives of women of color in the U.S.: Exploration of the intersection of gender, class, ethnicity, and race in the lives of African American, Asian-American, Chicana/Latina, and Native-American women in the U.S. 2203.00

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

AFRAM 38**Environmental Racism and Justice**

3 units, 3 hours lecture (GR or P/NP)
Also offered as ENVMT 12 at Merritt College. Not open for credit to student who have completed or are currently enrolled in ENVMT 12.

Acceptable for credit: CSU, UC

American and global environmental policy and ethics concentrating on their impact on minorities and people of color: Unequal environmental protection; the politics of pollution, race and waste dumping; and the intersection of the Civil Rights and Environmental Justice Movements with an emphasis on civil rights, social justice, white supremacy, and the impact of the Environmental Movement on people of color. 2203.00

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

AFRAM 45**Religion and the African American Church in America**

3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

Survey and analysis of the role of the church in the African American community: Impact on social, political, economic, and psychological development of African Americans. 2203.00

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

AFRAM 48GA-MZ**Selected Topics in African American Studies**

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR)
Acceptable for credit: CSU, UC♦

See section on Selected Topics. 2203.00

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

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

Acceptable for credit: CSU, UC♦

See section on Independent Study. 2203.00

AFRAM 248GA-MZ**Selected Topics in African American Studies**

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR)

See section on Selected Topics. 2203.00

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

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

Career Opportunities in

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

SUGGESTED COURSE SEQUENCE

Core Courses (9 units):

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

Select three course from the following (8 units):

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

Select one course from the following (3 units):

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

TOTAL MAJOR UNITS: **20**

IGETC or CSU GE-Breadth Education Pattern **37-39**

CSU Transferable General Elective Courses to meet 60 units

TOTAL UNITS: **60**

PROGRAM LEARNING OUTCOMES

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

- Discuss the relationship between past and present community interactions;
- Apply knowledge of genetics & evolutionary forces to analyze diversity in human populations; and
- Apply holistic analysis to social phenomena.

ANTHROPOLOGY (ANTHR)

Anthropology is the holistic study of human, from biological, socio-cultural, historical, political-economic perspectives. Courses in Physical Anthropology focus upon the biological/physical aspects of humans, tracing our origins, evolutionary development, genetic diversity and relationship to other species. Courses in Archaeology emphasize understanding human behavior through the study of the material artifacts that people have left behind. Courses in Cultural Anthropology study how people construct their social and cultural lives in different societies around the world. Through Anthropology courses, students learn to understand the human experience across cultures and through time, developing a greater appreciation for cultural diversity as well as a better understanding of our own society and culture.

ANTHR 1**Introduction to Physical Anthropology**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Study of human beings and their ancestors: Emphasis on relationships to other mammals, physical record of evolution, and processes responsible for evolution. 2202.00

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

(C-ID: ANTH 110)

ANTHR 1L**Physical Anthropology Laboratory**

1 unit, 4 hours laboratory (GR)

Prerequisite(s) or corequisite(s): ANTHR 1

Acceptable for credit: CSU, UC

Adjunct laboratory to ANTHR 1: Emphasis on working with replicas of bones and visits to museums and zoos to study primate behavior and hominid evolution. 2202.00

CSU area B3; IGETC area 5B

(C-ID: ANTH 115L)

ANTHR 2**Introduction to Archaeology and Prehistory**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

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

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

(C-ID: ANTH 150)

ANTHR 3**Introduction to Social and Cultural Anthropology**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Cross-cultural analysis of social and cultural factors of human behavior in the recent past and present. 2202.00

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

(C-ID: ANTH 120)

ANTHR 7**Magic, Religion and Witchcraft**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Comparative study of religion, magic, and supernatural beliefs and practices: Dynamics and function of religion and magic in human societies. 2202.00

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

ANTHR 14**Introduction to the Anthropology of Race, Class, Ethnicity, and Society**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Study of the cultures of the United States from the perspective of ethnic identity, ethnic relations, sex and gender, socio-economic class, religion, music and politics: Anthropological methods and approaches to enhance exploration of the United States' history and socio-cultural lifeways. 2202.00

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

ANTHR 19**Anthropology of Sex and Gender**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

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

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

ANTHR 20**Introduction to Visual Anthropology of Film**

3 units, 3 hours lecture (GR)

Recommended preparation: ANTHR 3

Acceptable for credit: CSU, UC

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

AA / AS area 2

ANTHR 21**Introduction to Forensic Anthropology**

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

Acceptable for credit: CSU, UC

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

AA/AS area 1; CSU area B2

ANTHR 48GA-MZ**Selected Topics in Anthropology**

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR)

Acceptable for credit: CSU, UC♦

See section on Selected Topics. 2202.00

ANTHR 49**Independent Study in Anthropology**

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

Acceptable for credit: CSU, UC♦

See section on Independent Study. 2202.00

ANTHR 248GA-MZ**Selected Topics in Anthropology**

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR)

See section on Selected Topics. 2202.00



APPRENTICESHIP (APPR)

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

APPR 455

Cosmetology Apprentice

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

Prerequisite(s): Be a registered apprentice in the Cosmetology Apprentice Program

Non-degree applicable

Course study under this section may be repeated six times.

Designed for apprentices who are engaged in acquiring a state license in Cosmetology. 3007.00

APPR 456

Barber Apprentice

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

Prerequisite(s): Be a registered apprentice in the Barber Apprentice Program

Non-degree applicable

Course study under this section may be repeated six times.

Designed for apprentices who are engaged in acquiring a state license in Barbering. 3007.00



ARCHITECTURE CERTIFICATE OF ACHIEVEMENT (CA)

The Architectural Technology 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 in

Entry level CAD/Revit Technicians, 3-D project illustrators, digital design and fabrication positions.

SUGGESTED COURSE SEQUENCE

First Semester (12 units):

ARCH 10	Introduction to Design Professions and Architectural Administration	2
ARCH 13	Architectural Drafting and Design I	4
CONMT 20	Blueprint Reading and Interpretation	3
ARCH 111	Introduction to Sustainable Architectural Design Applications	3

Second Semester (14 units):

ARCH 23	Architectural Drafting and Design II	4
ARCH 35	Perspectives, Shades and Shadow I	2
ARCH 103	Materials of Construction	2
ARCH 104A	Beginning Computer-Aided Drafting (CAD)	3
ARCH 107	Architectural History and Theory	3

Third Semester (14 units):

ARCH 33	Architectural Drafting and Design III	4
ARCH 121A	Introduction to Building Information Modeling with Autodesk Revit	2
PHYS 3A	General Physics	5
	or	
PHYS 4A	General Physics	5
ARCH 125	Digital Tools for Architecture and Design	3

Fourth Semester (13 units):

ARCH 43	Architectural Drafting and Design IV	4
ARCH 110	Introduction to 3D Modeling and Rendering	3
ARCH 121B	Advanced Building Information Modeling with Autodesk Revit	2
ENGL 1A	Composition and Reading	4

TOTAL MAJOR UNITS:	53
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Recommended:

ARCH 45
ART 60, 70
COMM 1A, 45
ENGL 1B
MEDIA 180
PHOTO 10

PROGRAM LEARNING OUTCOMES

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

- Create a Building Design using manual/computer tools.
- Create Accurate Detailed Drawings.
- Verbally and Graphically present ideas that convey the overall approach/solution to a given design project.

ARCHITECTURE ASSOCIATE IN SCIENCES (AS)

The Architectural Technology 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 in

Entry level CAD/Revit Technicians, 3-D project illustrators, digital design and fabrication positions.

SUGGESTED COURSE SEQUENCE

First Semester (12 units):

ARCH 10	Introduction to Design Professions and Architectural Administration	2
ARCH 13	Architectural Drafting and Design I	4
ARCH 111	Introduction to Sustainable Architectural Design Applications	3
CONMT 20	Blueprint Reading and Interpretation	3

Second Semester (14 units):

ARCH 23	Architectural Drafting and Design II	4
ARCH 35	Perspectives, Shades and Shadow I	2
ARCH 103	Materials of Construction	2
ARCH 104A	Beginning Computer-Aided Drafting (CAD)	3
ARCH 107	Architectural History and Theory	3

Third Semester (14 units):

ARCH 33	Architectural Drafting and Design III	4
ARCH 121A	Introduction to Building Information Modeling with Autodesk Revit	2
ARCH 125	Digital Tools for Architecture and Design	3
PHYS 3A+	General Physics	5
	or	
PHYS 4A+	General Physics	5

Fourth Semester (13 units):

ARCH 43	Architectural Drafting and Design IV	4
ARCH 110	Introduction to 3D Modeling and Rendering	3
ARCH 121B	Advanced Building Information Modeling with Autodesk Revit	2
ENGL 1A+	Composition and Reading	4

TOTAL MAJOR UNITS:	53
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Recommended:

ARCH 45
ART 60, 70
COMM 1A, 45
ENGL 1B
MEDIA 180
PHOTO 10

+Courses may be applied to Associate Degree General Education requirement
For Associate Degree General Education requirements, refer to page 115.

PROGRAM LEARNING OUTCOMES

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

- Create a Building Design using manual/computer tools.
- Create Accurate Detailed Drawings.
- Verbally and Graphically present ideas that convey the overall approach/solution to a given design project.

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 Design Professions and Architectural Administration

2 units, 2 hours lecture (GR)
Acceptable for credit: CSU, UC

Introduction to the history, practice and administration of architecture and related design professions: Operations, coordination and management of an architectural office. 0201.00

ARCH 13 Architectural Drafting and Design I

4 units, 2 hours lecture, 6 hours laboratory (GR)
Prerequisite(s): 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 laboratory (GR)
Prerequisite(s): ARCH 13
Acceptable for credit: CSU, UC

Continuation of ARCH 13: Advanced study and practice in lettering, freehand sketching, and detailing of a self-designed residence; preliminary design and working drawings; simple development of perspectives and rendering of multi-dwelling complex or small commercial buildings; application of the use of reinforced concrete; use of Uniform Building Code in the semester project design. 0201.00

ARCH 33 Architectural Drafting and Design III

4 units, 2 hours lecture, 6 hours laboratory (GR)
Prerequisite(s): ARCH 23
Acceptable for credit: CSU

Continuation of ARCH 23: Preliminary and final design, and presentation drawings for complex structures such as public or commercial buildings; emphasis on accepted production drafting, rendering techniques, and utilization of applicable structural design systems; freehand drawing in pencil, ink and color media, and integration/utilization of various computer program software; field trips to construction projects and architects' offices. 0201.00

ARCH 35 Perspective, Shades and Shadows I

2 units, 1 hour lecture, 3 hours laboratory (GR)
Prerequisite(s): ARCH 211
Acceptable for credit: CSU, UC

Development of skills in preparing three-dimensional linear illustrations: Principles of isometrics and perspective drawing, casting of shades and shadows on architectural/structural elements, freehand sketching. 0201.00

ARCH 43 Architectural Drafting and Design IV

4 units, 2 hours lecture, 6 hours laboratory (GR)
Prerequisite(s): ARCH 33
Acceptable for credit: CSU

Design and development of a commercial or public building: Site analysis and design; design and provision for structural, mechanical and electrical systems; adherence to accepted industry production, drafting and rendering practices for design and contract drawing; principles of specification writing and office practice; field trips to construction sites and architects' offices. 0201.00

ARCH 45 Perspective, Shades and Shadows II

2 units, 1 hour lecture, 3 hours laboratory (GR)
Prerequisite(s): ARCH 35
Acceptable for credit: CSU, UC

Continued development of skills in preparing three-dimensional linear illustrations: Advanced methods of perspective drawing and casting of shades and shadows; use of various media and techniques used in the preparation of presentation renderings. 0201.00

ARCH 48GA-MZ Selected Topics in Architecture

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR)
Acceptable for credit: CSU, UC ♦
See section on Selected Topics. 0201.00

ARCH 103**Materials of Construction**

2 units, 2 hours lecture (GR)

Acceptable for credit: CSU

Description and demonstration of various construction/structural and finish materials: Characteristics and qualities necessary for proper selection and use. 0201.00

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

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

Acceptable for credit: CSU

Basic computer drafting skills using current software: Use of computer and software, drawing and modifying objects layers, linetypes, colors and properties, dimensioning, blocks, hatching, views and scaling, printing and plotting. 0201.00
AA/AS area 4c

ARCH 107**Architectural History and Theory**

3 units, 3 hours lecture (GR)

Offered Spring Semester.

Acceptable for credit: CSU, UC

Survey of the evolution of architectural styles from primitive architecture to the contemporary: Systems-engineered building complexes; relationship that these architectural periods have to present-day construction methods. 0201.00
AA/AS area 3; CSU area C1; IGETC area 3A

ARCH 111**Introduction to Sustainable Architectural Design Applications**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Introduction to sustainable architectural and environmental design applications: Survey of green building precedents, trends in contemporary architectural design, and new sustainable technologies; creation of customized Green Building Standards Reference Guide; product and system selection; impact of new technologies as well as cultural, socioeconomic, and regulatory systems on green building design. 0201.00

ARCH 121A**Introduction to Building Information Modeling with Autodesk Revit**

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

Recommended preparation: ARCH 211

Acceptable for credit: CSU

Introduction to Building Information Modeling (BIM) using Autodesk Revit: Use of computer and software to develop plans, details, sections, elevations and schedules from Revit generated Building Information Model. 0201.00

ARCH 121B**Advanced Building Information Modeling with Autodesk Revit**

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

Prerequisite(s): ARCH 121A

Acceptable for credit: CSU

Advanced concepts in Building Information Modeling (BIM) using Autodesk Revit: Development of plans, details, sections, elevations and schedules from Revit generated Building Information Model. 0201.00

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

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

Acceptable for credit: CSU

Computer modeling and illustration using primarily Sketchup, Rhino, and Photoshop: Strategic use of computer software for creation of three-dimensional models and two-dimensional illustrations, impact of software on design process, rapid but not rushed production of presentation renderings, creative style balanced with effective and professional graphic communication. 0299.00

AA/AS area 4c

ARCH 200**Special Projects Laboratory**

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

Course study under this section may be repeated three times.

Open laboratory for working on selected projects: Provides an opportunity for development of advanced projects of individual interest. 0201.00

ARCH 204**Computer Aided Drafting Laboratory - CAD Lab**

1 unit, 4 hours laboratory (GR)

Prerequisite(s) or corequisite(s): ARCH 104A

Supervised computer-aided drafting laboratory: Designed as an adjunct to ARCH 104A, 121A and 121B focusing on computer drafting skills using current software. 0201.00
AA/AS area 4c

ARCH 211**Fundamentals of Drafting Techniques**

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

Fundamentals of drafting: Selection and use of standard instruments; lettering, sketching, and dimensioning conventions; principles of applied geometry underlying orthographic and pictorial drawings; and examples of drafting disciplines including architectural, civil, structural, mechanical, and electrical. 0201.00

ARCH 248GA-MZ**Selected Topics in Architectural and Engineering Technology**

0.5-9 units, 0.5-9 hours lecture, 0.5-27 hours laboratory (GR)

See section on Selected Topics. 0953.00

CERAMICS ASSOCIATE OF ARTS (AA)

A major in ceramics provides the necessary technical knowledge, skills, and aesthetic judgment to students transferring to four-year institutions or professional art schools. The major can lead to a career in industrial design or as an individual craftsperson.

Career Opportunities in

This program prepares students to transfer to professional art schools to major in industrial design professions such as Ceramic Development Engineer, Ceramic Engineer, Clay prototype modeler for car manufacturing, and/or Ceramicist/pottery Mulcers.

SUGGESTED COURSE SEQUENCE

First Semester (min 4 units):

ART 41	Basic Design	2
ART 80	Beginning Ceramics	2-3

Second Semester (min 6 units):

ART 20	Beginning Drawing and Composition	2-3
ART 176	Beginning Sculpture	3
ART 81	Continuing Ceramics	2

Third Semester (11 units):

ART 40+	Color Dynamics: The Interaction of Color	3
ART 71	Continuing Sculpture	2
ART 82	Intermediate Ceramics	3

Select one course from the following:

ART 2+	History of Western Art: Prehistoric Through the Middle Ages	3
ART 3+	History of Western Art: Renaissance to Contemporary Art	3
ART 4+	History of Modern Art (1800 to Present)	3

Fourth Semester (7 units):

ART 83	Advanced Ceramics	3
ART 84	Special Projects: Ceramics	2

Select one course from the following:

ART 50	Beginning Painting	3
ART 60	Beginning Painting: Watercolor	2

TOTAL MAJOR UNITS: **28**

Recommended:

ART 2, 3, 4, 5, 6, 21, 72, 73, 118
CHEM 30A

+Courses may be applied to Associate Degree General Education requirement
For Associate Degree General Education requirements, refer to page 115.

PROGRAM LEARNING OUTCOMES

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

- Students will learn to load, fire, and unload, gas and electric kilns.
- Students will learn to formulate and mix glazes as well as test and evaluate the results.
- Students will learn to create work using the potter's wheel as well as creating work using hand building techniques.
- Students will learn to evaluate their Ceramic work and develop a personal style in Ceramics.

ASSOCIATE OF ARTS DEGREE FOR TRANSFER IN STUDIO ARTS (AA-T)

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

Career Opportunities:

This program prepares students to transfer to Art majors in four-year institutions, leading to careers in teaching or private sector employment.

SUGGESTED COURSE SEQUENCE

Core Courses (12 units):

ART 3	History of Western Art: Renaissance to Contemporary Art	3
ART 20	Beginning Drawing and Composition	3
ART 46	2-D Visual Design	3
ART 47	3-D Visual Design	3

List A: Art History Select one of the following (3 units):

ART 2	History of Western Art: Prehistoric Through the Middle Ages	3
ART 4	History of Modern Art (1800 to Present)	3
ART 5	History of Asian Art (Past to Present)	3

List B: Studio Art Select one from any three of the following areas for a maximum of 9 units (9 units):

Drawing:

ART 22	Intermediate Drawing and Composition	3
ART 137	Beginning Figure Drawing and Composition	3
ART 50	Beginning Painting	3

Printmaking:

ART 100	Beginning Painting	3
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Ceramics:

ART 80	Beginning Ceramics	3
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Sculpture:

ART 176	Beginning Sculpture	3
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Color Theory:

ART 40	Color Dynamics: The Interaction of Color	3
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Other areas:

ART 165	Beginning Figure Sculpture	3
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TOTAL MAJOR UNITS: **24**

IGETC or CSU GE-Breadth Education Pattern **37-39**

CSU Transferable General Elective Courses to meet 60 units

TOTAL UNITS: **60**

PROGRAM LEARNING OUTCOMES

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

- Write a visual analysis/critique of their own and others' art on both form and content, and its relation to a historical and global context.
- Produce artworks in various media reflecting an understanding of line, shape, value, texture, space, color, scale, proportion, balance, mood, movement, mass, and emphasis.
- Assemble a portfolio of strong drawings, painting, sculptures or digital media that demonstrate skill and understanding of techniques in various media

ART (ART)

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

ART 1**Introduction to Art History**

3 units, 3 hours lecture (GR or P/NP)
Recommended preparation: ENGL 1A
Acceptable for credit: CSU, UC

Introduction to art purposes, principles and forms: Basic understanding of stylistic development and methods of analysis with emphasis on twentieth century art. 1001.00
AA/AS area 3; CSU area C1; IGETC area 3A

ART 2**History of Ancient Art: Prehistoric Through the Middle Ages**

3 units, 3 hours lecture (GR or P/NP)
Recommended preparation: ENGL 1A
Acceptable for credit: CSU, UC

Major visual art forms of early civilizations: Painting, sculpture, and architecture from prehistory through the medieval period. 1001.00
AA/AS area 3; CSU area C1; IGETC area 3A
(C-ID: ARTH 110)

ART 3**History of Western Art: Renaissance to Contemporary Art**

3 units, 3 hours lecture (GR or P/NP)
Recommended preparation: ENGL 1A
Acceptable for credit: CSU, UC

Major visual art forms of Western cultures from the Renaissance period to Contemporary period: Survey of the foremost artists and their works. 1002.00
AA/AS area 3; CSU area C1; IGETC area 3A

ART 4**History of Modern Art (1800 to Present)**

3 units, 3 hours lecture (GR or P/NP)
Recommended preparation: ENGL 1A
Acceptable for credit: CSU, UC

Major visual art forms and movements of the nineteenth and twentieth centuries: Concentration on the foremost painters, sculptors and architects of the modern period and their works. 1001.00
AA/AS area 3; CSU area C1; IGETC area 3A
(C-ID: ARTH 150)

ART 5**History of Asian Art (Past to Present)**

3 units, 3 hours lecture (GR or P/NP)
Recommended preparation: ENGL 1A
Acceptable for credit: CSU, UC

Major visual art and architecture of Asia: Focus on India, Southeast Asia, China, Korea, and Japan from pre-history to modern times. 1001.00
AA/AS area 3; CSU area C1; IGETC area 3A
(C-ID: ARTH 130)

ART 7**History of African American Art (Past to Present)**

3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

Development of the African American visual artist in the Americas. Contributions of selected major African American artists and contemporary trends. 1001.00
AA/AS area 3, 5; CSU area C1; IGETC area 3A

ART 20**Beginning Drawing and Composition**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Freehand drawing with various media: Drawing techniques and fundamentals of composition applied to subject matter including an introduction to perspective. 1002.10
(C-ID: ARTS 110)

ART 21**Continuing Drawing and Composition**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Special problems of composition and drawing techniques in relation to drawing as a fine art: Study of form in black and white and in color. 1002.10

ART 22**Intermediate Drawing and Composition**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Exploration of artistic concepts, styles, and creative expression related to intermediate-level drawing, complex subject matter and concepts using a variety of drawing mediums, techniques, and methodologies: Foundations of drawing skills to develop personalized approaches to content and materials in exercises covering multiple historical and contemporary approaches to drawing. 1002.10
(C-ID: ARTS 205)

ART 23**Advanced Drawing and Composition**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Advanced drawing techniques applied to selected subjects and goals. 1002.10

ART 24**Special Projects: Drawing**

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

Acceptable for credit: CSU, UC

Independent exploration and experimentation in special areas of drawing. 1002.10

ART 35**Beginning Portraiture**

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

Acceptable for credit: CSU, UC

Drawing portraits from the live model: Emphasis on anatomy, proportion, and achieving a likeness. 1002.10

ART 36**Continuing Portraiture**

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

Acceptable for credit: CSU, UC

Drawing portraits from the live model: Emphasis on composition, position, clothing, and color. 1002.10

ART 39**Special Projects: Portraiture**

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

Acceptable for credit: CSU

Development of an individual style and portfolio of consistent works suitable for an exhibition. 1002.10

ART 40**Color Dynamics: The Interaction of Color**

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

Acceptable for credit: CSU, UC

Color interaction as developed by Josef Albers whose discoveries are widely used today in all the visual arts: Presentation of a series of studio problems designed to sharpen color perception, increase sensitivity to color relationships, and help the student discover a new kind of space, tension, rhythm, form, and harmony through interaction of color. 1002.10

AA/AS area 3

(C-ID: ARTS 270)

ART 46**2-D Visual Design**

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

Acceptable for credit: CSU, UC

Fundamental elements of design: Dot, line, plane, volume, space, color, texture and light; laboratory experience in visual composition and layout emphasizing two dimensional design. Development of a visual vocabulary for creative expression through lecture presentations, studio projects, problem solving, and writing assignments. 1002.10

(C-ID: ARTS 100)

ART 47**3-D Visual Design**

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

Acceptable for credit: CSU, UC

Introduction to the concepts, applications, and historical references related to three-dimensional design and spatial composition: Elements and organizing principles of design as they apply to three-dimensional space and form. Development of visual vocabulary for creative expression through lecture presentations and use of appropriate materials for non-representational three-dimensional studio projects. 1002.10 (C-ID: ARTS 101)

ART 48 GA-MZ**Selected Topics in Art**

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC♦

See section on Selected Topics. 1002.00

ART 49**Independent Study in Art**

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

Acceptable for credit: CSU, UC♦

See section on Independent Study. 1002.00

ART 50**Beginning Painting**

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

Recommended preparation: ART 20

Acceptable for credit: CSU, UC

Emphasis on the basic techniques of oil or acrylic painting: Preparation and use of canvas and supports, color mixing, composition in a variety of styles, development of imaginative and objective images. 1002.10 (C-ID: ARTS 210)

ART 51**Continuing Painting**

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

Acceptable for credit: CSU, UC.

Continuation of ART 50: Emphasis on composition, using oils, acrylics, and mixed media; may include live models. 1002.10

ART 52**Intermediate Painting**

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

Acceptable for credit: CSU, UC

Continuation of ART 51: Emphasis on more independent and complex activities and projects. 1002.10

ART 53**Advanced Painting**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Continuation of ART 52: Emphasis on developing greater clarity in personal imagery and painting style; development of a professional portfolio. 1002.10

ART 54**Special Projects: Painting**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Continued study and skill development with oil and acrylics: May include production of murals and other large-scale paintings as well as individual projects. 1002.10

ART 60**Beginning Painting: Watercolor**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Fundamentals of washes, brushwork, color, and special effects: Transparent, wet-into-wet, and opaque techniques as applied to various subject matter. 1002.10

ART 61**Continuing Painting: Watercolor**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Continued development of skills, techniques, and content in watercolor painting: Creative experimentation and individual expression in watercolor painting processes. 1002.10

ART 64**Special Projects: Watercolor Painting**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Continued study and skill development in advanced watercolor projects. 1002.10

ART 71**Continuing Sculpture**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Continuation of ART 70: Emphasis on materials such as plaster, concrete, welded steel, wood, and cast metal. 1002.20

ART 74**Special Projects: Sculpture**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Continued study and skill development in advanced sculpture projects. 1002.20

ART 76**Continuing Figure Sculpture**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Continuation of ART 165: Direct modeling from the live model; emphasis on proportion and composition using various media. 1002.20

ART 77**Intermediate Figure Sculpture**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Continuation of ART 76: Direct modeling from the live model; emphasis on accurate, sensitive, expressive modeling of the human figure. 1002.20

ART 79**Special Projects: Figure Sculpture**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Continued study and skill development in advanced figure sculpture projects. 1002.20

ART 80**Beginning Ceramics**

2-3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Introduction to ceramics: Forming techniques, design, glazing, and firing processes. The course covers aesthetics and creative development of clay objects examining historical, contemporary, and personal modes of expression across cultures. 1002.30

ART 81**Continuing Ceramics**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Continuation of ART 80: Emphasis on design problems and skill development in forming, glazing, and firing processes. 1002.30

ART 82**Intermediate Ceramics**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

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

ART 83**Advanced Ceramics**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Continuation of ART 82: Emphasis on individual expression; experimentation in glazes, clay bodies, and kiln firing. 1002.30

ART 84**Special Projects: Ceramics**

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

Acceptable for credit: CSU, UC

Exploration and experimentation in special areas of ceramics. 1002.30

ART 100**Beginning Printmaking**

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

Acceptable for credit: CSU, UC

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

ART 101**Continuing Printmaking**

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

Acceptable for credit: CSU, UC

Continuation of ART 100: Emphasis on color, larger-scale projects, and non-traditional methods. 1013.00

ART 102**Intermediate Printmaking**

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

Acceptable for credit: CSU, UC

Continuation of ART 101: Emphasis on multi-plate color printing and its refinement. 1013.00

ART 103**Advanced Printmaking**

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

Acceptable for credit: CSU, UC

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

ART 117**Special Projects: Printmaking**

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

Acceptable for credit: CSU

Continued study and skill development in special printmaking projects. 1013.00

ART 118**Ceramics: Raku**

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

Acceptable for credit: CSU, UC

Introduction to the ancient art of Raku ceramics: Aesthetic and philosophical considerations; mixing, applying, and firing raku glazes. 1002.30

ART 137**Beginning Figure Drawing and Composition**

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

Prerequisite(s): ART 20

Acceptable for credit: CSU, UC

Introduction to drawing the human figure from observation using a wide variety of drawing media and techniques: Human anatomy, historical and contemporary roles of figure drawing in the visual arts with descriptive and interpretive approaches to drawing the figure. 1002.10
(C-ID: ARTS 200)

ART 141**Eco Art Matters - Beginning**

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

Acceptable for credit: CSU, UC

Exploration of the history and aesthetics of the environmental/community/social justice art movement: Exhibition of student-created eco art works, installations or performances based on an important 'matter' of their choosing, and exploration of a variety of media; includes community outreach projects. 1002.10
AA/AS area 3

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

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

Prerequisite(s): ART 141

Acceptable for credit: CSU, UC

Continuation of the study and art practices based on environmental and social justice issues: Extensive research on an issue of choice, with an emphasis on Food and Water. 1001.00
AA/AS area 3

ART 145**Advanced Eco Art Matters: Community Outreach and Collaboration**

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

Prerequisite(s): ART 141

Acceptable for credit: CSU, UC

Continuation of ART 141 with an emphasis on social justice, community outreach and collaboration projects for a public art exhibition. 1001.00
AA/AS area 3

ART 146**Special Projects: EcoArt Matters**

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

Prerequisite(s): ART 145

Acceptable for credit: CSU, UC

Continued study: advanced research and art practice of environmental and social justice issues. 1001.00

ART 165**Beginning Figure Sculpture**

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

Acceptable for credit: CSU, UC.

Introduction to direct modeling from the live model: Direct observation sketching, clay and other media, introduction to human anatomy and historical and contemporary roles of figurative sculpture in the visual arts, descriptive and interpretive approaches to sculpting the figure. 1002.20

ART 176**Beginning Sculpture**

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

Acceptable for credit: CSU, UC

Introduction to three-dimensional sculptural principles, techniques, and concepts utilizing a wide range of materials and practices: Various sculpture methods with attention to creative self-expression and historical context. 1002.20

ART 202**Fundamentals of Drawing**

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

Drawing techniques in relation to drawing as a fine art: Study of shape, form, and space in black and white. 1002.10

ART 205**Fundamentals of Painting**

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

Emphasizes basic painting techniques and composition using oils, acrylics, and/or mixed media; may include live models. 1002.10

ART 208**Foundations of Ceramics**

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

Introduction to Ceramics: Wheel throwing and hand-building instruction, glazing and firing techniques. 1002.30

ART 230**Beginning Art Gallery Management**

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

Practical experience in all phases of art exhibition: Research in art exhibit design and philosophy; includes field trips. 1002.00

ART 231**Continuing Art Gallery Management**

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

Continuation of ART 230: Continued research and related theory; budget analysis; lighting techniques and installation; practical experience in all phases of art exhibit; research in art exhibit design and philosophy; includes field trips. 1002.00

ART 232**Intermediate Art Gallery Management**

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

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

ART 233**Advanced Art Gallery Management**

3 units, 2 hours lecture, 4 hours laboratory (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 248GA-MZ**Selected Topics in Art**

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR or P/NP)

See section on Selected Topics. 1001.00



ASIAN AND ASIAN-AMERICAN STUDIES ASSOCIATE OF ARTS (AA)

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

Career Opportunities in

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

SUGGESTED COURSE SEQUENCE

Select at least one course from both Group 1 and Group 2. The remainder of the 18 units can be selected from either Group 1 or Group 2.

Group 1 (min 3 units):			CHIN 3	Intermediate Chinese (Mandarin)	5
ASAME 32	Asian-American Psychology	3	CHIN 4	Intermediate Chinese (Mandarin) (Continuation)	5
ASAME 45A	Asian-American History to 1945	3			
ASAME 45B	Asian-American History from 1945 to the Present	3	JAPAN 50A	Conversational Japanese and Culture	3
			JAPAN 50B	Conversational Japanese and Culture	3
Group 2 (min 3 units):			TOTAL REQUIRED UNITS:		18
ASAME 21	Asian-American Communities	3	<i>Courses may be applied to Associate Degree General Education requirement</i> <i>For Associate Degree General Education requirements, refer to page 115.</i>		
ASAME 26	Politics in Modern Asian	3			
ASAME 30	Asians and Asian-Americans through Films	3			
CHIN 1	Elementary Chinese (Mandarin)	5			
CHIN 2	Elementary Chinese (Mandarin) (Continuation)	5			

PROGRAM LEARNING OUTCOMES

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

- Research: Evaluate the development of the field of Asian American Studies and utilize research methodologies and scholarship within the field to produce research papers.
- Analysis of issues: Effectively employ social science methodologies in the analysis of issues related to Asian Americans.
- History: Identify and describe the general history of Asian American people in the U.S.

ASIAN AND ASIAN-AMERICAN STUDIES (ASSOCIATE IN ARTS)

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

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

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)

Acceptable for credit: CSU, UC

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

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

ASAME 30

Asians and Asian-Americans through Films

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Culture and societies of Asia and the Asian Diaspora, with particular emphasis on Asian-American documentary and dramatic films: Examination of films as a medium of communication and representation of Asian and Asian-American cultures, exploring common cultural elements and symbols; themes and motifs in films by and about Asian Americans, Central Asians, East Asians, and South and Southeast Asians. 2203.00

AA/AS area 2, 3, 5; CSU area C2; IGETC area 3B

ASAME 32

Asian-American Psychology

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Principles of psychology as they relate to the growth and development of Asian-Americans. 2203.00

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

ASAME 35

Women of Color

3 units, 3 hours lecture (GR)

Also offered as AFRAM 35, M/LAT 35 or NATAM 35. Not open for credit to students who have completed or are concurrently enrolled in AFRAM 35, ASAME 35, or M/LAT 35.

Acceptable for credit: CSU, UC

Interdisciplinary examination of the lives of women of color in the U.S.: Exploration of the intersection of gender, class, ethnicity, and race in the lives of African American, Asian-American, Chicana/Latina, and Native-American women in the U.S. 2203.00

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

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

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 48GA-MZ**Selected Topics in Asian and Asian-American Studies**

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC♦

See section on Selected Topics. 2203.00

ASAME 49**Independent Study in Asian and Asian-American Studies**

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

Acceptable for credit: CSU, UC♦

See section on Independent Study. 2203.00

ASAME 248GA-MZ**Selected Topics in Asian and Asian-American Studies**

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR or P/NP)

See section on Selected Topics. 2203.00



ASTRONOMY (ASTR)**ASTR 10****Descriptive Astronomy**

3 units, 3 hours lecture (GR)

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

Recommended preparation: MATH 201 or 210A-D

Acceptable for credit: CSU, UC

Survey of astronomy at a descriptive level: Development of modern astronomy, light, astronomical instruments, the sun, formation and evolution of the solar system, the terrestrial planets, the Jovian planets, asteroids, comets, planets around other stars, and a brief survey of stars. 1911.00

AA/AS area 1; CSU area B1; IGETC area 5A

ASTR 48GA-MZ**Selected Topics in Astronomy**

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR or P / NP)

Acceptable for credit: CSU, UC

See section on Selected Topics. 1911.00

ASTR 248GA-MZ**Selected Topics in Astronomy**

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR or P / NP)

See section on Selected Topics. 1911.00



ATHLETICS (ATHL)**SEE ALSO KINESIOLOGY AND SPORTS FITNESS****Athletic Courses:**

Laney College offers six sports teams for student-athlete participation: football, women's volleyball, women's water polo, women's basketball, women's track and field, women's swimming and baseball. In order to participate in intercollegiate athletics, student-athletes must fulfill eligibility requirements as set forth by the California Community College Athletic Association (CCCAA) and Laney College. Student-athletes must adhere to the following requirements for eligibility:

- Meet with a counselor and complete a Student Educational Plan (SEP).
- Maintain at least a 2.0 cumulative Grade Point Average (GPA.)
- Successfully complete 24 units between the first and second season of competition in a specific sport, of which 18 units must be academic.
- Maintain active enrollment in a minimum of 12 units during the semester of competition, of which 9 units must be academic.

Career Opportunities in:

Career include but not limited to: health clubs and spas, private and public fitness centers, corporate fitness centers, nursing homes, schools/colleges/universities, self-employment, YMCA's, fitness specialist, exercise testing technicians, aerobics instructors.

ATHL 1**Intercollegiate Women's Basketball**

1.5 units, 5 hours laboratory (GR or P/NP)

Recommended preparation: Intermediate level Basketball Skills

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

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

ATHL 2**Basketball Foundations**

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

Recommended preparation: Intermediate level Basketball Skills

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

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

ATHL 11**Intercollegiate Baseball**

3 units, 10 hours laboratory (GR)

Recommended preparation: Intermediate level Basketball Skills

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

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

ATHL 12**Baseball Foundations**

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

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

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

ATHL 17**Intercollegiate Football**

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

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

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

ATHL 18**Football Physiological and Team Development**

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

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

Fundamentals of Intercollegiate competition: Concepts of offensive, defensive, and special teams theory and development. 0835.50

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

3 units, 10 hours laboratory (GR)

Prerequisite(s): To pass the intermediate swim test. Swim 2 laps (25 yards) without stopping and to tread water for 1 full minute.

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

Fundamentals of intercollegiate competition: Team competition in swimming and/or diving; advancing skills in the four competitive strokes; for diving, progressions on the one meter and three meter boards. 0835.50

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

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

Recommended preparation: Ability to pass Intermediate swim test: I.e., swim 1 lap without stopping and tread water for 1-2 min.

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

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

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

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

Recommended preparation: Deep water safety. Ability to swim 2 laps non stop and tread water for 1-2 minutes.

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

Fundamentals of intercollegiate competition: A comprehensive course designed for the student athlete covering advanced intercollegiate swimming and diving skills. The course includes theories and analyses of skill acquisition, development of fitness skills and mental preparation for competition. 0835.50

ATHL 44**Strength Training for Swimming**

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

Recommended preparation: Student must be able to pass the Intermediate Swim test. Swim one lap and tread water for 1-2 minutes.

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

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

ATHL 45**Fundamentals for Intercollegiate Diving**

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

Recommended preparation: Comfortable in deep water. Ability to pass Intermediate swim test: I.e., swim 1 lap tread water for 1-2 min.

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

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

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

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

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

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

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



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

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

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

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

Activity class: Fundamentals of intercollegiate competition; team competition in water polo; advanced skills in passing, dribbling, shooting and defense; team organization; strategy; team leadership. 0835.50

ATHL 54**Water Polo Theory**

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

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

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

Fundamentals of intercollegiate competition: Practice, theory, rules and water polo skills. 0835.50

ATHL 59**Intercollegiate Track and Field**

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

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

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

ATHL 60**Track and Field Foundations**

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

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

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

ATHL 66**Intercollegiate Cross Country**

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

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

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

ATHL 67**Cross Country Foundation**

3 units, 10 hours laboratory (GR)

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

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

ATHL 71**Intercollegiate Women's Volleyball**

3 units, 10 hours laboratory (GR)

Recommended preparation: KIN 120B; Beginning High School or club level volleyball experience or demonstration of such.

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

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

ATHL 72**Volleyball Strategy and Theories**

1 unit, 1 hour lecture (GR)

Recommended preparation: High school or club volleyball experience

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

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

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

0.5 units, 2 hours laboratory (GR)

Acceptable for credit: CSU, UC

Intercollegiate Volleyball Team Pre-season training. The course includes fundamentals of intercollegiate competition: Team competition in volleyball: Advanced skill development, offensive and defensive strategies. 0835.50

ATHL 91**Football Officiating I**

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

Not open for credit to students who have completed or are currently enrolled in KIN 91.

Acceptable for credit: CSU, UC

Activity class: Basic introduction of developing officiating skills leading to a basic understanding of the sport. 0835.50

ATHL 92**Football Officiating II**

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

Not open for credit to students who have completed or are currently enrolled in KIN 91.

Acceptable for credit: CSU, UC

Activity class: Introduction of developing advanced officiating skills leading to a advanced understanding of the sport. 0835.50

BANKING AND FINANCE CERTIFICATE OF ACHIEVEMENT (CA)

Career Opportunities in

Teller, credit care services, loan administration, and customer services.

SUGGESTED COURSE SEQUENCE

Required Courses (18-19 units):

BNK/F 54	Principles of Banking	3
BNK/F 55	Money and Banking	3
BNK/F 56	Bank Management	3
BUS 1A	Financial Accounting	4
	or	
BUS 20	General Accounting	3
BUS 202*	Business Mathematics	3
ECON 1	Principles of Economics (Macro-Economics)	3

Select one course from the following (3 units):

BUS 5	Human Relations in Business	3
BUS 210	Financial Management and Investments	3
RLEST 2A	Principles of Real Estate	3

TOTAL MAJOR UNITS: 21-22

**MATH 201 or 210ABCD or a more advanced Math course may be substituted for BUS 202.*

PROGRAM LEARNING OUTCOMES

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

-
- Apply appropriate critical and problem solving skills to a banking situation dealing with services banks provide to the public.
 - Critique the functions of money and evaluate which functions holds the greatest significance.
 - Investigate the technology advances in the bank's cash management systems, and evaluate the strength and weakness of each systems.
-

BANKING AND FINANCE ASSOCIATE OF ARTS (AA)

Career Opportunities in
Teller, credit care services, loan administration, and customer services.

SUGGESTED COURSE SEQUENCE

Required Courses (18-19 units):			Select one course from the following (3 units):		
BNK / F 54	Principles of Banking	3	BUS 5	Human Relations in Business	3
BNK / F 55	Money and Banking	3	BUS 210	Financial Management and Investments	3
BNK / F 56	Bank Management	3	RLEST 2A	Principles of Real Estate	3
BUS 1A	Financial Accounting	4	TOTAL MAJOR UNITS:		
	or		21-22		
BUS 20	General Accounting	3	<i>*MATH 201 or 210ABCD or a more advanced Math course may be substituted for BUS 202. +Course may be applied to Associate Degree General Education requirement. For Associate Degree General Education requirements, refer to page 115.</i>		
BUS 202*	Business Mathematics	3			
ECON 1+	Principles of Economics (Macro-Economics)	3			

PROGRAM LEARNING OUTCOMES
Upon completion of this program a student will be able to:

- Apply appropriate critical and problem solving skills to a banking situation dealing with services banks provide to the public.
- Critique the functions of money and evaluate which functions holds the greatest significance.
- Investigate the technology advances in the bank’s cash management systems, and evaluate the strength and weakness of each systems.

BANKING AND FINANCE (BNK/F)

The Banking and Finance program prepares students for entry-level positions in banks, savings and loan associations, and credit unions.

BNK/F 48GA-MZ

Selected Topics in Banking and Finance

0.5-9 units, 0.5-9 hours lecture, 0.5-27 hours laboratory (GR or P/NP)

Acceptable for credit: CSU

See section on Selected Topics. 0504.00

BNK/F 54

Principles of Banking

3 units, 3 hours lecture (GR)

Course number assigned by the American Institute of Banking; course may or may not transfer to four-year institutions.

Comprehensive introduction to the diversified services and operations of the banking industry: Evaluation of U.S. banking; bank depositor relationships; marketing; deposit, loan and investment functions; Federal Reserve functions and services; regulations and controls. 0504.00

BNK/F 55

Money and Banking

3 units, 3 hours lecture (GR)

Course number assigned by the American Institute of Banking; course may or may not transfer to four-year institutions.

How money functions in the U.S. and world economies: The concept of the money supply, role banks play in the creation of money and as participants in the nation's payment mechanism, various types of operations of financial institutions, workings of monetary and fiscal policies, functions and powers of the Federal Reserve. 0504.00

BNK/F 56

Bank Management

3 units, 3 hours lecture (GR)

Course number assigned by the American Institute of Banking; course may or may not transfer to four-year institutions.

Introduction to bank management: Day-to-day bank activities, functional foundations in bank management, analytical techniques to measure performance, future expansion opportunities. 0504.00

BNK/F 248GA-MZ

Selected Topics in Banking and Finance

0.5-9 units, 0.5-9 hours lecture, 0.5-27 hours laboratory (GR or P/NP)

See section on Selected Topics. 0504.00

BUS 456C

Occupational Work Experience in Banking and Finance

1-4 units, hours to be arranged (GR) 0504.00



BIOMANUFACTURING SKILLS CERTIFICATE OF PROFICIENCY (CP)

The biomanufacturing program is designed to provide students with the knowledge and skills necessary for employment in the biomanufacturing/pharmaceutical industry. It functions as a career ladder program, intending to train students in basic biotechnology and biomanufacturing skills in one semester, earning a Certificate of Proficiency in Biomanufacturing Skills.

Career Opportunities in

Glassware washing, documentation coordinators, laboratory support workers, quality control inspectors.

SUGGESTED COURSE SEQUENCE

Required Courses (9-10 units)			CHEM 1A	General Chemistry	5
BIOL 75	Fundamentals of Biotechnology	2		or	
MATH 208	Mathematics for Laboratory Sciences	3	CHEM 30A	Introductory General Chemistry	4
TOTAL MAJOR UNITS:					9-10

PROGRAM LEARNING OUTCOMES

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

- Program level outcome # 1 Setup and manipulate laboratory equipment, carry out experimental procedures and identify possible sources of error BIO 75 SLO # 1 Demonstrate competence in using laboratory equipment and techniques used in class CHEM 30A SLO # 4 Perform laboratory techniques correctly using appropriate safety procedures.
- Program Level outcome # 2 Maintain a laboratory notebook according to standard scientific guidelines. BIO 75 SLO # 4 Effectively document observations and conclusions in a laboratory notebook and communicate the scientific information using formal laboratory reports and oral presentations.
- Program level outcome # 3 Write clear, well documented lab reports using the language of science MATH 208 SLO # 3 Prepare data to be analyzed using a spreadsheet program. CHEM 30A SLO # 5 calculate experimental values from laboratory data and interpret the results.
- PLO # 4 Apply mathematical problems to solve quantitative problems. MATH 208SLO # 4 Estimate dosages, concentrations and dilutions CHEM 30ASLO # 1 use dimensional analysis to solve quantitative problems and evaluate the results of calculations to make sure they are physically reasonable.

BIOMANUFACTURING CERTIFICATE OF ACHIEVEMENT (CA)

Students continue their academic training by taking additional courses to earn a Certificate of Achievement in Biomanufacturing gaining the skills and knowledge necessary for a higher level of employment within the manufacturing sector of the pharmaceutical industry.

Career Opportunities in

Manufacturing and production ex. Material handlers, manufacturing assistant, instrumentation and calibration techniques, media prep assistant, Research and Development (ex. Laboratory assistant), green house worker, animal caretakers, Quality control/Quality Assurance (QA/QCP ex. QC technician, QA specialist or assistant.)

SUGGESTED COURSE SEQUENCE

Fall Semester (9 units)

BIOL 75	Fundamentals of Biotechnology	2
CHEM 30A	Introductory General Chemistry	4
MATH 208	Mathematics for Laboratory Sciences	3

Spring Semester (8 units)

BIOL 3	Microbiology	5
BIOL 76	Principles of Biomanufacturing	3

TOTAL MAJOR UNITS:	17
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PROGRAM LEARNING OUTCOMES

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

-
- Setup and manipulate laboratory equipment, carry out experimental procedures and identify possible sources of error.
 - Maintain a laboratory notebook according to standard scientific guidelines.
 - Write clear, well documented lab reports using the language of science.
 - Apply mathematical problems to solve quantitative problems.
 - Explain and discuss both verbally and in writing the science concepts listed in the course content, as well as their relevance to everyday events and circumstances in a broad interdisciplinary context.
-

BIOMANUFACTURING PRODUCTION ASSOCIATE IN SCIENCES (AS)

The associate degree continues to build on the courses taught for the certificates of proficiency and achievement to prepare graduates to work in the biomanufacturing/pharmaceutical industry as technicians. Students will learn how to operate and maintain the equipment used to manufacture protein pharmaceutical products; culture bacterial, yeast, and mammalian cells and recover the proteins that those cells produce. Students will follow good manufacturing practices by maintaining records in order to comply with quality assurance procedures and government regulations.

Career Opportunities in

Manufacturing Technician, Production Technician, Laboratory Technician, Quality Control Technician.

SUGGESTED COURSE SEQUENCE

First Semester (9 units)

BIOL 75	Fundamentals of Biotechnology	2
CHEM 30A	Introductory General Chemistry	4
MATH 208	Mathematics for Laboratory Sciences	3

Second Semester (7-8 units)

BIOL 3	Microbiology	5
	or	
BIOL 73	Cell Culture Principles and Techniques and	4
BIOL 76	Principles of Biomanufacturing	3

Third Semester (7 units)

BIOL 72A	Biotech Instrumentation: Good Manufacturing Practices and Safe Chemical Handling	1
BIOL 72B	Biotech Instrumentation: Clean Room	1
BIOL 72C	Biotech Instrumentation: PCR	1
BIOL 72D	Biotech Instrumentation: Protein Purification and Quality Control	1
BIOL 74	Scientific Communication	3

Fourth Semester (7 units)

BIOL 77	Business and Regulatory Practices in Biomanufacturing	3
BIOL 79	Bioreactor Cell Culture and Protein Recovery	4

TOTAL MAJOR UNITS: 30-31

For Associate Degree General Education requirements, refer to page 115.

PROGRAM LEARNING OUTCOMES

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

- PLO # 1 Describe and practice laboratory safety guidelines relating to working with laboratory equipment.
- PLO # 2 Set up and manipulate laboratory equipment, carry out experimental procedures and identify possible sources of error.
- PLO # 3 Maintain a laboratory notebook according to standard scientific guidelines.
- PLO # 4 Write clear, well-documented reports or SOPs or other documentation required in the lab using the language of science.
- PLO # 5 Apply mathematics to solve quantitative problems.
- PLO # 6 Explain and discuss both verbally and in writing the science concepts listed in the course content, as well as their relevance to everyday events and circumstances in a broad interdisciplinary context.

BIOLOGICAL SCIENCES (BIOL)

The mission of the Biology Department includes providing: introductory courses that meet requirements for AA and AS degrees, transfer courses to four-year schools, prerequisites for professional schools (including programs for Registered Nurse, Licensed Vocational Nurse, Nurse Practitioner, Radiology Technicians, Physician Assistant, Dental, Dental Hygiene, Medical and Pharmacy), and courses geared toward Biomanufacturing (including two certificates and an AS degree).

The Biomanufacturing program is designed to provide students with the knowledge and skills necessary for employment in the biomanufacturing/pharmaceutical industry. It is a career ladder program that begins with training in basic biotechnology and biomanufacturing skills. In one semester, students can earn a Certificate of Proficiency in Biomanufacturing Skills (9 units).

Students may continue their academic training by taking additional courses to earn a Certificate of Achievement in Biomanufacturing (one additional semester, total of 17 units). An AS in Biomanufacturing Production can be earned with one additional year of biomanufacturing courses along with required general education courses/electives.

BIOL 1A General Biology

5 units, 3 hours lecture, 6 hours laboratory (GR)
Prerequisite(s): CHEM 1A
Acceptable for credit: CSU, UC

Introduction to general biology: Cell structure and function, metabolism, molecular and organismal genetics, and animal physiology. 0401.00
AA/AS area 1; CSU area B2, B3; IGETC area 5B, 5C
(C-ID: BIOL 190) (C-ID: 135S when taken with BIOL 1B)

BIOL 1B General Biology

5 units, 3 hours lecture, 6 hours laboratory (GR)
Prerequisite(s): BIOL 1A
Acceptable for credit: CSU, UC

Continuation of BIOL 1A: Origin of life, evolution, classification, plant structure and function, and ecology. 0401.00
AA/AS area 1; CSU area B2, B3; IGETC area 5B, 5C
(C-ID: BIOL 140) (C-ID: 135S when taken with BIOL 1A)

BIOL 2 Human Anatomy

5 units, 4 hours lecture, 3 hours laboratory (GR)
Prerequisite(s): BIOL 10 or 24
Acceptable for credit: CSU, UC

Detailed study of human body structure: Molecules, cells, tissues, organs and organ systems, basic physiology and cell division, selected human diseases. Laboratory work includes extensive use of microscopes, figures/charts, three-dimensional models, dissected human cadavers, and dissection of other mammalian organisms/organs. 0410.00
AA/AS area 1; CSU area B2, B3; IGETC area 5B, 5C
(C-ID: BIOL 110B)

BIOL 3 Microbiology

5 units, 4 hours lecture, 3 hours laboratory (GR)
Prerequisite(s): CHEM 1A or 30A
Recommended preparation: BIOL 10
Acceptable for credit: CSU, UC

Survey of the various microscopic agents of particular importance to humans: Emphasis on microbes involved in infectious diseases, host defenses against diseases, elements of infectious chains and means utilized for breaking the chains. 0403.00
AA/AS area 1; CSU area B2, B3; IGETC area 5B, 5C

BIOL 4 Human Physiology

5 units, 4 hours lecture, 3 hours laboratory (GR)
Prerequisite(s): CHEM 1A or 30A
Recommended preparation: BIOL 2
Acceptable for credit: CSU, UC

Detailed study of human body function: Molecules, cells, tissues, organs and organ systems, basic anatomy essential to understanding function, physical and chemical factors and process, and selected human diseases. Laboratory work includes computer simulations and interactive programs, physiological experiments and demonstrations, and use of microscopes. 0410.00
AA/AS area 1; CSU area B2, B3; IGETC area 5B, 5C
(C-ID: BIOL 120B)

BIOL 10 Introduction to Biology

4 units, 3 hours lecture, 3 hours laboratory (GR)
Not open for credit to students who have completed or are currently enrolled in BIOL 1A or 1B or 25.
Students with previous credit in BIOL 11 receive only 1 unit of credit for BIOL 10.
Acceptable for credit: CSU, UC

Fundamentals of biology for the non-major: Scientific inquiry, biological chemistry, cell structure and function, DNA and genetics, evolution and ecology, and an overview of living organisms. Includes laboratory exercises designed to complement lectures. 0401.00
AA/AS area 1; CSU area B2, B3; IGETC area 5B, 5C

BIOL 11**Principles of Biology**

3 units, 3 hours lecture (GR)

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

Acceptable for credit: CSU, UC

Fundamentals of biology for the non-major: Scientific inquiry, biological chemistry, cell structure and function, DNA and genetics, evolution and ecology, and an overview of living organisms. 0401.00

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

BIOL 20A**Human Anatomy and Physiology**

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

Recommended preparation: BIOL 24 or CHEM 30A

Acceptable for credit: CSU, UC

Structure and function of the human body: Biological chemistry, cytology, tissues, and integumentary, skeletal, muscular and nervous systems; selected human diseases. Laboratory work: Dissection of mammalian organs, work with dissected human cadavers; use of microscopes, figures/charts, three-dimensional models; physiological experiments and demonstrations, and computer simulations. 0410.00

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

(C-ID: 115S when taken with BIOL 20B)

BIOL 20B**Human Anatomy and Physiology**

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

Prerequisite(s): BIOL 20A

Acceptable for credit: CSU, UC

Structure and function of the human body: Special senses, endocrine, cardiovascular, immune, respiratory, digestive, urinary and reproductive systems; selected human diseases. Laboratory work includes dissection of mammalian organs, work with dissected human cadavers; use of microscopes, figures/charts, three-dimensional models; physiological experiments and demonstrations, and computer simulations. 0410.00

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

(C-ID: 115S when taken with BIOL 20A)

BIOL 24**Basic Human Anatomy and Physiology**

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

Acceptable for credit: CSU, UC

Fundamentals of the structure and function of the human body from an organ system perspective: Key concepts and basic principles of the chemistry of life and organic compounds, cells and tissues, cell physiology, organ systems, selected human diseases. Laboratory work includes use of microscopes, figures/charts, three-dimensional models, dissection of mammalian organs and demonstration of human cadavers. 0410.00

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

BIOL 27**Human Sexuality**

3 units, 3 hours lecture (GR)

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

Acceptable for credit: CSU, UC

Exploration and analysis of the multifaceted aspects of human sexuality: Physiological, psychological, anatomical, sociological, legal, medical, educational, cultural; urogenital system of both sexes, birth control devices, and pregnancy. 0401.00

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

(C-ID: PSY 130)

BIOL 28**Human Nutrition**

3 units, 3 hours lecture (GR)

Not open for credit to students who have completed or are currently enrolled in BIOL 31 at College of Alameda or NUTR 10 at Merritt College.

Acceptable for credit: CSU, UC

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

CSU area E

BIOL 40**Infectious Diseases**

2 units, 2 hours lecture (GR)

Acceptable for credit: CSU

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

BIOL 48GA-MZ**Selected Topics in Biological Sciences**

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR)

Acceptable for credit: CSU, UC♦

See section on Selected Topics. 0401.00

BIOL 49**Independent Study in Biological Sciences**

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

Acceptable for credit: CSU, UC♦

See section on Independent Study. 0401.00

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

1 unit, 0.5 hour lecture, 1.5 hours laboratory (GR)

Acceptable for credit: CSU

Good Manufacturing Practices: Use of Good Manufacturing Practices (GMP) for working in the laboratory and in writing and maintaining batch production records. 0430.00

(C-ID: BIOT 220BX when taken with BIOL 72B)

BIOL 72B**Biotech Instrumentation: Clean Room**

1 unit, 0.5 hour lecture, 1.5 hours laboratory (GR)

Acceptable for credit: CSU

Clean Room gowning: Introduction to clean room gowning, proper sanitation techniques necessary for working the production floor of biomanufacturing companies. 0430.00

BIOL 72C**Biotech Instrumentation: PRC**

1 unit, 0.5 hour lecture, 1.5 hours laboratory (GR)

Acceptable for credit: CSU

Polymerase Chain reaction techniques: Molecular mechanisms and underlying biological concepts; applications of PCR in biotechnology and biomanufacturing, types of PCR methods, PCR experimental design issues and troubleshooting. 0430.00

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

1 unit, 0.5 hour lecture, 1.5 hours laboratory (GR)

Acceptable for credit: CSU

Protein Purification Quality Control Assays: Common assays used in quality control including protein separation and purification, electrophoresis, Column chromatography and Enzyme linked Immunabsorbant Assay (ELISA) to test products. 0430.00
(C-ID: BIOT 220BX when taken with BIOL 72A)

BIOL 73**Cell Culture Principles and Techniques**

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

Prerequisite(s): BIOL 75

Acceptable for credit: CSU

Cell culture techniques and principles: Aseptic conditions, sterile techniques, media preparation, quantification and passage of cell lines, cell cycle, growth factors, understanding, avoiding, and detecting contamination, cell structure and differentiation working with different types of cells including bacterial, yeast, plant and mammalian cells. Laboratory includes preparation for work in the manufacture of biological products. 0430.00

BIOL 74**Scientific Communication**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Scientific communication in biomanufacturing and biotechnology: Analysis and preparation of protocols and standard operating procedures (SOPs) report and present data and experimental conclusions, analysis of articles about scientific research and developments in biotechnology. 0430.00

BIOL 75**Fundamentals of Biotechnology**

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

Acceptable for credit: CSU, UC

Fundamentals in biotechnology laboratory techniques: Emphasis on developing skillful use of applicable instruments; protein purification and assays; recombinant DNA work; isolation and tracking techniques; the laboratory notebook, spreadsheet data analysis; written protocols and familiarity with standard operating procedures. 0430.00

BIOL 76**Principles of Biomanufacturing**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

General examination of biology as it relates to development, production, recovery and analysis of biotechnology products: Topics include chemical processes in prokaryotic and eukaryotic biology, chemistry of biomolecules, basic immunology, gene expression and genetic engineering and production of pharmaceutical proteins, and the techniques used in product recovery, and product analysis. 0430.00

AA / AS area 1

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

3 units, 3 hours lecture (GR)

Recommended preparation: ENGL 1A

Acceptable for credit: CSU

Sound manufacturing procedures and basic business principles: Key concepts for product quality and safety as it moves through a biomanufacturing production pipeline, roles of governmental oversight and regulation during the discovery, development and manufacturing of new products for the biopharmaceutical industry. 0430.00

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

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

Prerequisite(s): BIOL 3 or 73 or 75

Acceptable for credit: CSU

Biomanufacturing production technician skills: Emphasis on growth and monitoring of fermenters and bioreactors, including cleaning, media preparation, aseptic inoculation, cell harvesting, lysis, protein recovery and purification of proteins using centrifugation, ultrafiltration, and chromatography techniques. 0430.00

BIOL 201**Medical Terminology I**

2 units, 2 hours lecture (GR)

Not open for credit to students who have completed or are currently enrolled in HLTOC 201

Study of basic structure of medical words, including prefixes, suffixes, word roots, combining forms, plurals and abbreviations, pronunciation, spelling and definition of medical terms. 1299.00

BIOL 202**Medical Terminology II**

2 units, 2 hours lecture (GR)

Prerequisite(s): BIOL 201

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

Study of terminology related to body structure, pathological conditions and diseases, operative terms and techniques including laboratory/radio-logical diagnostic procedures. 1299.00

BIOL 248GA-MZ**Selected Topics in Biological Sciences**

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR or P/ NP)

See section on Selected Topics. 0401.00

COPED 484A**Occupational Work Experience in Biotechnology**

1-4 units, hours to be arranged (GR) 0430.00



ENTREPRENEURSHIP CERTIFICATE OF PROFICIENCY (CP)

SUGGESTED COURSE SEQUENCE

Required Courses (16.5 units):

BUS 2	Introduction to Business Law	3	BUS 219	Computer Literacy	1
BUS 54	Small Business Management	3	BUS 239	QuickBooks Pro	1.5
BUS 70	Introduction to Marketing	3	CIS 233	Introduction to the Internet	2
BUS 76	E-Commerce/Entrepreneurship	3	TOTAL MAJOR UNITS:		16.5

PROGRAM LEARNING OUTCOMES

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

-
- Develop and prepare a comprehensive business plan.
 - Evaluate the strengths and weaknesses in e-commerce versus a traditional business.
 - Prepare an income statement and balance sheet for a start-up business.
-

ACCOUNTING CERTIFICATE OF ACHIEVEMENT (CA)

The Business Department offers a wide variety of courses for students planning to: (1) develop business skills for immediate employment; (2) upgrade knowledge and skills in specific occupational areas; (3) transfer to four-year institutions with a major in the field of business. Four major options are outlined as well as Banking and Finance, and Management and Supervision.

Career Opportunities in

The degree prepares students for entry level positions within accounts receivable and accounts payable, payroll, income tax firms, and financial services organization.

SUGGESTED COURSE SEQUENCE

First Semester (9 units):

BUS 10	Introduction to Business	3
BUS 202**	Business Mathematics	3
BUS 204AB	Business Machine Calculations	2
BUS 230D	Beginning Keyboarding	1

Second Semester (min 10 units):

BUS 1A	Financial Accounting	4
BUS 5	Human Relations in Business	3
BUS 201***	Business Communications	3
ECON 1	Principles of Economics (Macro-Economics)	3

Third Semester (min 9 units):

BUS 1B	Managerial Accounting	4
BUS 21	Payroll Accounting	2
BUS 24	Computerized Accounting Principles	3
ECON 2	Principles of Economics (Micro-Economics)	3

Fourth Semester (min 10 units):

BUS 2	Introduction to Business Law	3
BUS 4	Cost Accounting	3
BUS 54	Small Business Management	3
BUS 209	Fundamentals of Income Tax	4

TOTAL REQUIRED UNITS: **38**

**MATH 201 or 210ABCD or a more advanced Math course may be substituted for BUS 202.

***ENGL 1A or 201A or 201B may be substituted for BUS 201.

PROGRAM LEARNING OUTCOMES

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

- Ethics and Personal Responsibility: Apply legal and ethical principles in business decision making.
- Critical Thinking: Analyze a business situation and recommend a solution or plan for improvement.
- Computational Skills: Prepare financial statement for a publicly held enterprise and analyze results.

BOOKKEEPING CERTIFICATE OF ACHIEVEMENT (CA)

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 in

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.

SUGGESTED COURSE SEQUENCE

First Semester (min 11 units):

BUS 1A	Financial Accounting	4
BUS 20	General Accounting	3
BUS 209	Fundamentals of Income Tax	4
BUS 43B	Introduction to Microsoft Excel for Business Applications	4
	or	
BUS 43BA	Introduction to Microsoft Excel for Business Applications	2
	and	
BUS 43BB	Introduction to Microsoft Excel for Business Applications	2

Second Semester (6.5 units):

BUS 21	Payroll Accounting	2
BUS 24	Computerized Accounting Principles	3
BUS 239	QuickBooks Pro	1.5

TOTAL MAJOR UNITS: 17.5

To help student prepare for the National Bookkeeper Certification Exam; Recommended but not required:

BUS 1A	Financial Accounting	4
BUS 206	Certified Bookkeeper Exam Review	3

PROGRAM LEARNING OUTCOMES

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

Computational Skills: Input financial transactions and prepare financial statements.

- Design and create a business spreadsheet using Microsoft Excel application to summarize business transactions.
- Ethics and Personal Responsibility: Apply legal, accounting and ethical principles when preparing business reports.

BUSINESS ADMINISTRATION CERTIFICATE OF ACHIEVEMENT (CA)

SUGGESTED COURSE SEQUENCE

First Semester (10-11 units):			Third Semester (8 units):		
BUS 1A	Financial Accounting	4	CIS 5+	Introduction to Computer Science...5	
BUS 10	Introduction to Business	3	ECON 1+	Principles of Economics (Macro-Economics)	3
Select one course from the following:			Fourth Semester (7 units):		
BUS 201	Business Communications	3	ECON 2+	Principles of Economics (Micro-Economics)	3
ENGL 1A*+	Composition and Reading	4	MATH 13**+	Introduction to Statistics	4
ENGL 201A	Preparation for Composition and Reading	4			
ENGL 201B	Preparation for Composition and Reading	4			
Second Semester (7 units):			TOTAL MAJOR UNITS:		
BUS 1B	Managerial Accounting	4			32-33
BUS 2	Introduction to Business Law	3	Recommended:		
			M/SVN 61, 64		
			*ENGL 1A is required for students who plan to transfer.		
			**In addition to statistics, calculus is usually required prior to transfer.		
			Students should check with a counselor for specific information on this		
			and additional transfer requirements		
			+Courses may be applied to Associate Degree General Education		
			requirement		

PROGRAM LEARNING OUTCOMES

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

- Ethics and Personal Responsibility: Apply legal and ethical principles in business decision making.
- Critical Thinking: Analyze a business situation and recommend a solution or plan for improvement.
- Computational Skills: Prepare financial statement for a publicity held enterprise and analyze results.

BUSINESS INFORMATION SYSTEMS CERTIFICATE OF ACHIEVEMENT (CA)

The need for personnel that effectively use computerized software office software is paramount in position in industry and government. The Business Information System Degree is designed to give students the skills and knowledge to prepare them for these challenges.

Career Opportunities in

The Business Information Systems AA degree 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.

SUGGESTED COURSE SEQUENCE

First Semester (7 units):

BUS 38	Introduction to the Microcomputers and Business Software	4
BUS 207A	Introduction to Business	3

Second Semester (9 units):

BUS 201+	Business Communications	3
BUS 202***	Business Mathematics	3
BUS 205	Filing and Records Management	3

Third Semester (11 units):

BUS 43B	Introduction to Microsoft Excel for Business Applications	4
BUS 245E	Word Processing Using Microsoft Word	4

Select one course from the following:

BUS 5	Human Relations in Business	3
	or	
BUS 10	Introduction to Business	3

Fourth Semester (3 units):

BUS 20	General Accounting	3
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TOTAL MAJOR UNITS:	30
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Recommended:

BUS 230D
COMM 45
ECON 002
RLEST 002A

+ ENGL 1A or ESL 52A or ESL 52B may be substituted for BUS 201
***MATH 201 or 210ABCD or a more advanced math course may be substituted for BUS 202.

PROGRAM LEARNING OUTCOMES

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

- Information Competency: Obtain information related to the profession using traditional and electronic sources. Synthesize the information into written or oral business reports.
- Critical Thinking: Analyze business situations and recommend solutions or plans for improvement.
- Computational Skills: Analyze data and prepare common business and personal financial reports.

MARKETING AND SALES CERTIFICATE OF ACHIEVEMENT (CA)

Career Opportunities in Merchandising, Professional Sales and Customer Service Representative, Planning and Promotions, Advertising and Public Relations.

SUGGESTED COURSE SEQUENCE

First Semester (6 units):

BUS 10	Introduction to Business	3
BUS 75	Salesmanship	3

Second Semester (6 units):

BUS 5	Human Relations in Business	3
BUS 70	Introduction to Marketing	3

Third Semester (7 units):

BUS 2	Introduction to Business Law	3
BUS 38	Introduction to the Microcomputers and Business Software	4

Fourth Semester (6 units):

BUS 72	Principles of Retailing	3
BUS 74	Introduction to Advertising	3

TOTAL MAJOR UNITS:	25
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Recommended:

- BUS 54, 201, 230D
- COMM 45
- ECON 2
- RLEST 2A

PROGRAM LEARNING OUTCOMES

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

- Evaluate the variables of the marketing mix of a business.
- Create a marketing plan for a product or service.
- Create an oral presentation demonstrating effective planning, organizing, and delivering skills using appropriate visual aids.

RETAIL MANAGEMENT CERTIFICATE OF ACHIEVEMENT (CA)

Career Opportunities in

Assistant buyer, assistance store manager, pricing and signing coordinator, merchandising representative.

SUGGESTED COURSE SEQUENCE

Core Courses (27 units)

BUS 5	Human Relations in Business	3
BUS 20	General Accounting	3
BUS 54	Small Business Management	3
BUS 56	Human Resources Management	3
BUS 70	Introduction to Marketing	3
BUS 72	Principles of Retailing	3
BUS 202*	Business Mathematics	3
BUS 207A**	Business English	3
COMM 1A	Introduction to Speech	3

Select one course from the following (4 units):

BUS 38	Introduction to the Microcomputers and Business Software	4
CIS 1	Introduction to Computer Information Systems	4

Select a minimum of one course from the following (1-2 units):

BUS 237	Microsoft Windows	2
CIS 209	Introduction to Windows	1
CIS 233	Introduction to Internet	2

TOTAL MAJOR UNITS: **32-33**

*MATH 201 or 210ABCD or a more advanced Math course may be substituted for BUS 202.

**ENGL 1A or 201A or 201B may be substituted for Bus 207A.

PROGRAM LEARNING OUTCOMES

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

-
- Based on several business situations, decide the best operation procedure in choosing location, set-up and operations of a retail store.
 - Develop a sales plan using the seven stages of the selling process.
 - Create an oral presentation demonstrating effective planning, organizing, and delivering skills using appropriate visual aids.
-

ACCOUNTING ASSOCIATE OF ARTS (AA)

The Business Department offers a wide variety of courses for students planning to: (1) develop business skills for immediate employment; (2) upgrade knowledge and skills in specific occupational areas; (3) transfer to four-year institutions with a major in the field of business. Four major options are outlined as well as Banking and Finance, and Management and Supervision.

Career Opportunities in

The degree prepares students for entry level positions within accounts receivable and accounts payable, payroll, income tax firms, and financial services organization.

SUGGESTED COURSE SEQUENCE

First Semester (9 units):

BUS 10	Introduction to Business	3
BUS 202**	Business Mathematics	3
BUS 204AB	Business Machine Calculations	2
BUS 230D	Beginning Keyboarding	1

Second Semester (min 10 units):

BUS 1A	Financial Accounting	4
BUS 5+	Human Relations in Business	3
BUS 201***	Business Communications	3
ECON 1*+	Principles of Economics (Macro-Economics)	3

Third Semester (min 9 units):

BUS 1B	Managerial Accounting	4
BUS 21	Payroll Accounting	2
BUS 24+	Computerized Accounting Principles	3
ECON 2*+	Principles of Economics (Micro-Economics)	3

Fourth Semester (min 10 units):

BUS 2	Introduction to Business Law	3
BUS 4	Cost Accounting	3
BUS 54*	Small Business Management	3
BUS 209	Fundamentals of Income Tax	4

TOTAL MAJOR UNITS:	47
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Recommended

COMM 45
RLEST 2A

**When the Accounting major is applied to the Associate Degree, these additional courses are required.*

***MATH 201 or 210ABCD or a more advanced Math course may be substituted for BUS 202.*

****ENGL 1A or 201A or 201B may be substituted for BUS 201.*

+Courses may be applied to Associate Degree General Education requirement

For Associate Degree General Education requirements, refer to page 115.

PROGRAM LEARNING OUTCOMES

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

- Ethics and Personal Responsibility: Apply legal and ethical principles in business decision making.
- Critical Thinking: Analyze a business situation and recommend a solution or plan for improvement.
- Computational Skills: Prepare financial statement for a publicly held enterprise and analyze results.

BUSINESS ADMINISTRATION ASSOCIATE OF ARTS (AA)

SUGGESTED COURSE SEQUENCE

First Semester (10-11 units):

BUS 1A	Financial Accounting	4
BUS 10	Introduction to Business	3

Select one course from the following:

BUS 201	Business Communications	3
ENGL 1A*+	Composition and Reading	4
ENGL 201A	Preparation for Composition and Reading	4
ENGL 201B	Preparation for Composition and Reading	4

Second Semester (7 units):

BUS 1B	Managerial Accounting	4
BUS 2	Introduction to Business Law	3

Third Semester (8 units):

CIS 5+	Introduction to Computer Science	5
ECON 1+	Principles of Economics (Macro-Economics)	3

Fourth Semester (7 units):

ECON 2+	Principles of Economics (Micro-Economics)	3
MATH 13**+	Introduction to Statistics	4

TOTAL MAJOR UNITS: 32-33

Recommended:

M/SVN 61, 64

**ENGL 1A is required for students who plan to transfer.*

***In addition to statistics, calculus is usually required prior to transfer. Students should check with a counselor for specific information on this and additional transfer requirements*

+Courses may be applied to Associate Degree General Education requirement

For Associate Degree General Education requirements, refer to pagepage 115.

PROGRAM LEARNING OUTCOMES

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

- Ethics and Personal Responsibility: Apply legal and ethical principles in business decision making.
- Critical Thinking: Analyze a business situation and recommend a solution or plan for improvement.
- Computational Skills: Prepare financial statement for a publicity held enterprise and analyze results.

BUSINESS INFORMATION SYSTEMS ASSOCIATE OF ARTS (AA)

The need for personnel that effectively use computerized software office software is paramount in position in industry and government. The Business Information System Degree is designed to give students the skills and knowledge to prepare them for these challenges.

Career Opportunities in

The Business Information Systems AA degree 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.

SUGGESTED COURSE SEQUENCE

First Semester (11 units):

BUS 205	Filing and Records Management	3
BUS 207A	Introduction to Business	3
BUS 237+	Microsoft Windows	2
BUS 230DEF	Beginning Keyboarding	3

Second Semester (14 units):

BUS 38+	Introduction to the Microcomputers and Business Software	4
BUS 201***	Business Communications	3
BUS 202**	Business Mathematics	3

Select one course from the following:

BUS 245B+	Word Processing Using Word Perfect	4
BUS 245E+	Word Processing Using Microsoft Word	4

Third Semester (11 units):

BUS 204AB	Business Machine Calculations	2
BUS 221ABC	Office Procedures and Practices	3
BUS 20	General Accounting	3

Select one course from the following:

BUS 5+	Human Relations in Business	3
BUS 10	Introduction to Business	3

Fourth Semester (7 units):

BUS 246	Advanced Word Processing Applications	3
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Select one course from the following:

BUS 43A+	Introduction to Lotus 1-2-3 for Business Applications	4
BUS 43B+	Introduction to Microsoft Excel	4

TOTAL MAJOR UNITS: 43

Recommended:

BUS 24, 40A, 40AA, 40AB, 54
COMM 45
ECON 2
RLEST 2A

***MATH 201 or 210ABCD or a more advanced math course may be substituted for BUS 202.*

****ENGL 1A or 201A or 201B may be substituted for BUS 201.*

+Course may be applied to Associate Degree General Education Requirement.

For Associate Degree General Education requirements, refer to page 115.

PROGRAM LEARNING OUTCOMES

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

- Information Competency: Obtain information related to the profession using traditional and electronic sources. Synthesize the information into written or oral business reports.
- Critical Thinking: Analyze business situations and recommend solutions or plans for improvement.
- Computational Skills: Analyze data and prepare common business and personal financial reports.

MARKETING AND SALES ASSOCIATE OF ARTS (AA)

Career Opportunities in

Merchandising, Professional Sales and Customer Service Representative, Planning and Promotions, Advertising and Public Relations.

SUGGESTED COURSE SEQUENCE

First Semester (10 units):

BUS 1A*	Financial Accounting	4
BUS 10	Introduction to Business	3
BUS 75	Salesmanship	3

Second Semester (10 units):

BUS 1B*	Managerial Accounting	4
BUS 5+	Human Relations in Business	3
BUS 70	Introduction to Marketing	3

Third Semester (7 units):

BUS 2	Introduction to Business Law	3
BUS 38+	Introduction to the Microcomputers and Business Software	4

Fourth Semester (6 units):

BUS 72	Principles of Retailing	3
BUS 74	Introduction to Advertising	3

TOTAL MAJOR UNITS: **33**

Recommended:

BUS 54, 201, 230D
COMM 45
ECON 2
RLEST 2A

**When the Marketing and Sales major is applied to the Associate Degree, these additional courses are required.*

+Course may be applied to Associate Degree General Education requirement.

For Associate Degree General Education requirements, refer to pagepage 115.

PROGRAM LEARNING OUTCOMES

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

-
- Evaluate the variables of the marketing mix of a business.
 - Create a marketing plan for a product or service.
 - Create an oral presentation demonstrating effective planning, organizing, and delivering skills using appropriate visual aids.
-

ASSOCIATE IN SCIENCE DEGREE FOR TRANSFER IN BUSINESS ADMINISTRATION
(AS-T)

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

SUGGESTED COURSE SEQUENCE

Core Courses (17 units):				Required for the degree (7 units)	
BUS 1A	Financial Accounting	4		BUS 10	Introduction to Business 3
BUS 1B	Managerial Accounting	4		CIS 1	Introduction to Computer Information Systems 4
BUS 2	Introduction to Business Law	3			
ECON 1	Principles of Economics (Macro-Economics)	3			
ECON 2	Principles of Economics (Micro-Economics)	3			
				TOTAL MAJOR UNITS:	27-28
Choose one of the following (3-4 units):				IGETC or CSU GE-Breadth Education Pattern	37-39
MATH 13	Introduction to Statistics	4		CSU Transferable General Elective Courses to meet 60	
	or				
MATH 16A	Calculus for Business and the Life and Social Sciences	3		TOTAL UNITS:	60

PROGRAM LEARNING OUTCOMES

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

- Analyze a business situation and recommend a solution or plan for improvement, applying legal and ethical principles in business decision making.
- Obtain information related to the profession using traditional and electronic sources. Synthesize the information into a business report.
- Analyze data and prepare common business and personal financial reports.
- Analyze impact of globalization on culture, politics, and economics.

BUSINESS (BUS)

The Business Department offers a wide variety of courses for students planning to: (1) develop business skills for immediate employment; (2) upgrade knowledge and skills in specific occupational areas; (3) transfer to four-year institutions with a major in the field of business. Four major options are outlined as well as Banking and Finance, and Management and Supervision.

BUS 1A

Financial Accounting

4 units, 4 hours lecture (GR)

Acceptable for credit: CSU, UC

Study of purpose, theory, and specific methods of accounting; Systems and methods employed in accumulating data for financial statements; income measurement including cost measurement, classification, and expiration; revenue recognition and measurement. 0502.00
(C-ID: ACCT 110)

BUS 1B

Managerial Accounting

4 units, 4 hours lecture (GR)

Prerequisite(s): BUS 1A

Acceptable for credit: CSU, UC

Uses of accounting data for planning, controlling, and decision making; Sources of business funds, cost systems and analysis, forecasting and budgeting; analysis, uses, and limitation of financial statements and reports. 0502.00
(C-ID: ACCT 120)

BUS 2

Introduction to Business Law

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

General survey of business law: Principles of law on contracts, sales agency, torts, partnerships and corporations, and the uniform commercial code. 0501.00
(C-ID: BUS 125)

BUS 4

Cost Accounting

3 units, 3 hours lecture (GR)

Prerequisite(s): BUS 1B

Acceptable for credit: CSU

Manufacturing accounting theory and problems: Records and financial statements, elements of cost and process, specific job order, and standard cost accounting from the managerial point of view. 0502.00

BUS 5

Human Relations in Business

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Application of behavioral science concepts to human problems in organizations: Action necessary to prevent and resolve problems among individuals within groups; application of logical decision-making techniques. 0501.00
AA / AS area 2

BUS 10

Introduction to Business

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Introduction to business: Survey of various phases of business, organization, finance, personnel, production, marketing, managerial controls, and government-business relations. 0501.00
(C-ID: BUS 110)

BUS 18

Governmental and Nonprofit Accounting

3 units, 3 hours lecture (GR)

Prerequisite(s): BUS 1A

Acceptable for credit: CSU

Principles of fund accounting and budgeting: Revenues, appropriations, encumbrances, and internal controls for both governmental and not-for-profit entities. 0502.00

BUS 20

General Accounting

3 units, 3 hours lecture (GR)

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

Acceptable for credit: CSU

Theory and practice of accounting: Double-entry process on accrual basis; complete accounting cycle with use of work sheet and preparation of end-of-the-year financial statements; petty cash, banking procedures, notes, drafts, and introduction to payroll taxes. 0502.00

BUS 21

Payroll Accounting

2 units, 2 hours lecture (GR)

Prerequisite(s): BUS 1A

Acceptable for credit: CSU

Introduction to payroll accounting: Social security and withholding tax laws as applied to a payroll practice set with standard forms, and State and Federal reports. 0502.00

BUS 24**Computerized Accounting Principles**

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

Prerequisite(s): BUS 1A or 20

Acceptable for credit: CSU

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

AA/AS area 4c

BUS 32**Introduction to International Business**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Overview of international business designed to provide a global perspective on international trade: Foreign investments, impact of financial markets, international marketing, and the operations of multinational corporations. 0508.00

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

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

Formerly offered as BUS 227.

Acceptable for credit: CSU

Introduction to Business software on microcomputers: Basic machine operations of the PC or compatible computer; introduction to the operating system, the internet, and various Business software, such as word processing, spreadsheet, database, presentation and integrating applications. 0514.00

AA/AS area 4c

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

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

BUS 43BA plus BUS 43BB are equivalent to BUS 43B. Not open for credit to students who have completed or are currently enrolled in BUS 43BA or 43BB.

Recommended preparation: Knowledge of basic mathematics skills and working knowledge of PC-compatible computer

Acceptable for credit: CSU

Introduction to spreadsheets using Microsoft Excel Windows version on the PC with emphasis on business applications: Calculations using functions and formulas; modifying, changing, and formatting cell entries; saving, retrieving, and printing worksheets; linking and consolidating spreadsheets; creating charts; working with database features; and using macros. 0514.00

AA/AS area 4c

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

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

BUS 43BA plus BUS 43BB are equivalent to BUS 43B. Not open for credit to students who have completed or are currently enrolled in BUS 43BA or 43BB.

Recommended preparation: Knowledge of basic mathematics skills and working knowledge of PC-compatible computer

Acceptable for credit: CSU

Introduction to spreadsheets using Microsoft Excel Windows version on the PC with emphasis on business applications: Calculations using functions and formulas; modifying, changing, and formatting cell entries; saving, retrieving, and printing a worksheets. 0514.00

AA/AS area 4c

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

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

BUS 43BA plus BUS 43BB are equivalent to BUS 43B. Not open for credit to students who have completed or are currently enrolled in BUS 43BA or 43BB.

Acceptable for credit: CSU

Continuation of BUS 43BA: Linking and consolidating spreadsheets, creating charts, working with database features, and using macros. 0514.00

AA/AS area 4c

BUS 48GA-MZ**Selected Topics in Business**

0.5-9 units, 0.5-9 hours lecture, 0.5-27 hours laboratory (GR or P/NP)

Acceptable for credit: CSU ♦

See section on Selected Topics. 0501.00

BUS 49**Independent Study in Business**

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

Acceptable for credit: CSU

See section on Independent Study. 0501.00

BUS 54**Small Business Management**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Functions and objectives of an executive: Definition of duties, and basic knowledge of administration and organization; practice through case studies in making business decisions. 0506.40

BUS 56**Human Resources Management**

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

Acceptable for credit: CSU

Introduction to human resources management: Impact and accountability to the organization in human resource activities, global human resources strategies, social and organizational realities, legal implications affecting people at work, union/non-union practices, comparable work, employee compensation and benefits, and employee rights. 0506.00

BUS 70**Introduction to Marketing**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Introduction to integrated marketing strategies: Identification and satisfaction customers' wants and needs with products (goods and/or services), price, place, and promotional strategies; manage customer relationship management; integration of marketing into strategic business plans. 0509.00

BUS 72**Principles of Retailing**

3 units, 3 hours lecture (GR)

Offered Spring Semester.

Acceptable for credit: CSU

Retail stores from management's perspective: Principles and practices used in merchandising, operational problems of the firm, trends in merchandising, and case-method techniques of actual on-the-job problems. 0506.50

BUS 74**Introduction to Advertising**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Survey of advertising in business: Marketing research techniques in copywriting and art, advertising media, advertising agencies and campaigns, and current developments. 0509.10

BUS 75**Salesmanship**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Principles and practical application of techniques involved in selling services, commodities or ideas: Personal factor in connection with selling; use of appeals, ethics, motivation, suggestion, and persuasiveness. 0506.50

BUS 76**E-Commerce/Entrepreneurship****3 units, 3 hours lecture (GR or P/NP)**

Recommended preparation: BUS 219/CIS 205 or CIS 237

Acceptable for credit: CSU

Introduction to principles of international e-commerce and entrepreneurship: Emphasis on developing a business plan for conducting online commerce, market analysis, product access, payment methods, promotion, and back-end technology requirements for creating an e-commerce site. 0509.70

BUS 201**Business Communications**

3 units, 3 hours lecture (GR)

Recommended preparation: ENGL 267B (or 250D) or 252B or 269B

Effective planning and composition of various types of business communications: Emphasis on style, tone, vocabulary, methodology, and psychology of purposeful and forceful business communications; practical application of principles to letters, memoranda, reports, procedures, manuals, prospectuses, and proposals. 0501.00

AA/AS area 4d

BUS 202**Business Mathematics**

3 units, 3 hours lecture (GR)

Use of basic mathematical principles in solving business problems: Simple and compound interest, installment sales, trade and cash discounts, markup percents, pricing discounting notes and drafts, inventory, financial statement analysis, depreciation, statistics and binary system, taxes, distribution of ownership and profits, and stocks and bonds. 0501.00

BUS 204A**Business Machine Calculation**

1 unit, 0.5 hour lecture, 1.5 hours laboratory (GR)

Modular, open-entry/open-exit course

Recommended preparation: BUS 202 or MATH 250 or 251D

Operation of commonly used electronic and printing calculators: Basic arithmetic and business mathematics tools; practice in the manipulation of decimals, percents, and reciprocals. 0514.00

BUS 204B**Business Machine Calculation**

1 unit, 0.5 hour lecture, 1.5 hours laboratory (GR)

Modular, open-entry/open-exit course

Recommended preparation: BUS 202 or MATH 250 or 251D

Operation of commonly used electronic and printing calculators: Basic arithmetic and business mathematics tools; practice in the manipulation of decimals, percents, and reciprocals. 0514.00

BUS 205**Filing and Records Management**

3 units, 3 hours lecture (GR)

Recommended preparation: Ability to type 25 words per minute and working knowledge of the computer

Study and application of basic alphabetic filing rules: Numeric and subject filing, storage and retention of records, microfilm and microfiche operations, and filing and records management. 0514.00

BUS 206**Certified Bookkeeper Exam Review**

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

Prerequisite(s) BUS 20 or 1A or 21

Intensive, comprehensive review, preparing students for the National Bookkeeper Certification Exam: Adjusting Entries, correction of accounting errors, depreciation, payroll, inventory, internal controls and fraud prevention. 0502.00

BUS 207A**Business English**

3 units, 3 hours lecture (GR)

Development of writing skills for effectively expressing ideas in the world of work: Principles of grammar including syntax, punctuation, spelling, proofreading, editing, and an introduction to the communication process. 0514.00

BUS 209**Fundamentals of Income Tax**

4 units, 4 hours lecture (GR)

Study of federal and California tax laws and procedures: Individual, partnership and corporation income tax returns from the accounting point of view; brief survey of social security, gift, and estate taxes. 0502.10

BUS 210**Financial Management and Investments**

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

Survey course which examines sound money management skills and financial plans: Tax-sheltered annuities, real estate, stocks, bonds, trust deeds, new tax laws, borrowing of money, financial adjustments to inflation, and other economic indicators. 0504.00

BUS 219**Computer Literacy**

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

Also offered as CIS 205. Not open for credit to students who have completed or are currently enrolled in CIS 205.

Introduction to computers and information technology for people with no background in nor knowledge of computers. 0501.00
AA/AS area 4c

BUS 230D**Beginning Keyboarding**

1 unit, 1 hour lecture, 1.5 hour laboratory (GR)

Modular, open-entry/open-exit course

Students may enroll up to the 8th week of the semester.

Eligible for credit by examination.

Introduction to the computer keyboard: Basic skill development with emphasis on skills improvement and speed to 30 words per minute. 0501.00

BUS 239**QuickBooks Pro**

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

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

BUS 245E**Word Processing Using Microsoft Word**

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

BUS 245EA plus BUS 245EB are equivalent to BUS 245E. Not open for credit to students who have completed or are currently enrolled in BUS 245EA or 245EB.

Recommended preparation: BUS 230F or 215B or 233B

Use of Microsoft Word word processing software: Production of mailable copy from machine dictation, handwritten, and draft materials. 0514.00

AA/AS area 4c

BUS 245EA**Word Processing Using Microsoft Word**

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

BUS 245EA plus BUS 245EB are equivalent to BUS 245E. Not open for credit to students who have completed or are currently enrolled in BUS 245EA or 245EB.

Recommended preparation: BUS 230F or 215B or 233B

Use of Microsoft Word word processing software: Production of mailable copy from machine dictation, handwritten and draft materials. 0514.00

AA/AS area 4c

BUS 248GA-MZ**Selected Topics in Business**

0.5-9 units, 0.5-9 hours lecture, 0.5-27 hours laboratory (GR or P/NP)

See section on Selected Topics. 0501.00

BUS 456A-456Q
Occupational Work Experience in (Business Program)

1-4 units, hours to be arranged (GR)

Corequisite(s): During regular semesters, students must enroll in a minimum of seven units including Cooperative Work Experience Education. During summer session, students must enroll in one other class in addition to Cooperative Work Experience Education.

Acceptable for credit: CSU

Course study under this section may be repeated three times for a maximum of 16 units for occupational or a combination of general and occupational work experience education (including Regular and Alternate Plan and General/Occupational/Apprentice Work Experience).

Supervised employment providing opportunities to become a productive, responsible individual and to extend learning in a chosen occupational field.

BUS 456A
Occupational Work Experience in Accounting

1-4 units, hours to be arranged (GR)

Also offered as COPED 456A.

Supervised employment providing opportunities to become a productive, responsible individual and to extend learning in a chosen occupational field. 0502.00

BUS 456C
Occupational Work Experience in Banking and Finance

1-4 units, hours to be arranged (GR)

Supervised employment of students extending classroom-based occupational learning at an on-the-job learning station relating to students' educational or occupational goals in the field of Banking and Finance. 0502.00

BUS 456D
Occupational Work Experience in Business Administration

1-4 units, hours to be arranged (GR)

Also offered as COPED 456D.

Supervised employment providing opportunities to become a productive, responsible individual and to extend learning in a chosen occupational field. 0506.00

BUS 456I
Occupational Work Experience in Management and Supervision

1-4 units, hours to be arranged (GR)

Supervised employment providing opportunities to become a productive, responsible individual and to extend learning in a chosen occupational field. 0506.30

BUS 456J
Occupational Work Experience in Marketing and Sales

1-4 units, hours to be arranged (GR)

Also offered as COPED 456J.

Supervised employment providing opportunities to become a productive, responsible individual and to extend learning in a chosen occupational field. 0506.30

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

1-4 units, hours to be arranged (GR)

Supervised employment providing opportunities to become a productive, responsible individual and to extend learning in a chosen occupational field. 0514.00



CARPENTRY CERTIFICATE OF ACHIEVEMENT (CA)

The program is designed to instruct students in the principles of carpentry and provide participation in all phases of the building process. Carpentry students build a new house and/or remodel existing structures in partnership with the City of Oakland.

Career Opportunities in

Journey level carpenters, home remodelers, and general contractors.

SUGGESTED COURSE SEQUENCE

Core Courses (35 units):

CARP 210	Foundations and Forms Construction	3.5	MATH 220D* Technical Mathematics with Algebra - Part 4 (Lab)	0.5
CARP 211	Elements of Construction	3.5		
CARP 221	Advanced Elements of Construction	3.5	MATH 220E* Technical Mathematics with Geometry - Part 1 (Lab)	0.5
CARP 229	Rough Framing	3.5		
CARP 230	Stair Building and Framing	2	MATH 220F* Technical Mathematics with Geometry - Part 2 (Lab)	0.5
CARP 231	Roof Framing	3		
CARP 232	Residential Plumbing for Carpenters	1.5		
CARP 233	Residential Electrical for Carpenters	1.5	TOTAL REQUIRED UNITS:	34.5
CARP 240A	Construction Rehabilitation	2		
CARP 240B	Construction Rehabilitation	2	Recommended	
CONMT 11	Construction Estimating I/Residential Projects	3	ARCH 23	
CONMT 210	Residential Building Codes for Carpenters	3	CARP 218, 251A, 251B	
MATH 220A*	Technical Mathematics with Algebra - Part 1 (Lab)	0.5	CONMT 22	
MATH 220B*	Technical Mathematics with Algebra - Part 2 (Lab)	0.5	E/ET 217	
MATH 220C*	Technical Mathematics with Algebra - Part 3 (Lab)	0.5	MATH 220G	
			WELD 201	

*MATH 201 or 210ABCD or a more advanced Mathematics course may be substituted.

PROGRAM LEARNING OUTCOMES

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

- Demonstrate the ability to operate tools safely. Exhibit knowledge of work site safety.
- Use the correct nomenclature to describe and explain construction conditions and needs.
- Measure and cut a defined length of construction material with 1/16th of an inch.

CARPENTRY ASSOCIATE IN SCIENCES (AS)

The program is designed to instruct students in the principles of carpentry and provide participation in all phases of the building process. Carpentry students build a new house and/or remodel existing structures in partnership with the City of Oakland.

Career Opportunities in

Journey level carpenters, home remodelers, and general contractors.

SUGGESTED COURSE SEQUENCE

Core Courses (35 units):			MATH 220D* Technical Mathematics with Algebra - Part 4 (Lab)	0.5
CARP 210	Foundations and Forms Construction	3.5	MATH 220E* Technical Mathematics with Geometry - Part 1 (Lab)	0.5
CARP 211	Elements of Construction	3.5	MATH 220F* Technical Mathematics with Geometry - Part 2 (Lab)	0.5
CARP 221	Advanced Elements of Construction	3.5		
CARP 229	Rough Framing	3.5		
CARP 230	Stair Building and Framing	2		
CARP 231	Roof Framing	3		
CARP 232	Residential Plumbing for Carpenters	1.5		
CARP 233	Residential Electrical for Carpenters	1.5		
CARP 240A	Construction Rehabilitation	2		
CARP 240B	Construction Rehabilitation	2		
CONMT 11	Construction Estimating I/Residential Projects	3		
CONMT 210	Residential Building Codes for Carpenters	3		
MATH 220A*	Technical Mathematics with Algebra - Part 1 (Lab)	0.5		
MATH 220B*	Technical Mathematics with Algebra - Part 2 (Lab)	0.5		
MATH 220C*	Technical Mathematics with Algebra - Part 3 (Lab)	0.5		
			TOTAL REQUIRED UNITS:	34.5
			Recommended	
			ARCH 23	
			CARP 218, 251A, 251B	
			CONMT 22	
			E/ET 217	
			MATH 220G	
			WELD 201	
			*MATH 201 or 210ABCD or a more advanced Mathematics course may be substituted.	
			For Associate Degree General Education requirements, refer to page 115.	

PROGRAM LEARNING OUTCOMES

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

-
- Demonstrate the ability to operate tools safely. Exhibit knowledge of work site safety.
 - Use the correct nomenclature to describe and explain construction conditions and needs.
 - Measure and cut a defined length of construction material with 1/16th of an inch.
-

CARPENTRY (CARP)

The Carpentry program is designed to instruct students with hands-on building skills and provide participation in all phases of the construction process, including traditional and new building technologies such as high performance building, sustainability and advanced manufacturing of homes. Carpentry students build new houses and/or remodel existing homes. Carpentry students can apply the Carpentry Certificate and/or the Carpentry A.S degree as a portion of work experience needed when applying for a contractor's license or gain specific skills for home improvement.

CARP 200**Special Projects Laboratory**

1-4 units, 3-12 hours laboratory (GR)

Course study under this section may be repeated three times.

Open laboratory for upgrading of specific carpentry skills and for selected carpentry projects. 0952.10

CARP 203**Construction Safety**

1 unit, 1 hours lecture (GR)

Corequisite(s): Concurrent enrollment in any CARP course

Introduction to all major aspects of construction site safety: Power tools, hand tool operation, scaffolds, ladders, hazardous waste, mold, lead safety and personal protection; identification of unsafe working conditions; CAL-OSHA requirements and worker safety. 0952.10

CARP 204**The Sustainable Build Environment**

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

Introduction to water and resource conservation, renewable energy and energy efficiency: Principles, techniques and innovations in green building. 0952.10

CARP 206**High Performance Building**

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

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

CARP 207**Math for Construction Trades**

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

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

CARP 210**Foundations and Forms Construction**

3.5 units, 2 hours lecture, 5 hours laboratory (GR)

Exploration and application of various foundation types, layout, and construction of concrete forms for actual foundation pour: Purpose of mud sills, concrete piers, and alternate forming materials. 0952.10

CARP 211**Beginning Carpentry**

3.5 units, 2 hours lecture, 5 hours laboratory (GR)

Beginning carpentry: Basic skills with hand and power tools, mathematical problem solving and interpretation of working drawings, development of leadership skills while performing various methods of construction. 0952.10

CARP 221**Finish Carpentry**

3.5 units, 2 hours lecture, 5 hours laboratory (GR)

Installation and fabrication of interior and exterior finishes: Principles of finishing materials for interiors including finishing floors, walls and ceilings; developing working drawings. 0952.10

CARP 223**CAL-OSHA 30-Hour Construction Industry Training for Carpentry**

2 units, 2 hours lecture (GR)

CAL-OSHA 30-hour training: Industry Standards for regulations covered by the Occupational Safety and Health Administration (OSHA) Standards for the Construction Industry 29 CFR 1926. 0934.40

CARP 228**Digital Fabrication**

3.5 units, 2 hours lecture, 5 hours laboratory (GR)

Design, fabrication and assembly of a project using CAD programs, fabrication with CNC technologies and physically assembled in labs. Multi-Discipline course; carpentry/wood technology, and architecture. 0950.50

CARP 229**Rough Framing**

3.5 units, 2 hours lecture, 5 hours laboratory (GR)

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

CARP 230**Stair Building and Framing**

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

Principles of stair building and framing: Types, terminology, calculations, railings, codes, layout, and rough framing. 0952.10

CARP 231**Roof Framing**

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

Offered Fall Semester.

Prerequisite(s): CARP 207 or MATH 201 or MATH 221

Basic layout and calculations for roof framing: Framing-square tables and applications; materials take-off, cutting, and assembly of various roofing styles. 0952.10

CARP 232**Residential Plumbing for Carpenters**

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

Basic plumbing skills needed by carpenters in construction of new or remodeled homes: Manipulative skills with hand and power tools. 0952.10

CARP 233**Residential Electrical for Carpenters**

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

Not open for credit to student who have completed or are currently enrolled in ECT 17

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

CARP 240A**Construction Rehabilitation/Kitchens**

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

Principles of preparatory demolition for rehabilitation in the remodeling and reconstruction of existing structures: Preplanning; interpretation of specifics; identification of structural damage; project scheduling. 0952.10

CARP 240B**Construction Rehabilitation/Bathrooms**

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

Continuation of CARP 240A: Continuation of cognitive and manipulative skills development. 0952.10

CARP 251A**Introduction to the Skilled Trades I**

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

Introduction to the skilled trades as it relates to residential construction and related fields: Basic instruction in the use of hand and power tools, blueprint reading, safety, and measuring; residential electrical, drywall, and carpentry mathematics. 0952.10

CARP 251B**Introduction to the Skilled Trades II**

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

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

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

0.5 units, 1.5 hours laboratory (P/NP)

Corequisite(s): MACH 255, WDTEC 255, WELD 255

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

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

1-4 units, hours to be arranged (GR) 0952.10



CHEMISTRY (CHEM)

The Chemistry curriculum offers a selection of courses designed to prepare students for further studies in the sciences (such as chemistry, biology, physics, or engineering), and professional careers (such as medicine, nursing, dental hygiene, dentistry, physical therapy, and pharmacy).

Students are encouraged to meet with a counselor or a chemistry faculty member for guidance in course preparation and selection.

CHEM 1A**General Chemistry**

5 units, 3 hours lecture, 3 hours lecture-demonstration, 3 hours laboratory (GR)

Prerequisite(s): Satisfactory score on the math assessment or MATH 203 or 211D and CHEM 30A or 50 or satisfactory score on the chemistry assessment

Acceptable for credit: CSU, UC

General principles of chemistry: Measurements, atomic theory, chemical nomenclature, chemical composition, stoichiometry, reactions in aqueous solution, thermochemistry, electron configurations, periodic properties, chemical bonding, gases, liquids, solids, and solutions. 1905.00

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

(C-ID: CHEM 110) (C-ID: 120S when taken with CHEM 1B)

CHEM 1B**General Chemistry**

5 units, 3 hours lecture, 3 hours lecture-demonstration, 3 hours laboratory (GR)

Prerequisite(s): CHEM 1A

Acceptable for credit: CSU, UC

General principles of chemistry: Kinetics, equilibrium, acid-base equilibria, buffers, solubility equilibria, entropy and free energy, electro-chemistry, nuclear chemistry, coordination chemistry, and an introduction to organic chemistry. 1905.00

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

(C-ID: 120S when taken with CHEM 1A)

CHEM 12A**Organic Chemistry**

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

Prerequisite(s): CHEM 1B

Acceptable for credit: CSU, UC

Introduction to structures, nomenclature, properties, and reactions of carbon compounds: Hydrocarbons, monofunctional and polyfunctional compounds; emphasis on structures and mechanisms, spectroscopy, and other analytical techniques. Laboratory work includes reactions, purification techniques, measurements, qualitative analysis, and use of instrumentation. 1905.00

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

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

CHEM 12B**Organic Chemistry**

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

Prerequisite(s): CHEM 12A

Acceptable for credit: CSU, UC

Continuation of CHEM 12A: Reactions of functional groups and interactions of polyfunctional compounds, infrared spectroscopy, nuclear magnetic resonance, mass spectrometry, ultraviolet-visible spectroscopy. Introduction to biochemistry: Lipids, carbohydrates, proteins, nucleic acids. Laboratory work includes reactions, purification methods, measurements, multistep syntheses, qualitative analysis, and use of instrumentation. 1905.00

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

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

CHEM 25**The Chemistry of Energy and Environmental Issues**

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

Recommended preparation: MATH 200AB or 201 or 208 or 210ABCD

Acceptable for credit: CSU, UC

Introduction to chemistry and applications to environmental issues: Basic chemistry concepts, quantitative problem solving, analysis of environmental arguments, study of energy sources, and analysis of environmental issues that relate to chemistry. 1905.00

AA/AS area 1; CSU area B1; IGETC area 5A

(C-ID: CHEM 100)

CHEM 30A**Introductory General Chemistry**

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

Prerequisite(s): MATH 201 or 208 or MATH 210 ABCD

Acceptable for credit: CSU, UC

Fundamental principles of general chemistry: Metric measurements, matter and energy, atomic structure, chemical nomenclature, chemical bonding, chemical reactions, stoichiometry, gas laws, nuclear chemistry; properties of liquids, solids, solutions, acids and bases. 1905.00

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

(C-ID: CHEM 101)

CHEM 30B**Introductory Organic and Biochemistry**

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

Prerequisite(s): CHEM 30A

Acceptable for credit: CSU, UC

Introduction to basic organic chemistry and biochemistry: Hydrocarbons; organic functional groups, nomenclature, and reactions; polymers, carbohydrates, proteins, enzymes, lipids, nucleic acids, protein synthesis, and metabolic pathways. 1905.00
AA/AS area 1; CSU area B1, B3; IGETC area 5A, 5C
(C-ID: CHEM 102)

CHEM 48GA-MZ**Selected Topics in Chemistry**

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR)

Acceptable for credit: CSU, UC♦

See section on Selected Topics. 1905.00

CHEM 248GA-MZ**Selected Topics in Chemistry**

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR or P / NP)

See section on Selected Topics. 1905.00

CHEM 49**Independent Study in Chemistry**

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

Acceptable for credit: CSU, UC♦

See section on Independent Study. 1905.00



CHINESE (CHIN)

The Chinese language curriculum offers a selection of courses designed to prepare students for further studies in humanities and liberal arts, and in professional careers which requires knowledge of the Chinese language and culture.

CHIN 1**Elementary Chinese (Mandarin)**

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

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

Acceptable for credit: CSU, UC

Eligible for credit by exam

Introduction to elementary Chinese: Pronunciation, grammar, sentence patterns, practical vocabulary, and aural-oral exercises in speaking and understanding Mandarin Chinese or Pu Tong Hua. 1107.00

AA / AS area 3; CSU area C2; IGETC area 6A

CHIN 2**Elementary Chinese (Mandarin) (Continuation)**

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

Prerequisite(s): CHIN 1

Acceptable for credit: CSU, UC

Continuation of CHIN 1: Study and practice in speaking, understanding, reading, and writing Mandarin Chinese characters. 1107.00

AA / AS area 3; CSU area C2; IGETC area 3B, 6A

CHIN 3**Intermediate Chinese (Mandarin)**

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

Prerequisite(s): CHIN 2

Acceptable for credit: CSU, UC

Continuation of CHIN 2: Expansion of grammar, sentence patterns, Mandarin Chinese characters, word compounds and culturally-related readings, writings, and discussions. 1107.00

AA / AS area 3; CSU area C2; IGETC area 3B, 6A

CHIN 4**Intermediate Chinese (Mandarin) (Continuation)**

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

Prerequisite(s): CHIN 3

Acceptable for credit: CSU, UC

Continuation of CHIN 3: Additional study of Mandarin Chinese characters and word compounds; expansion of reading, writing, and speaking exercises. 1107.00

AA / AS area 3; CSU area C2; IGETC area 3B, 6A

CHIN 25A**Chinese Character Writing I**

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

Acceptable for credit: CSU, UC

Introductory course for learners of Chinese character writing: Emphasis on the construction of Hanzi (Chinese characters), including basic strokes, the proper stroke order, and the most frequently used radicals; provides the opportunity to practice the art of ancient calligraphy. 1107.00

CHIN 25B**Chinese Character Writing II**

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

Prerequisite(s): CHIN 25A

Acceptable for credit: CSU, UC

Continuation CHIN 25A: Emphasis on the construction of Hanzi (Chinese characters), including basic strokes, the proper stroke order, and the most frequently used radicals; provides the opportunity to practice the art of ancient calligraphy. 1107.00

CHIN 40A**Conversational Chinese (Mandarin)**

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

Acceptable for credit: CSU

Beginning level Chinese conversational skills: Proper pronunciation and usage of the Pinyin romanization systems; sentence structure and vocabulary for a variety of basic personal interactions such as greetings, exchanging personal information, asking directions and getting around the home, school and office. 1107.00

CHIN 40B**Conversational Chinese (Mandarin)**

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

Prerequisite(s): CHIN 40A

Acceptable for credit: CSU

Continuation of CHIN 40A: Vocabulary, grammar, and sentence structure using topics such as the geography of China, social interactions including introductions, ordering and sharing meals, visiting friends and family, shopping and business, transportation, and the mail system. 1107.00

CHIN 48GA-MZ**Selected Topics in Chinese**

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC♦

See section on Selected Topics. 1107.00

CHIN 49**Independent Study in Chinese**

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

Acceptable for credit: CSU

See section on Independent Study. 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

CHIN 248GA-MZ**Selected Topics in Chinese**

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR or P/NP)

See section on Selected Topics. 1107.00



ASSOCIATE OF ARTS DEGREE FOR TRANSFER IN COMMUNICATION STUDIES (AA-T)

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

Career Opportunities in

Public Affairs, Public Relations, Journalism, Speech Writing, Media Consulting, Politics, Translating, Sales and Marketing, Broadcast News, Entertainment, Mediation, Education, Coaching, Counseling, and Corporate Communication.

SUGGESTED COURSE SEQUENCE

Core Courses (9 units)		Units	Select one course from the following (3-4 units)		Units
COMM 20	Interpersonal Communication Skills	3	ANTHR 3	Introduction to Social and Cultural Anthropology	3
COMM 44	Argumentation	3		or	
COMM 45	Public Speaking	3	ENGL 1B	Composition and Reading	4
				or	
Complete the following courses (6 units)		Units	ENGL 5	Critical Thinking in Reading and Writing	3
COMM 2A	The Fundamentals of Oral Interpretation of Literature	3		or	
COMM 19	Survey of Mass Media	3	JOURN 21	Newswriting	3
				or	
			PSYCH 1A	Introduction to General Psychology	3
				or	
			SOC 1	Introduction to Sociology	3
TOTAL MAJOR UNITS:					18-19
IGTEC or CSU GE-Breadth Education Pattern					37-39
CSU Transferrable General Elective Courses to meet 60 units					
TOTAL UNITS					60

PROGRAM LEARNING OUTCOMES

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

- Analyze a business situation and recommend a solution or plan for improvement, applying legal and ethical principles in business decision making.
- Obtain information related to the profession using traditional and electronic sources. Synthesize the information into a business report.
- Analyze data and prepare common business and personal financial reports.
- Analyze impact of globalization on culture, politics, and economics.

COMMUNICATION STUDIES (COMM)

Communication skills are essential to forming and maintaining personal relationships, acquiring and excelling in a job, and relating to the world around us. Through the study and practice of interpersonal, professional, and intercultural communication skills, students will learn how their perceptions and self-esteem affect their interactions with others. Beyond this, students will improve their abilities to speak, write, and present information effectively, whether in face-to-face interactions or in public or mass-media settings. The Communication program prepares students to transfer to a four-year college or university to obtain a degree in Communication or a related Social Science field.

COMM 1A

Introduction to Speech

3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

Rhetorical and argumentative analysis of significant contemporary political and social issues: Developing, stating, organizing, and researching ideas; critical thought and evaluative listening. 1506.00
AA/AS area 4d; CSU area A1; IGETC area 1C

COMM 2A

The Fundamentals of Oral Interpretation of Literature

3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

Principles of effective delivery, reading aloud, analysis and appreciation of literature: Reading prose, poetry, and drama. 1506.00
AA/AS area 3, 4d; CSU area C2
(C-ID: COMM 170)

COMM 19

Survey of Mass Media

3 units, 3 hours lecture (GR)
Not open for credit to students who have completed or are currently enrolled in JOURN 62.
Acceptable for credit: CSU, UC

Survey of traditional and non-traditional mass media in America: Impact of mass media trends and technology into the 21st century; critical analysis of media messages and examination of mass media from historical, political, social, and cultural perspectives. 1506.00
AA/AS area 2, 4d; CSU area D; IGETC area 4
(C-ID: JOUR 100)

COMM 20

Interpersonal Communication Skills

3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

Analysis of communication needs and improvement of skills: Listening, perception, nonverbal communication, semantics, and conflict management. 1506.00
AA/AS area 4d; CSU area A1; IGETC area 1C
(C-ID: COMM 130)

COMM 44

Argumentation

3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

Principles of argumentation and persuasion: Practice in creating persuasive communication through finding issues, using evidence, detecting fallacies, and employing argumentative brief writing. 1506.00
AA/AS area 4d; CSU area A1; IGETC area 1C
(C-ID: COMM 120)

COMM 45

Public Speaking

3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

Principles of public speaking: Oral presentations based on political and social issues; critical-thinking, organization, and research. 1506.00
AA/AS area 4d; CSU area A1; IGETC area 1C
(C-ID: COMM 110)

COMM 48GA-MZ

Selected Topics in Communication

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR or P/ NP)
Acceptable for credit: CSU, UC♦
See section on Selected Topics. 1506.00

COMM 49

Independent Study in Communication

0.5-5 units, 0.5-5 hours lecture (GR)
Acceptable for credit: CSU
See section on Independent Study. 1506.00

COMM 248GA-MZ

Selected Topics in Communication

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR or P/ NP)
See section on Selected Topics. 1506.00

ANDROID PROGRAMMING CERTIFICATE OF PROFICIENCY (CP)

This certificate is designed to teach students how to program native apps mobile device applications to run on Android phones and tablets. Students learn the basics of programming in Java, and the specifics of how to program for Android devices. Students completing this certificate program will be qualified for employment as entry-level app developers and quality assurance technicians.

Career Opportunities in

Students completing this certificate program will be qualified for employment as entry-level app developers and quality assurance technicians.

SUGGESTED COURSE SEQUENCE

Complete the following courses: (16 units)					
CIS 6	Introduction to Computer Programming	5	CIS 79A	Introduction to Application Design in Android	3
CIS 25	Object Oriented Programming Using C++	4	CIS 79B	Advanced Application Design in Android	3
	or		CIS 205	Computer Literacy	1
CIS 36A	Java Programming Language I	4			
TOTAL REQUIRED UNITS:					16

PROGRAM LEARNING OUTCOMES

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

- Analyze a problem and interpret technical specifications to create and program appropriate algorithmic solutions that include the use of control structures, parameters and return values
- Design and implement abstract data types using classes, encapsulation, inheritance, polymorphism, exceptions, events, multithreading, collections and generics
- Create User Interfaces UIs using controls, layout managers, adaptors, menus and dialogs
- Implement Android applications incorporating activities, services, content providers, broadcast receivers, location tracking, maps, and Internet access
- Use SQLite for database storage, Media Player, and telephony APIs
- Write and debug apps using multiple threads, including their use to optimize power efficiency and performance

iOS PROGRAMMING CERTIFICATE OF PROFICIENCY (CP)

This certificate is designed to teach students how to program native apps (mobile device applications) to run on iPhones, iPads, and other iOS devices. Students learn the basics of programming in Swift or a similar language, and also Java or C++. Students also learn the specifics of how to program for iPhones. Students completing this certificate program will be qualified for employment as entry-level app developers and quality assurance technicians.

Career Opportunities:

Students completing this certificate program will be qualified for employment as entry-level app developers and quality assurance technicians.

SUGGESTED COURSE SEQUENCE

Required Courses (16 units):

CIS 6	Introduction to Computer Programming	5	CIS 68B	Advanced iOS Programming	3
CIS 25	Object Oriented Programming Using C++ or	4	CIS 205	Computer Literacy	1
CIS 36A	Java Programming Language I	4	<u>TOTAL MAJOR UNITS:</u>		16
CIS 68A	iOS Programming	3			

PROGRAM LEARNING OUTCOMES

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

-
- Explain the fundamental architecture of existing databases, including data storage techniques of the relational model.
 - Develop Data Models such as Class Diagrams or Entity Relationship Diagrams (ERDs) from business processes to support database analysis and design.
 - Create and modify a database and its tables using Structured Query Language's Data Definition Language (SQL-DDL) features.
 - Write programs that store and modify data in database tables using Structured Query Language's Data Manipulation Language (SQL-DML) features.
 - Write programs that efficiently extract and summarize data in database tables using Structured Query Language's Data Query Language (SQL-DQL) features.
-

COMPUTER PROGRAMMING WITH C++ CERTIFICATE OF ACHIEVEMENT (CA)

The certificate in Computer Programming with C++ prepares students for careers as software developers. The program provides the analytical, methodological, and language skills required within the computer industry, and serves as a partial foundation for continued education at four-year institutions. It provides a “merit badge” certification of a skill set needed in a vital career field. See a counselor for more information.

Career Opportunities in:

Computer programming continues to be an excellent career, with openings in all industries. Job titles include: Computer Programmer, Programmer/Analyst, Software Developer, Computer Systems Analyst, Computer Applications Developer, Computer Applications Engineer, Computer Language Coder, Computer Systems Consultant, Software Architect, and Software Engineer.

SUGGESTED COURSE SEQUENCE

Core Courses (13 units):

CIS 6	Introduction to Computer Programming	5	CIS 36B	Java Programming Language II	4
	or		ECON 2	Principles of Economics (Micro-Economics)	3
CIS 61*	Structure and Interpretation of Computer Programs*	5	MATH 11	Discrete Mathematics	3
			MATH 13	Introduction to Statistics	4
CIS 25	Object Oriented Programming Using C++	4			
CIS 25B	C++ Programming Language I	4			
TOTAL MAJOR UNITS:					16-17

Choose minimum 3 units from the following (3 units)

BUS 1A	Financial Accounting	4	<i>*Students planning to transfer to a Computer Science program, especially at UC Berkeley, should choose CIS 61. Any programming course, including those listed above, is acceptable, if not duplicative of courses counted for the major in another category. In addition, since 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.</i>		
BUS 5	Human Relations in Business	3			
BUS 20	General Accounting	3			
BUS 24	Computerized Accounting Principles	3			
BUS 40A	Introduction to Microsoft Access for Business Applications	4			
CIS 27	Data Structures and Algorithms	4			
CIS 36A	Java Programming Language I	4			

PROGRAM LEARNING OUTCOMES

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

- Computer Software Development: Demonstrate the ability to apply data requirements, algorithmic principles, and software development practice in the modeling and design of computer-based systems in a way that proves comprehension of the tradeoffs involved in design choices.
- Programming Skills: Demonstrate an understanding and competence in the ability to analyze a problem, using algorithms to create computer systems and appropriate problem solving using a programming language.
- Solve Business Problems with Computers: Interpret and analyze a business information problem and design, code, compile, test and debug a program solution in C++ using proper program syntax balancing efficiency and maintainability, and manage project tasks required for completion of a computer system development project.

COMPUTER PROGRAMMING WITH JAVA CERTIFICATE OF ACHIEVEMENT (CA)

The certificate in Computer Programming with Java prepares students for careers as software developers. The program provides the analytical, methodological, and language skills required within the computer industry, and serves as a partial foundation for continued education at four-year institutions. It provides a “merit badge” certification of a skill set needed in a vital career field. See a counselor for more information.

Career Opportunities:

Computer programming continues to be an excellent career, with openings in all industries. Job titles include: Computer Programmer, Programmer/Analyst, Software Developer, Computer Systems Analyst, Computer Applications Developer, Computer Applications Engineer, Computer Language Coder, Computer Systems Consultant, Software Architect, and Software Engineer.

SUGGESTED COURSE SEQUENCE

Core Courses (13 units):

CIS 6	Introduction to Computer Programming	5	CIS 27	Data Structures and Algorithms	4
	or		ECON 2	Principles of Economics (Micro-Economics)	3
CIS 61*	Structure and Interpretation of	5	MATH 11	Discrete Mathematics	4
	Computer Programs		MATH 13	Introduction to Statistics	4
CIS 36A	Java Programming Language I	4			
CIS 36B	Java Programming Language II	4			
TOTAL MAJOR UNITS:					16-17

Choose a minimum 3 units from the following (min 3 units):

BUS 1A	Financial Accounting	4
BUS 5	Human Relations in Business	3
BUS 20	General Accounting	3
BUS 24	Computerized Accounting Principles	3
BUS 40A	Introduction to Microsoft Access for	4
	Business Applications	
CIS 25	Object Oriented Programming Using C++	4
CIS 25B	C++ Programming Language	4

**Students planning to transfer to a Computer Science program, especially at UC Berkeley, should choose CIS 61.*

Any programming course, including those listed above, is acceptable, if not duplicative of courses counted for the major in another category.

In addition, since 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.

PROGRAM LEARNING OUTCOMES

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

- Computer Software Development: Demonstrate the ability to apply data requirements, algorithmic principles, and software development practice in the modeling and design of computer-based systems in a way that proves comprehension of the tradeoffs involved in design choices.
- Programming Skills: Demonstrate an understanding and competence in the ability to analyze a problem, using algorithms to create computer systems and appropriate problem solving using a programming language.
- Solve Business Problems with Computers: Interpret and analyze a business information problem and design, code, compile, test and debug a program solution in C++ using proper program syntax balancing efficiency and maintainability, and manage project tasks required for completion of a computer system development project.

COMPUTER SYSTEMS ANALYSIS CERTIFICATE OF ACHIEVEMENT (CA)

The certificate in Computer Systems Analysis prepares students for careers as Systems Analysts, or as software developers with duties in analysis and design. The program provides the analytical, methodological, and language skills required within the computer industry, and serves as a partial foundation for continued education at four-year institutions. It provides a “merit badge” certification of a skill set needed in a vital career field. See a counselor for more information.

Career Opportunities:

There are numerous opportunities for workers with these skills as Systems Analysts doing this work exclusively. These are also career-enhancing skills for programmers, software engineers, and computer systems developers.

SUGGESTED COURSE SEQUENCE

Core Requirements (11 units)

CIS 6	Introduction to Computer Programming	5	BUS 24	Computerized Accounting Principles	3
	or		BUS 40A	Introduction to Microsoft Access for Business Applications	4
CIS 61*	Structure and Interpretation of Computer Programs*	5	BUS 76	E-Commerce/Entrepreneurship	3
CIS 62	Introduction to Systems Analysis and Design	3	COMM 20	Interpersonal Communication Skills	3
CIS 81	Systems Analysis with UML	3	CIS 25	Object Oriented Programming Using C++	4
CIS 36A	Java Programming Language I	4	CIS 36A	Java Programming Language I	4
CIS 36B	Java Programming Language II	4	CIS 40	Database Management	4
			ECON 2	Principles of Economics (Micro-Economics)	3
			ENGL 5	Critical Thinking in Reading and Writing	3
			GRART 115	Web Site Design	3
			M/SVN 82	Essentials of Managerial Communications	3
			MATH 13	Introduction to Statistics	4
			PHIL 10	Logic	3

Choose 2 courses from the following (7-8 units)

BNK /F 56	Bank Management	3	TOTAL MAJOR UNITS:	18-19
BUS 1A	Financial Accounting	4		
BUS 1B	Managerial Accounting	4		
BUS 5	Human Relations in Business	3		
BUS 10	Introduction to Business	3		
BUS 20	General Accounting	3		

**Students planning to transfer to a Computer Science program, especially at UC Berkeley, should choose CIS 61.*

PROGRAM LEARNING OUTCOMES

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

- Explain the purpose of systems analysis and design, life cycle of systems design, iterative, and waterfall development processes, object oriented analysis and design.
- Gather data to identify client requirements and interpret and evaluate requirements for completeness, relevance, accuracy, and consistency. Clearly define problems, opportunities, or mandates that initiate projects, write clear and concise business requirements documents and convert them into technical specifications.
- Use UML in requirements, analysis, design, and documentation phases of software. Use a methodology for analyzing a business situation (a problem or opportunity), modeling it using Use Case & Class Diagrams, and specifying requirements for a system that enables a productive change in a way the business is conducted.
- Design high-level logical system characteristics (user interface design, design of data and information requirements), and prototype system artifacts to implement a solution.
- Analyze and articulate economic, ethical, cultural, and legal issues and their feasibilities among alternative solutions.
- Communicate effectively with various organizational stakeholders to collect information using a variety of techniques and to convey proposed solution characteristics to them.

CIS/COMPUTER PROGRAMMING ASSOCIATE IN SCIENCES (AS)

The major in Computer Programming prepares students for careers as software developers. The program provides the analytical, methodological, and language skills required within the computer industry, and serves as a partial foundation for continued education at four-year institutions.

Career Opportunities in

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.

SUGGESTED COURSE SEQUENCE

Introduction to Computer Science (5 units)

CIS 5	Introduction to Computer Science	5	BUS 40A	Introduction to Microsoft Access for Business Applications	4
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Introductory Programming (5 units)

CIS 6	Introduction to Computer Programming	5	CIS 6	Introduction to Computer Programming	5
	or		CIS 25	Object Oriented Programming Using C++	4
CIS 61	Structure and Interpretation of Computer Programs	5	CIS 25B	C++ Programming Language II	4
			CIS 27	Data Structures and Algorithms	4
			CIS 36A	Java Programming Language I	4
			CIS 36B	Java Programming Language II	4
			CIS 61	Structure and Interpretation of Computer Programs	5

Programming Fundamentals (4 units)

CIS 25	Object Oriented Programming Using C++	4	ECON 2	Principles of Economics (Micro-Economics)	3
	or		MATH 3A	Calculus I	5
CIS 36A	Java Programming Language I	4	MATH 11	Discrete Mathematics	3
			MATH 13	Introduction to Statistics	4

Advanced Programming (4 units)

CIS 25B	C++ Programming Language II	4	TOTAL MAJOR UNITS:		25
	or		<i>Take one of these introductory programming courses. Students planning to transfer to a Computer Science program, especially at UC Berkeley, should choose CIS 61.</i>		
CIS 36B	Java Programming Language II	4			

Electives (minimum 7 units)

BUS 1A	Financial Accounting	4	<i>Select programming-related electives to bring the total to 25 units. Any programming course, including those listed above, is acceptable if not duplicative of courses counted for the major in another category.</i> <i>For Associate Degree General Education requirements, refer to page 115.</i>		
BUS 1B	Managerial Accounting	4			
BUS 5	Human Relations in Business	3			
BUS 20	General Accounting	3			
BUS 24	Computerized Accounting Principles	3			

PROGRAM LEARNING OUTCOMES

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

-
- Computer Software Development: Demonstrate the ability to apply data requirements, algorithmic principles, and software development practice in the modeling and design of computer-based systems in a way that proves comprehension of the tradeoffs involved in design choices.
 - Programming Skills: Demonstrate an understanding and competence in the ability to analyze a problem, using algorithms to create computer systems and appropriate problem solving using a programming language.
 - Solve Business Problems with Computers: Interpret and analyze a business information problem and design, code, compile, test and debug a program solution in C++ using proper program syntax balancing efficiency and maintainability, and manage project tasks required for completion of a computer system development project.
-

COMPUTER INFORMATION SCIENCE ASSOCIATE IN SCIENCES (AS)

The major in Computer Information Science prepares students for careers in the Information Technology field. The program provides the analytical, methodological, and language skills required within the computer industry, and prepares students for transfer to four-year colleges for further study in Computer Information Systems, as well as related areas such as Computer Science. Please consult with a counselor for more information regarding transferring.

Career Opportunities

Computer Information Science continues to be an excellent career, with openings in all industries. Technical positions include: computer operator, computer programmer, systems analyst, database administrator, computer support or help desk specialist, Web developer, and application developer.

SUGGESTED COURSE SEQUENCE

First Semester (10 units)			Fourth Semester (7-8 units)		
CIS 5	Introduction to Computer Science	5	CIS 25B	C++ Programming Language	4
MATH 3A	Calculus I	5		or	
			CIS 36B	Java Programming Language II	4
Second Semester (10 units)			MATH 3F	Differential Equations	3
CIS 61	Structure and Interpretation of Computer Programs	5		or	
MATH 3B	Calculus II	5	MATH 11	Discrete Mathematics	4
Third Semester (7 units)			TOTAL MAJOR UNITS:		
CIS 25	Object Oriented Programming Using C++	4	34-35		
	or		<i>For Associate Degree General Education requirements, refer to page 115.</i>		
CIS 36A	Java Programming Language I	4			
MATH 3E	Linear Algebra	3			

PROGRAM LEARNING OUTCOMES

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

- Solve problems and conduct experiments in basic computer science.
- Solve mathematical problems using calculus, linear algebra, discrete math and differential equations.
- Create and program algorithmic solutions to solve problems.

COMPUTER INFORMATION SYSTEMS (CIS)

The Computer Information Systems (CIS) Department provides students with the computer skills necessary to find employment, and the analytic and technical knowledge necessary to progress to four-year institutions.

The CIS department at Laney College offers courses in computer programming languages and systems that are transferable and articulated with UC and CSU schools (check with www.assist.org for more information). Also offered are technical courses and programs that are in high-demand areas of software and systems design, development and applications.

CIS 1

Introduction to Computer Information Systems

4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

General nature of computer hardware, software and systems: Hands-on applications include introduction to word processing, spreadsheet, database management and presentation software, and a brief introduction to web browsing and email. 0702.00

AA/AS area 4c

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

CIS 5

Introduction to Computer Science

5 units, 4 hours lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Introduction to computer science: Architecture of digital computers, design of algorithms for solving various problems, and basic skills in computer programming. 0706.00

AA/AS area 4c

CIS 6

Introduction to Computer Programming

5 units, 4 hours lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Introduction to computer programming: Algorithm design, flow charting, and debugging; elements of good programming style. Course may be instructed in any programming language. 0707.10

AA/AS area 4c

CIS 20

Microcomputer Assembly Language

4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
Recommended preparation: CIS 3 or 6 or 26
Acceptable for credit: CSU, UC

Introduction to assembly language: Input/output operations, use of files, program flow controls, interaction with OS via interrupts, pointers and arrays, strings and structured programming, and related applications. 0707.10

AA/AS area 4c

CIS 25

Object-Oriented Programming Using C++

4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
Recommended preparation: CIS 6 or 61
Acceptable for credit: CSU, UC

Object-oriented methods of software development using C++: Design and implementation of objects, class construction and destruction, encapsulation, inheritance, and polymorphism. 0707.10

AA/AS area 4c

CIS 25B

C++ Programming Language II

4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
Prerequisite(s): CIS 25 or 36A and familiarity with the C++ programming language
Acceptable for credit: CSU, UC

Continuation of CIS 25. Object-oriented program design using the C++ programming language: Designing and programming with exceptions, threads, file input/output (I/O); networking and graphic classes; developing code using tools such as .NET; and working with projects in areas such as animation. 0707.10

AA/AS area 4c

CIS 27

Data Structures and Algorithms

4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
Prerequisite(s): CIS 25 or 26 or 36A
Acceptable for credit: CSU, UC

Use of abstract forms of data in programming: Concepts, and implementation and applicability of different forms of data to various programming problems. 0707.10

AA/AS area 4c

CIS 36A

Java Programming Language I

4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
Recommended preparation: CIS 6 or 61
Acceptable for credit: CSU, UC

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

AA/AS area 4c

CIS 36B**Java Programming Language II**

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

Prerequisite(s): CIS 25 and 36A

Acceptable for credit: CSU, UC

Object-oriented program design using the Java Programming Language: Designing and programming with exceptions, threads, file input/output (I/O); networking and graphics classes; developing code using tools such as Java 2D API and SWING; and working with projects in areas such as animation. 0707.10

AA/AS area 4c

CIS 48GA-MZ**Selected Topics in Computer Information Systems**

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR or P/NP)

See section on Selected Topics. 0702.00

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

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

Acceptable for credit: CSU, UC♦

See section on Independent Study. 0702.00

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

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

Recommended preparation: CIS 5

Acceptable for credit: CSU, UC

Problem-solving approach to computer programming: Emphasis on design and implementation of functions, representation of abstract forms of data, and effects of different programming methods on software development. 0707.10

AA/AS area 4c

(C-ID: COMP 112)

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

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

Prerequisite(s): CIS 1 or 5 or 6 or 25 or 36A or 61

Acceptable for credit: CSU

Principles of systems analysis and design: Systematic methodology for analyzing business problems or opportunities; OOA&D (Object/Oriented Analysis and Design) and UML, the role technologies can play in addressing business needs, articulation of business requirements for technology solutions, alternative approaches to acquiring the technology capabilities needed to address business requirements, and specification of requirements for the information systems solution. 0707.30

AA/AS area 4c

(C-ID: ITIS 140)

CIS 68A**iOS Programming**

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

Recommended Preparation: CIS 25 or 36A

Acceptable for credit: CSU

Design and development of iOS apps using Xcode and Swift (or current development environment/language): Building custom UI elements, APIs (Application Programming Interfaces) and SDK (Software Development Kits) for phones and tablets. 0707.10

AA/AS area 4c

CIS 68B**Advanced iOS Programming**

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

Recommended Preparation: CIS 68A

Acceptable for credit: CSU

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

AA/AS area 4c

CIS 77A**Networking Architecture I**

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

Acceptable for credit: CSU, UC

Introduction to current and emerging network architecture technology: Safety, network terminology, protocols, network standards, LANs, WANs, OSI model, cabling options, routers, and topologies. 0708.10

AA/AS area 4c

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

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

Recommended preparation: CIS 25 or 36A

Acceptable for credit: CSU

Introduction to application design and development for Android operating system mobile devices: Android SDK for creating applications; crafting User Interfaces (UIs); creating location-based applications; and access to web services. 0707.10

AA/AS area 4c

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

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

Prerequisite(s): CIS 79A or 138

Acceptable for credit: CSU

Advanced application design and development for Android operating system mobile devices: Complex application features such as animation, services, sensors, multi-threading, content provider; advanced debugging; program apps using touch screen events and gestures; and telephony. 0707.10

AA/AS area 4c

CIS 81**Systems Analysis with UML**

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

Prerequisite(s): CIS 25 or 36A or 62

Acceptable for credit: CSU, UC

Principles of systems analysis: Techniques of analysis and design emphasizing UML in software requirements analysis, and the design and documentation phase of software development; utilizing life cycle of systems design, iterative, and waterfall development processes, object-oriented analysis and design. 0707.30

AA/AS area 4c

CIS 98**Database Programming with SQL**

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

Prerequisite(s): CIS 6 or 25 or 36A or 61

Acceptable for credit: CSU, UC

Programming in database management systems using SQL: DML (Data Manipulation Language) and DQL (Data Query Language) features; database program design, programming structures, strategies, and techniques. 0707.20

AA/AS area 4c

CIS 99**Database Administration with SQL**

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

Prerequisite(s): CIS 6 or 61

Acceptable for credit: CSU, UC

Design, implementation, and maintenance of relational databases using SQL: DDL (Structured Query Language/Data Definition Language) features; analysis of user requirements; modeling and designing tables, building and maintaining tables, granting privileges; security and recover planning. 0707.20

AA/AS area 4c

CIS 205**Computer Literacy**

1 unit, 0.75 hours lecture, 0.75 hours laboratory (GR)

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

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

AA/AS area 4c

CIS 248GA-MZ**Selected Topics in Computer Information Systems**

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR or P/NP)

See section on Selected Topics. 0702.00

COPED 462A**Occupational Work Experience in Computer Information Systems**

1-4 units, hours to be arranged (GR) 0702.00

COPED 462B**Occupational Work Experience in Computer Programming**

1-4 units, hours to be arranged (GR) 0707.10

COPED 462C**Occupational Work Experience in Management Information Systems Programming**

1-4 units, hours to be arranged (GR) 0707.10



BUILDING CODES AND INSPECTIONS CERTIFICATE OF PROFICIENCY (CP)

Students will be able to find successful employment in construction and construction related professions in design, construction, subcontracting, administrative support and supplier vendors. Many Bay Area companies look for specific students with inspection capabilities to work in the Facilities Departments and general contractors seek out students with compliance knowledge and experience.

SUGGESTED COURSE SEQUENCE

First Semester (6 units):

CONMT 12	Uniform Building Codes I	3
CONMT 15	Electrical Code Inspections	3

Second Semester (6 units):

CONMT 16	Plumbing Code Inspections	3
CONMT 22	Uniform Building Codes II	3

Third Semester (5.5 units):

CONMT 14	Mechanical Code Inspections	3
CONMT 17	Seismic Code Inspections	2.5

<u>TOTAL MAJOR UNITS:</u>	<u>17.5</u>
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PROGRAM LEARNING OUTCOMES

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

-
- Communication: Cite, list, and write effectively to communicate the intent of construction management and inspection services.
 - Critical Thinking: Create a work plan, construct a project management plan of execution and design a schedule for execution of construction.
 - Technical Skills: Create, assemble, and generate relevant, technical reports on real world projects and construction project simulations.
-

CONSTRUCTION MANAGEMENT CERTIFICATE OF ACHIEVEMENT (CA)

Construction Management provides students, who work in or plan to enter management of residential projects and commercial projects, with the knowledge and skills necessary for employment. Emphasis is placed on inspection, estimating, scheduling, legal, and business aspects of construction.

SUGGESTED COURSE SEQUENCE

First Semester (12 units):

CONMT 10	Introduction to Construction Practices	3
CONMT 11	Construction Estimating I/ Residential Projects	3
CONMT 12	Uniform Building Codes I	3
CONMT 20	Blueprint Reading and Interpretation	3

Second Semester (12 units):

CONMT 18	Construction Project Management I	3
CONMT 21	Construction Estimating II/ Commercial Projects Construction	3
CONMT 22	Uniform Building Codes II	3
CONMT 31A	Computer Applications in Contracting Scheduling	3

Third Semester (12 units):

CONMT 19	Construction Project Management II	3
CONMT 31B	Computer Applications in Contracting Business Management	3
CONMT 32	Materials and Methods of Construction	3

Select one course from the following:

CONMT 30	State Contracting License Law	3
CONMT 40	Construction Contracts and Specifications	3

TOTAL MAJOR UNITS:	36
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Recommended

ARCH 1A, 100
 BUS 1A, 20
 CHEM 1A, 30A
 ENGL 1A, 53
 MATH 220A, 220B, 220C, 220D
 PHYS 4A, 10

PROGRAM LEARNING OUTCOMES

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

-
- Communication: Cite, list, and write effectively to communicate the intent of construction management and inspection services.
 - Critical Thinking: Create a work plan, construct a project management plan of execution and design a schedule for execution of construction.
 - Technical Skills: Create, assemble, and generate relevant, technical reports on real world projects and construction project simulations.
-

CONSTRUCTION MANAGEMENT ASSOCIATE IN SCIENCES (AS)

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

SUGGESTED COURSE SEQUENCE

First Semester (12 units):

CONMT 10	Introduction to Construction Practices	3
CONMT 11	Construction Estimating I/ Residential Projects	3
CONMT 12	Uniform Building Codes I	3
CONMT 20	Blueprint Reading and Interpretation	3

CONMT 32	Materials and Methods of Construction	3
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Select one course from the following:

CONMT 30	State Contracting License Law	3
CONMT 40	Construction Contracts and Specifications	3

Second Semester (12 units):

CONMT 18	Construction Project Management I	3
CONMT 21	Construction Estimating II/ Commercial Projects Construction	3
CONMT 22	Uniform Building Codes II	3
CONMT 31A	Computer Applications in Contracting Scheduling	3

TOTAL MAJOR UNITS:	36
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Recommended

ARCH 1A, 100
BUS 1A, 20
CHEM 1A, 30A
ENGL 1A, 53
MATH 220A, 220B, 220C, 220D
PHYS 4A, 10

Third Semester (12 units):

CONMT 19	Construction Project Management II	3
CONMT 31B	Computer Applications in Contracting Business Management	3

For Associate Degree General Education requirements, refer to page 115.

PROGRAM LEARNING OUTCOMES

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

- Communication: Cite, list, and write effectively to communicate the intent of construction management and inspection services.
- Critical Thinking: Create a work plan, construct a project management plan of execution and design a schedule for execution of construction.
- Technical Skills: Create, assemble, and generate relevant, technical reports on real world projects and construction project simulations.

CONSTRUCTION MANAGEMENT (CONMT)

The program is designed to instruct students in the principles of building design with basic construction management practices and provide knowledge of basic participation of all phases of the design and building execution process. Construction management students have the opportunity to work on the projects that will allow for the use of management skills that will support student development of required job ready skills for a management or support position in the industry. Special projects are available to participate in that include building of a new house and/or remodel existing structures in partnership with the Carpentry and Architecture programs at Laney College.

Construction Management provides students, who work in or plan to enter management of residential projects and non-residential commercial projects, with the knowledge and skills necessary for entry-level employment. The program will also provide refresher skills for the working professional who are already engaged in construction management. Emphasis is placed on inspection, estimating, scheduling, legal, and business aspects of construction.

The program is designed to instruct students in the principles of project management from the Project Management Institute (PMI) and the Construction Management Association of America (CMAA) best practices. Students will evaluate the processes required for management at all phases of the building process.

CONMT 10

Introduction to Construction Practices

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Analysis of trades and their roles in construction practices: Analysis of how construction jobs are organized, labor movement changes, and equipment applications for residential and commercial construction. 0957.00

CONMT 11

Construction Estimating I - Residential Projects

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Estimating residential building projects: Materials and labor costs, time management, and bidding strategies. 0957.00

CONMT 12

Uniform Building Codes I

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Uniform Building Code: Origin, rationale, legal basis, and application. 0957.00

CONMT 14

Mechanical Code Inspections

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Heating and cooling concepts: Terms, interpretation and analysis of charts and tables, mechanical code inspections, calculations of loads and demand. 0957.20

CONMT 15

Electrical Code Inspections

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

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

CONMT 16

Plumbing Code Inspections

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Requirements for plumbing code inspections: Fittings, gas consumption, below- and above-ground materials, clearances, gas pipe, water line, sewer, and inspection methods. 0957.20

CONMT 17

Seismic Code Inspections

2.5 units, 2.5 hours lecture (GR)

Acceptable for credit: CSU

Requirements for new and retrofit buildings: Shear walls, diaphragms, hold-downs, high-strength bolts, bracing connections, welds, and fire sprinkler loads. 0957.20

CONMT 18

Construction Project Management I

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Survey and interpretation of components of the construction process: Management process, contracts and deliver methods, estimating, scheduling, network construction, project control, and cost and resource controls. 0957.00

CONMT 19

Construction Project Management II

3 units, 3 hours lecture (GR)

Prerequisite(s): CONMT 18

Acceptable for credit: CSU

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

CONMT 20**Blueprint Reading and Interpretation**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

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

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

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Advanced estimating principles: Vocabulary and industry terms; estimation technology; residential and light commercial building projects; interpretation of CSI standards, general conditions, review plans, and CSI specification formats. 0957.00

CONMT 22**Uniform Building Codes II**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Continuation of CONMT 12: Requirements of the Codes in residential and commercial construction. 0957.00

CONMT 30**State Contracting License Law**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

California state contractor laws: Rationale for laws, business and professional codes, the Contractor State License Board, advertising regulations, state bonding regulations, government codes, subletting, labor laws, California building standards, health and safety codes, CAL-OSHA, Workman's Compensation Insurance, and mechanic's liens. 0957.00

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

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

Recommended preparation: BUS 219 or CIS 205

Acceptable for credit: CSU

Selected software for construction scheduling and management: Gantt chart, critical path, resource allocation, milestones, and report writing. 0957.00
AA/AS Area 4c

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

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

Recommended preparation: BUS 219 or CIS 205

Acceptable for credit: CSU

Construction project-management business operations: Accounting, payroll, advanced construction project management, database management, suppliers management, and report writing. 0957.00
AA/AS Area 4c

CONMT 32**Materials and Methods of Construction**

3 units, 3 hours lecture (GR)

Recommended preparation: ARCH 10

Acceptable for credit: CSU

Applications of construction materials: Use of and overall application to various platforms of construction. Strength, durability, and degree of fire resistance of materials, sustainable practices in construction. 0957.00

CONMT 40**Construction Contracts and Specifications**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Legal nature of contracts: Subcontracts and their specifications, Master Format, documentations, defaults, remedies, negotiations, and arbitration. 0957.00

CONMT 42**Managing Residential Remodeling Projects**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Maintaining control of remodeling projects: Steps required from idea to finished project. 0957.00

CONMT 48GA-MZ**Selected Topics in Construction Management**

0.5-9 units, 0.5-9 hours lecture, 0.5-27 hours laboratory (GR or P/NP)

Acceptable for credit: CSU

See section on Selected Topics. 0957.00

CONMT 210**Residential Building Codes for Carpenters**

3 units, 3 hours lecture (GR)

Building codes applicable to the residential carpenter: Origin, rationale, legal basis, and application. 0957.00

CONMT 230

Building Inspections

3 units, 3 hours lecture (GR)

Building inspections: Focus on areas requiring inspection with emphasis on the International Conference of Building Officials (ICBO) guidelines and preparation for the inspections licensing examination. 0957.20

CONMT 248GA-MZ

Selected Topics in Construction Management

0.5-9 units, 0.5-9 hours lecture, 0.5-27 hours laboratory (GR or P/NP)

See section on Selected Topics. 0957.00

COPED 466H

Occupational Work Experience in Construction Management

1-4 units, hours to be arranged (GR) 0957.00



COOPERATIVE WORK EXPERIENCE EDUCATION (COPED)

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

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

During regular semesters, students must enroll in a minimum of seven units including Cooperative Work Experience Education. During summer sessions, students must enroll in one other class in addition to Cooperative Work Experience Education.

Students may enroll in no more than four units of Cooperative Work Experience Education per semester, on the basis of 75 hours of paid work experience per semester per each unit of credit, or 60 hours of unpaid or volunteer work experience per semester per each unit of credit.

COPED 450

General Work Experience

1-3 units, hours to be arranged (GR or P/NP)

Corequisite(s): During regular semesters, students must enroll in a minimum of seven units including Cooperative Work Experience Education. During summer sessions, students must enroll in one other class in addition to Cooperative Work Experience Education.

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).

Acceptable for credit: CSU

Supervised employment to assist in acquiring desirable work habits and attitudes, increase educational motivation, and develop improved human relations skills. Employment need not be related to educational or occupational goals. 4932.00

COPED 451

Occupational Work Experience

1-4 units, hours to be arranged (GR or P/NP)

Corequisite(s): During regular semesters, students must enroll in a minimum of seven units including Cooperative Work Experience Education. During summer session, students must enroll in one other class in addition to Cooperative Work Experience Education.

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).

Acceptable for credit: CSU

Supervised employment of students extending classroom-based occupational learning at an on-the-job learning station relating to students' educational or occupational goals. 4932.00

COPED 456A-484A

Occupational Work Experience

1-4 units, hours to be arranged (GR)

Corequisite(s): During regular semesters, students must enroll in a minimum of seven units including Cooperative Work Experience Education. During summer session, students must enroll in one other class in addition to Cooperative Work Experience Education.

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).

Acceptable for credit: CSU.

Supervised employment providing opportunities to become a productive, responsible individual and to extend learning in a chosen occupational field.

COPED 456H

Occupational Work Experience in Labor Studies

1-4 units, hours to be arranged (GR) 0516.00

COPED 458A

Occupational Work Experience in Cosmetology

1-4 units, hours to be arranged (GR) 3007.00

COPED 460A

Occupational Work Experience in Media Communications

1-4 units, hours to be arranged (GR) 0604.20

COPED 462A

Occupational Work Experience in Computer Information Systems

1-4 units, hours to be arranged (GR) 0702.00

COPED 462C

Occupational Work Experience in Management Information Systems Programming

1-4 units, hours to be arranged (GR) 0707.10

**COPED 466A
Occupational Work Experience in Environmental
Control Technology**

1-4 units, hours to be arranged (GR) 0946.00

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

1-4 units, hours to be arranged (GR) 0952.10

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

1-4 units, hours to be arranged (GR) 0957.00

**COPED 466J
Occupational Work Experience in Engineering
Technology**

1-4 units, hours to be arranged (GR) 0953.00

**COPED 466K
Occupational Work Experience in Graphic Arts**

1-4 units, hours to be arranged (GR) 1030.00

**COPED 466L
Occupational Work Experience in Machine
Technology**

1-4 units, hours to be arranged (GR) 0956.30

**COPED 466M
Occupational Work Experience in Welding
Technology**

1-4 units, hours to be arranged (GR) 0956.50

**COPED 466N
Occupational Work Experience in Wood
Technology**

1-4 units, hours to be arranged (GR) 0952.50

**COPED 472B
Occupational Work Experience in Culinary Arts/
Baking**

1-4 units, hours to be arranged (GR) 1306.31

**COPED 472C
Occupational Work Experience in Culinary Arts/
Cooking**

1-4 units, hours to be arranged (GR) 1306.32

**COPED 478A-478B-478C
Apprentice Work Experience**

1-4 units, hours to be arranged (GR)

Corequisite(s): Concurrent enrollment in an apprentice training course and employment as an apprentice

Non-degree applicable

Course study under this section may be repeated three times for a maximum of 16 units for occupational or a combination of general and occupational work experience education (including Regular and Alternate Plan and General/Occupational/Apprentice Work Experience).

Correlation of employment experience to classroom study for more effective vocational training.

**COPED 478A
Apprentice Work Experience in Mill and Cabinet
Maker**

1-4 units, hours to be arranged (GR) 0952.51

**COPED 478B
Apprentice Work Experience in Molder and
Coremaker**

1-4 units, hours to be arranged (GR) 0956.01

**COPED 478C
Apprentice Work Experience in Roofer**

1-4 units, hours to be arranged (GR) 0952.91

**COPED 484A
Occupational Work Experience in Biotechnology**

1-4 units, hours to be arranged (GR) 0430.00

COSMETOLOGY CERTIFICATE OF ACHIEVEMENT (CA)

The Cosmetology program prepares students in all phases of cosmetology. The program consists of 1600 hours training in theoretical foundations, manipulative skills, business knowledge, professional and ethical practices and prepares students to take the California State Board of Cosmetology examination for licensure. Admission Requirements: Contact the Cosmetology Department at (510) 464-3285 for supplementary application information and forms. First-time students are required to attend an orientation meeting. A grade of "C" or above is required in each prerequisite course to continue in the sequence of course offerings. Transfer students may be accepted when space is available, providing they have not achieved more than 200 certified hours and apply within a one-year period of withdrawal from a previous school. Upon completion of the 1600-hour program, students are eligible for the Cosmetology certificate and are qualified to apply for licensing through California State Board of Cosmetology.

SUGGESTED COURSE SEQUENCE

First Semester (15-17 units):

COSM 210	Cosmetology Theory I	5
COSM 210L	Cosmetology Laboratory I	7
	or	
COSM 210LE	Cosmetology Laboratory I	5
COSM 211	Manicuring and Pedicuring I	1
COSM 212	Chemical Services/Haircutting I	1
COSM 213	Hairstyling Services/Haircutting I	1
COSM 214	Haircolor Services/Haircutting I	1
COSM 215	Facials I	1

Second Semester (15-17 units):

COSM 220	Cosmetology Theory II	5
COSM 220L	Cosmetology Laboratory II	7
	or	
COSM 220LE	Cosmetology Laboratory II	5
COSM 221	Manicuring and Pedicuring II	1
COSM 222	Chemical Services/Haircutting II	1
COSM 223	Hairstyling Services/Haircutting II	1
COSM 224	Haircolor Services/Haircutting II	1
COSM 225	Facials II	1

Third Semester (15-17 units):

COSM 230	Cosmetology Theory III	5
COSM 230L	Cosmetology Laboratory III	7
	or	
COSM 230LE	Cosmetology Laboratory III	5
COSM 231	Manicuring and Pedicuring III	1
COSM 232	Chemical Services/Haircutting III	1
COSM 233	Hairstyling Services/Haircutting III	1
COSM 234	Haircolor Services/Haircutting III	1
COSM 235	Facials III	1

Fourth Semester (only if completing the evening program) (min 5 units):

COSM 240LE	Cosmetology Laboratory IV	5
	or	
COSM 200	Special Projects: Laboratory	1-7

TOTAL DAY PROGRAM UNITS: 51

TOTAL EVENING PROGRAM UNITS: 50

Recommended

BUS 20, 54
COMM 45
PSYCH 6
SOC 1

PROGRAM LEARNING OUTCOMES

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

- Provide professional hair, nail and skin care services.
- Write an effective resume.
- Pass California State Board Exam for cosmetology license.

COSMETOLOGY ASSOCIATE OF ARTS (AA)

The Cosmetology program prepares students in all phases of cosmetology. The program consists of 1600 hours training in theoretical foundations, manipulative skills, business knowledge, professional and ethical practices and prepares students to take the California State Board of Cosmetology examination for licensure. Admission Requirements: Contact the Cosmetology Department at (510) 464-3285 for supplementary application information and forms. First-time students are required to attend an orientation meeting. A grade of "C" or above is required in each prerequisite course to continue in the sequence of course offerings. Transfer students may be accepted when space is available, providing they have not achieved more than 200 certified hours and apply within a one-year period of withdrawal from a previous school. Upon completion of the 1600-hour program, students are eligible for the Cosmetology certificate and are qualified to apply for licensing through California State Board of Cosmetology.

SUGGESTED COURSE SEQUENCE

First Semester (15-17 units):

COSM 210	Cosmetology Theory I	5
COSM 210L	Cosmetology Laboratory I	7
	or	
COSM 210LE	Cosmetology Laboratory I	5
COSM 211	Manicuring and Pedicuring I	1
COSM 212	Chemical Services/Haircutting I	1
COSM 213	Hairstyling Services/Haircutting I	1
COSM 214	Haircolor Services/Haircutting I	1
COSM 215	Facials I	1

Second Semester (15-17 units):

COSM 220	Cosmetology Theory II	5
COSM 220L	Cosmetology Laboratory II	7
	or	
COSM 220LE	Cosmetology Laboratory II	5
COSM 221	Manicuring and Pedicuring II	1
COSM 222	Chemical Services/Haircutting II	1
COSM 223	Hairstyling Services/Haircutting II	1
COSM 224	Haircolor Services/Haircutting II	1
COSM 225	Facials II	1

Third Semester (15-17 units):

COSM 230	Cosmetology Theory III	5
COSM 230L	Cosmetology Laboratory III	7
	or	
COSM 230LE	Cosmetology Laboratory III	5
COSM 231	Manicuring and Pedicuring III	1
COSM 232	Chemical Services/Haircutting III	1
COSM 233	Hairstyling Services/Haircutting III	1
COSM 234	Haircolor Services/Haircutting III	1
COSM 235	Facials III	1

Fourth Semester (only if completing the evening program) (min 5 units):

COSM 240LE	Cosmetology Laboratory IV	5
	or	
COSM 200	Special Projects: Laboratory	1-7

TOTAL DAY PROGRAM UNITS: 51

TOTAL EVENING PROGRAM UNITS: 50

Recommended

BUS 20, 54
COMM 45
PSYCH 6
SOC 1

For Associate Degree General Education requirements, refer to page 115.

PROGRAM LEARNING OUTCOMES

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

- Provide professional hair, nail and skin care services.
- Write an effective resume.
- Pass California State Board Exam for cosmetology license.

COSMETOLOGY (COSM)**COSM 200****Special Projects Laboratory**

1-7 units, 3-21 hours laboratory (GR)

Prerequisite(s): COSM 210, 210L or 210LE, 211, 212, 213, 214, 216

Course study under this section may be repeated three times.

Laboratory experience in all phases of Cosmetology: Developing proficiency, accuracy and speed. 3007.00

COSM 210**Cosmetology Theory I**

5 units, 5 hours lecture (GR)

Corequisite(s): COSM 210L or 210LE, 211, 212, 213, 214, 215

Eligible for credit by examination.

Beginning cosmetology theory: Bacteriology, public health and safety, HIV and hepatitis, disinfection and sanitation, hygiene and grooming; professionalism and ethics; State Board Rules and Regulations Act and Performance Criteria; dermatology, trichology, onychology structure and function, disorders and diseases, related anatomy and physiology. 3007.00

COSM 210L**Cosmetology Laboratory I**

7 units, 22.5 hours laboratory (GR)

Corequisite(s): COSM 210, 211, 212, 213, 214, 215

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

COSM 210LE**Cosmetology Laboratory I**

5 units, 15 hours laboratory (GR)

Corequisite(s): COSM 210, 211, 212, 213, 214, 215

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

COSM 211**Manicuring and Pedicuring I**

1 unit, 1 hour lecture (GR)

Corequisite(s): COSM 210, 210L or 210LE, 212, 213, 214, 215

Beginning manicuring and pedicuring: Terminology and definitions; disinfection and sanitation; tools and equipment; nail cosmetics; public health; safety; onychology structure and function; nail shapes; water and oil manicures; men's manicures; arm and hand massage; pedicuring; foot and ankle massage. 3007.00

COSM 212**Chemical Services/Haircutting I**

1 unit, 1 hour lecture (GR)

Corequisite(s): COSM 210, 210L or 210LE, 211, 213, 214, 215

Beginning chemical services and haircutting: Terminology and definitions; permanent wave and relaxer chemistry; rod selection and sectioning patterns; physical and chemical actions; wrapping, timing, and text curls; neutralizing; strand testing; base and no-base relaxers; virgin and retouch applications; application methods; smoothing; processing and neutralizing; stature, facial and head shapes; hair growth patterns; tools and equipment; sectioning; blunt and tapered haircutting; low and high elevation haircutting. 3007.00

COSM 213**Hairstyling Services/Haircutting I**

1 unit, 1 hour lecture (GR)

Corequisite(s): COSM 210, 210L or 210LE, 211, 212, 214, 215

Beginning hairstyling and haircutting: Terminology and definitions; scalp treatments and conditioners; brushing and manipulation; chemical styling tools; wet and thermal hairstyling; stature, facial and head shapes; hair growth patterns and distribution; tools and equipment; sectioning; blunt and tapered haircutting; low and high elevation haircutting. 3007.00

COSM 214**Haircolor Services/Haircutting I**

1 unit, 1 hour lecture (GR)

Corequisite(s): COSM 210, 210L or 210LE, 211, 212, 213, 215

Beginning haircolor and haircutting: Terminology and definitions; history of haircolor; scalp and hair analysis; hair color classifications; haircolor chemistry; color developers; consultation, predisposition and strand testing; record cards; tint applications; stature, facial and head shapes; hair growth patterns; tools and equipment; sectioning; blunt and tapered haircutting; low and high elevation haircutting. 3007.00

COSM 215**Facials I**

1 unit, 1 hour lecture (GR)

Corequisite(s): COSM 210, 210L or 210LE, 211, 212, 213, 214

Beginning facial and skin care: Disinfection sanitation; public health; safety precautions; tools and equipment; skin care cosmetics; draping and client protection; skin analysis; terminology and definitions; skin cleansing; massage; plain facials; eyebrow arching; packs and masks; daytime make-up. 3007.00

COSM 220**Cosmetology Theory II**

5 units, 5 hours lecture (GR)

Prerequisite(s): COSM 210, 210L or 210LE, 211, 212, 213, 214, 215

Corequisite(s): COSM 220L or 220LE, 221, 222, 223, 224, 225

Eligible for credit by examination.

Intermediate cosmetology theory: Bacteriology, public health and safety, disinfection and sanitation, hygiene and grooming; professionalism and ethics; State Board Rules and Regulations Act and Performance Criteria; dermatology, trichology, onychology structure and function, disorders and diseases, related anatomy, physiology and chemistry; laboratory technique training, MSDS requirements; hazardous waste disposal; desk and receptionist training. 3007.00

COSM 220L**Cosmetology Laboratory II**

7 units, 22.5 hours laboratory (GR)

Prerequisite(s): COSM 210, 210L, 211, 212, 213, 214, 215

Corequisite(s): COSM 220, 221, 222, 223, 224, 225

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

COSM 220LE**Cosmetology Laboratory II**

5 units, 15 hours laboratory (GR)

Prerequisite(s): COSM 210, 210LE, 211, 212, 213, 214, 215

Corequisite(s): COSM 220, 221, 222, 223, 224, 225

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

COSM 221**Manicuring and Pedicuring II**

1 unit, 1 hour lecture (GR)

Prerequisite(s): COSM 210, 210L or 210LE, 211, 212, 213, 214, 215

Corequisite(s): COSM 220, 220L or 220LE, 222, 223, 224, 225

Intermediate level manicuring and pedicuring: Terminology and definitions; disinfection and sanitation; tools and equipment; nail cosmetics; public health; safety; onychology structure and function; disorders and disease; nail shapes; water and oil manicures; nail mending and repairs; silk and paper wraps; artificial nails; hazardous waste disposal; men's manicures; arm and hand massage; pedicuring; foot and ankle massage. 3007.00

COSM 222**Chemical Services/Haircutting II**

1 unit, 1 hour lecture (GR)

Prerequisite(s): COSM 210, 210L or 210LE, 211, 212, 213, 214, 215

Corequisite(s): COSM 220, 220L or 220LE, 221, 223, 224, 225

Intermediate level chemical services and haircutting: Terminology and definitions; permanent wave and relaxer chemistry; rod selection and sectioning patterns; physical and chemical actions; wrapping, timing, and text curls; neutralizing; strand testing; base and no-base relaxers; virgin and retouch applications; application methods; smoothing; processing and neutralizing; stature, facial and head shapes; hair growth patterns; tools and equipment; sectioning; blunt and tapered haircutting; low and high elevation haircutting. 3007.00

COSM 223**Hairstyling Services/Haircutting II**

1 unit, 1 hour lecture (GR)

Prerequisite(s): COSM 210, 210L or 210LE, 211, 212, 213, 214, 215

Corequisite(s): COSM 220, 220L or 220LE, 221, 222, 224, 225

Intermediate level hairstyling and haircutting: Terminology and definitions; scalp treatments and conditioners; brushing and manipulation; chemical styling tools; wet and thermal hairstyling; stature, facial and head shapes; hair growth patterns and distribution; tools and equipment; sectioning; blunt and tapered haircutting; low and high elevation haircutting; clipper cutting; texturizing and slithering. 3007.00

COSM 224**Haircolor Services/Haircutting II**

1 unit, 1 hour lecture (GR)

Prerequisite(s): COSM 210, 210L or 210LE, 211, 212, 213, 214, 215

Corequisite(s): COSM 220, 220L or 220LE, 221, 222, 223, 225

Intermediate level haircolor and haircutting: Terminology and definitions; history of haircolor; scalp and hair analysis; haircolor classifications; haircolor chemistry; color developers; consultation, predisposition and strand testing; record cards; tint applications; bleach and toner application; dying back to natural; dye removers; stature, facial and head shapes; hair growth patterns; tools and equipment; sectioning; blunt and tapered haircutting; low and high elevation haircutting, clipper cutting; texturizing and slithering. 3007.00

COSM 225**Facials II**

1 unit, 1 hour lecture (GR)

Prerequisite(s): COSM 210, 210L or 210LE, 211, 212, 213, 214, 215

Corequisite(s): COSM 220, 220L or 220LE, 221, 222, 223, 224

Intermediate level facial and skin care: Disinfection sanitation; public health; safety precautions; tools and equipment; skin care cosmetics; draping and client protection; skin analysis; terminology and definitions; skin cleansing; massage; plain facials; eyebrow arching; packs and masks; daytime make-up; lash and brow tinting; hair removal; false lashes; evening and corrective make-up; electrical facials. 3007.00

COSM 230**Cosmetology Theory III**

5 units, 5 hours lecture (GR)

Prerequisite(s): COSM 220, 220L or 220LE, 221, 222, 223, 224, 225

Corequisite(s): COSM 230L or 230LE, 231, 232, 233, 234, 235

Eligible for credit by examination.

Advanced level cosmetology theory: Bacteriology; public health and safety; disinfection and sanitation; hygiene and grooming; professionalism and ethics; State Board Rules and Regulations Act and Performance Criteria; dermatology; trichology; onychology; structure and function; disorders and diseases; related anatomy; physiology; chemistry; laboratory technician training; MSDS requirements; hazardous waste disposal; desk and receptionist training; career exploration and planning; salon management; sales and marketing. 3007.00

COSM 230L**Cosmetology Laboratory III**

7 units, 22.5 hours laboratory (GR)

Prerequisite(s): COSM 220, 220L, 221, 222, 223, 224, 225

Corequisite(s): COSM 230, 231, 232, 233, 234, 235

Practical training for advanced level skills in all phases of beauty culture: Preparation for California State Board of Cosmetology examination for licensure as a cosmetologist. 3007.00

COSM 230LE**Cosmetology Laboratory III**

5 units, 15 hours laboratory (GR)

Prerequisite(s): COSM 220, 220LE, 221, 222, 223, 224, 225

Corequisite(s): COSM 230, 231, 232, 233, 234, 235

Practical training for advanced level skills in all phases of beauty culture: Preparation for California State Board of Cosmetology examination for licensure as a cosmetologist. 3007.00

COSM 231**Manicuring and Pedicuring III**

1 unit, 1 hour lecture (GR)

Prerequisite(s): COSM 220, 220L or 220LE, 221, 222, 223, 224, 225

Corequisite(s): COSM 230, 230L or 230LE, 232, 233, 234, 235

Advanced level manicuring and pedicuring: Terminology and definitions; disinfection and sanitation; tools and equipment; nail cosmetics and chemistry; public health; safety; onychology; structure and function; disorders and disease; nail shapes; water and oil manicures; nail mending and repairs; silk and paper wraps; artificial nails; fiberglass and gel nails; nail art and design; hazardous waste disposal; men's manicures; arm and hand massage; pedicuring; foot and ankle massage. 3007.00

COSM 232**Chemical Services/Haircutting III**

1 unit, 1 hour lecture (GR)

Prerequisite(s): COSM 220, 220L or 220LE, 221, 222, 223, 224, 225

Corequisite(s): COSM 230, 230L or 230LE, 231, 233, 234, 235

Advanced level chemical services and haircutting: Terminology and definitions; permanent wave and relaxer chemistry; rod selection and sectioning patterns; physical and chemical actions; wrapping, timing, and text curls; neutralizing; heat, pH balanced, and men's perms; strand testing; end, spiral, loop, stacked, dropped and partial perms; base and no-base relaxers; virgin and retouch applications; application methods; smoothing; processing and neutralizing; soft curl perms; chemical blow outs; texturizers; stature, facial and head shapes; hair growth patterns; tools and equipment; sectioning; blunt and tapered haircutting; low and high elevation haircutting; clipper cutting; texturizing and slithering; combination elevation haircutting. 3007.00

COSM 233**Hairstyling Services/Haircutting III**

1 unit, 1 hour lecture (GR)

Prerequisite(s): COSM 220, 220L or 220LE, 221, 222, 223, 224, 225

Corequisite(s): COSM 230, 230L or 230LE, 231, 232, 234, 235

Advanced level hairstyling and haircutting: Terminology and definitions; scalp treatments and conditioners; brushing and manipulation; chemical styling tools; wet and thermal hairstyling; stature, facial and head shapes; hair growth patterns and distribution; tools and equipment; sectioning; blunt and tapered haircutting; low and high elevation haircutting, clipper cutting; texturizing and slithering; combination elevation haircutting. 3007.00

COSM 234**Haircolor Services/Haircutting III**

1 unit, 1 hour lecture (GR)

Prerequisite(s): COSM 220, 220L or 220LE, 221, 222, 223, 224, 225

Corequisite(s): COSM 230, 230L or 230LE, 231, 232, 233, 235

Advanced level haircolor and haircutting: Terminology and definitions; history of haircolor; scalp and hair analysis; haircolor classifications; haircolor chemistry; color developers; consultation, predisposition and strand testing; record cards; tint applications; bleach and toner applications; dying back to natural; dye removers; hennas; special effects; stature, facial and head shapes; hair growth patterns; tools and equipment; sectioning; blunt and tapered haircutting; low and high elevation haircutting; clipper cutting; texturizing and slithering; combination elevation haircutting. 3007.00

COSM 235**Facials III**

1 unit, 1 hour lecture (GR)

Prerequisite(s): COSM 220, 220L or 220LE, 221, 222, 223, 224, 225

Corequisite(s): COSM 230, 230L or 230LE, 231, 232, 233, 234

Advanced level facial and skin care: Disinfection sanitation; public health; safety precautions; tools and equipment; skin care cosmetics; skin analysis; terminology and definitions; skin cleansing; massage; plain facials; eyebrow arching; packs and masks; daytime make-up; lash and brow tinting; hair removal; false lashes; evening and corrective make-up; electrical facials; high fashion and fantasy make-up; comedone removal; chemical skin peels. 3007.00

COSM 240LE**Cosmetology Laboratory IV**

5 units, 15 hours laboratory (GR)

Prerequisite(s): COSM 230, 230LE, 231, 232, 233, 234, 235

Practical training for advanced level skills in all phases of beauty culture: Preparation for California State Board of Cosmetology examination for licensure as a cosmetologist. 3007.00

COSM 245**Introduction to Cosmetology**

2 units, 2 hours lecture (GR)

Selected topics of interest to prospective Cosmetology students: History of cosmetology, career paths for a cosmetologist, personality development and attitude, effective communication, goal setting, time management, and ethics. 3007.00

COSM 248GA-MZ**Selected Topics in Cosmetology**

0.5-9 units, 0.5-9 hours lecture, 0.5-27 hours laboratory (GR)

See section on Selected Topics. 3007.00

COSM 252**Advanced Hairstyling**

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

Recommended preparation: Current California Cosmetology License

Non-degree applicable

Course study under this section may be repeated three times.

Advanced hairstyling theory and practice: Current methods and techniques used in hairstyling, haircutting, coloring and permanent waving of hair; professionalism; salesmanship; attitudes and ethics. 3007.00

COPED 458A**Occupational Work Experience in Cosmetology**

1-4 units, hours to be arranged (GR) 3007.00



COUNSELING (COUN)**COUN 24****College Success**

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

Recommended preparation: ENGL 201B or ESL 21B

Not open for credit to students who have completed LRNRE 24.

Acceptable for credit: CSU, UC

Identification and development of resources that facilitate college success: High-performance learning utilizing information organization and management, critical-thinking and problem-solving skills, effective time management, learning styles and strategies and memory theory, goal setting and educational planning, and campus/community resources. 4930.10

CSU area E

COUN 30**Personal Growth and Development**

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

Recommended preparation: ENGL 201B or ESL 21B

Acceptable for credit: CSU

Examination of the psycho-social dynamics of personal growth: Focus on self exploration, learning to make choices, stress and coping, interpersonal relationships, origin and resolution of conflicts and the role of emotions in behavior and health; includes active personal involvement, group interaction, and self-study. 4930.10

AA/AS Area 2; CSU area E

COUN 57**Career and Life Planning**

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

Recommended preparation: ENGL 201B or ESL 21B

Not open for credit to students who have completed LRNRE 57.

Acceptable for credit: CSU, UC

In-depth career and life planning: Self-exploration, identifying values, interests, needs and goals; development of skills for assuming careers and lifestyles over the life span, influence of career choice on the quality of life, and the development of a career action plan. Designed to assist those students considering the transition of a career change or undecided about the selection of a college transfer major. 4930.10

CSU area E

COUN 200A**Orientation to College**

0.5 unit, 0.5 hour lecture (GR or P/NP)

Information for new students: College programs, policies and procedures, campus resources and assessment. 4930.10

COUN 200B**Orientation to College**

0.5 unit, 0.5 hour lecture (GR or P/NP)

Recommended preparation: COUN 200A

Educational planning and college success skills: Development of a Student Educational Plan (SEP) with a counselor and introduction to topics such as time management, study skills, note-taking, and test-taking techniques. 4930.10

COUN 201**Orientation to College: Students Success and Support Program**

1 unit, 1 hour lecture (P/NP)

Information for new students: College programs, policies and procedures, campus resources, assessment; and abbreviated Student Educational Plan (SEP). 4930.00

COUN 202**Orientation to American Culture and College**

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

Introduction to American collegiate life to immigrant and international students: Cultural issues, interpersonal communication skills, navigation of the educational system and campus resources, and strategies of effective study patterns. 4930.10

COUN 207**Career Exploration**

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

Not open for credit to students who have completed or are currently enrolled in COUN 207A, 207B, or 207C.

Career decision-making, occupational assessment, and job search: Exploration of values, skills, and goals leading to realistic career choices; practice in networking, employment research, resume preparation, and interviewing techniques. 4930.10

COUN 207A**Career Exploration**

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

Not open for credit to students who have completed or are currently enrolled in COUN 207.

Career decision making: Exploration and clarification of values, skills, and goals to facilitate informed and realistic career choices, and introduction to personal and occupational assessment tools. 4930.10

COUN 207B**Career Exploration**

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

Not open for credit to students who have completed or are currently enrolled in COUN 207.

Occupational assessment tools: Practice in networking, informational interviews, research on employment opportunities and trends, and resources used in job search. 4930.10

COUN 207C**Career Exploration**

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

Not open for credit to students who have completed or are currently enrolled in COUN 207.

Job search skills: Resumes, cover letters, telephone skills, and interviewing techniques. 4930.10

COUN 221**Preparing for College/University Transfer**

0.5-1 unit, 0.5-1 hour lecture (GR or P/NP)

In-depth information and assistance with the transfer process to four-year colleges and universities: Lower-division major and general education requirements, college/university selection, admission procedures, application deadlines, financial aid, and scholarship information. Students will receive the information necessary to develop a Student Educational Plan (SEP) for transfer. 4930.10

COUN 224**College Preparedness**

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

Recommended preparation: COUN 200A and 200B

Acquisition of college success skills: Time management, good study habits, effective note taking, goal-setting strategies, educational planning, and use of library and other learning resources. 4930.10

COUN 230**Strategies for Personal Development**

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

Examination of theories and principles of personal growth and interpersonal effectiveness: Dynamics of relationships in the areas of friendship, love, family, school, occupations and other group relations; emphasis on self exploration and developing positive coping strategies. 4930.10

AA/AS Area 2



COOKING CERTIFICATE OF PROFICIENCY (CP)

This course teaches the beginning fundamentals of cooking, safety and sanitation and nutrition.

Career Opportunities in

Cook, Pastry Commis, Cook's assistant, Food sales, Food writer, Food truck owner, Independent business owner, Teacher.

SUGGESTED COURSE SEQUENCE

First Semester (10 units):

CULIN 212	Culinary Arts Fundamental Lab or	4
CULIN 234	Introduction to Cooking Techniques	4
CULIN 214	Hospitality Careers and Skills Development	1
CULIN 215	Culinary Math Fundamentals	1
CULIN 216	Introduction to Food Science and Nutrition	1
CULIN 217	Recipe, Formula, and Food Costs	1
CULIN 218	Ingredients and Equipment	1
CULIN 219	Introduction to Sanitation	1

Second Semester (6 units):

CULIN 223	Stocks, Soups, and Sauces	1
CULIN 224	Dynamics of Heat Cooking	1
CULIN 225	Introduction to Garde Manger and Food Presentation	1
CULIN 227	Quantity Food Production Lab	3

TOTAL MAJOR UNITS:	16
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PROGRAM LEARNING OUTCOMES

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

-
- Name, describe, and define the major types and cuts of meats and poultry, fish and shellfish.
 - Demonstrate the correct procedure to sharpen a knife.
 - Prepare a food cost on a prepared food item.
-

BAKING AND PASTRY CERTIFICATE OF ACHIEVEMENT (CA)

The major in Baking and Pastry prepares students for employment in retail bakeries, and in industrial and commercial establishments as pastry cooks or bakers.

Note: This program includes frequent application of fractions, decimals, and percents. MATH 251A-B is recommended for students who want a review.

Career Opportunities in

Cook, Pastry Commis, Cook's assistant, Food sales, Food writer, Food truck owner, Independent business owner, Teacher.

SUGGESTED COURSE SEQUENCE

First Semester (11 units)

CULIN 203	Introduction to Baking	4
CULIN 204	Basic Patisserie	4
CULIN 215	Culinary Math Fundamentals	1
CULIN 216	Introduction to Food Science and Nutrition	1
CULIN 219	Introduction to Sanitation	1

Second Semester (10 units)

CULIN 205	Artisan Breads	5
CULIN 206	Advanced Cake Decorating	5

Third Semester (11 units)

CULIN 207	International Patisserie	6
CULIN 208	Confiserie (Candy and Chocolate Making)	5

Fourth Semester (11-12 units)

CULIN 33	Managing Food Sanitation	2
CULIN 209	Contemporary Plated Desserts	6
CULIN 229	Culinary Career Success Strategies	2
CULIN 233	How to Open a Baking Business	2
	or	
CULIN 217	Recipe, Formulas and Food Costs	1

TOTAL MAJOR UNITS:	43-44
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PROGRAM LEARNING OUTCOMES

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

-
- Demonstrate mastery of pastry methods and bread baking techniques.
 - Demonstrate professional work ethics and behaviors.
 - Demonstrate the ability to apply mathematical operations and read and follow both written and oral directions.
 - Using evaluative and analytical techniques, demonstrate the ability to analyze customer preferences, identify production problems and make corrections as needed.
-

RESTAURANT MANAGEMENT CERTIFICATE OF ACHIEVEMENT (CA)

The major in Restaurant Management offers technical trade theory and practical laboratory experiences in basic restaurant management and cooking procedures which prepare students for entry into the various job classifications of the industry. Students have the opportunity to demonstrate their capabilities in the operations and supervision of the food preparation facility at Laney College.

Note: This program includes frequent application of fractions, decimals, and percents. MATH 251A-B is recommended for students who want a review.

Career Opportunities in

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

SUGGESTED COURSE SEQUENCE

First Semester (10 units)

CULIN 212	Culinary Arts Fundamental Lab	4
CULIN 214	Hospitality Careers and Skills Development	1
CULIN 215	Culinary Math Fundamentals	1
CULIN 216	Introduction to Food Science and Nutrition	1
CULIN 217	Recipe, Formula, and Food Costs	1
CULIN 218	Ingredients and Equipment	1
CULIN 219	Introduction to Sanitation	1

Second Semester (9 units):

CULIN 223	Stocks, Soups, and Sauces	1
CULIN 224	Dynamics of Heat Cooking	1
CULIN 225	Introduction to Garde Manger	1
	Food Presentation	
CULIN 226	Introduction to Baking for Chefs	3
CULIN 227	Quantity Food Production Lab	3

Third Semester (14 units)

CULIN 31	Garde Manger and Contemporary American Bistro Cooking	7
CULIN 33	Managing Food Sanitation	2
CULIN 53	Nutrition for the Culinary Professionals	3
CULIN 232	Dining Room Service and Management	2

Fourth Semester (13 units)

CULIN 41	International Cuisine	7
CULIN 50	Principles of Food, Beverage, and Labor Controls	3
CULIN 51	Supervision in the Hospitality Industry	3

TOTAL MAJOR UNITS:	46
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PROGRAM LEARNING OUTCOMES

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

- Explain the rules and procedures of all the classic "Mother Sauces," including compound sauces.
- Describe food-borne illness symptoms and prevention methods.
- Demonstrate methods of food beverage and labor cost controls, and supervision in a hands-on working kitchen.

BAKING AND PASTRY ASSOCIATE IN SCIENCES (AS)

The major in Baking and Pastry prepares students for employment in retail bakeries, and in industrial and commercial establishments as pastry cooks or bakers.

Note: This program includes frequent application of fractions, decimals, and percents. MATH 251A-B is recommended for students who want a review.

Career Opportunities in

Cook, Pastry Commis, Cook's assistant, Food sales, Food writer, Food truck owner, Independent business owner, Teacher.

SUGGESTED COURSE SEQUENCE

First Semester (11 units)

CULIN 203	Introduction to Baking	4
CULIN 204	Basic Patisserie	4
CULIN 215	Culinary Math Fundamentals	1
CULIN 216	Introduction to Food Science and Nutrition	1
CULIN 219	Introduction to Sanitation	1

Second Semester (10 units)

CULIN 205	Artisan Breads	5
CULIN 206	Advanced Cake Decorating	5

Third Semester (11 units)

CULIN 207	International Patisserie	6
CULIN 208	Confiserie (Candy and Chocolate Making)	5

Fourth Semester (11-12 units)

CULIN 33	Managing Food Sanitation	2
CULIN 209	Contemporary Plated Desserts	6
CULIN 229	Culinary Career Success Strategies	2
CULIN 233	How to Open a Baking Business	2
	or	
CULIN 217	Recipe, Formulas and Food Costs	1

TOTAL MAJOR UNITS: 43-44

For Associate Degree General Education requirements, refer to pagepage 115.

PROGRAM LEARNING OUTCOMES

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

-
- Demonstrate mastery of pastry methods and bread baking techniques.
 - Demonstrate professional work ethics and behaviors.
 - Demonstrate the ability to apply mathematical operations and read and follow both written and oral directions.
 - Using evaluative and analytical techniques, demonstrate the ability to analyze customer preferences, identify production problems and make corrections as needed.
-

RESTAURANT MANAGEMENT ASSOCIATE IN SCIENCES (AS)

The major in Restaurant Management offers technical trade theory and practical laboratory experiences in basic restaurant management and cooking procedures which prepare students for entry into the various job classifications of the industry. Students have the opportunity to demonstrate their capabilities in the operations and supervision of the food preparation facility at Laney College.

Note: This program includes frequent application of fractions, decimals, and percents. MATH 251A-B is recommended for students who want a review.

Career Opportunities in

Cook, Pastry Commis, Cook's assistant, Food sales, Food writer, Food truck owner, Independent business owner, Teacher.

SUGGESTED COURSE SEQUENCE

First Semester (10 units)

CULIN 212	Culinary Arts Fundamental Lab	4
CULIN 214	Hospitality Careers and Skills Development	1
CULIN 215	Culinary Math Fundamentals	1
CULIN 216	Introduction to Food Science and Nutrition	1
CULIN 217	Recipe, Formula, and Food Costs	1
CULIN 218	Ingredients and Equipment	1
CULIN 219	Introduction to Sanitation	1

Second Semester (9 units):

CULIN 223	Stocks, Soups, and Sauces	1
CULIN 224	Dynamics of Heat Cooking	1
CULIN 225	Introduction to Garde Manger and Food Presentation	1
CULIN 226	Introduction to Baking for Chefs	3
CULIN 227	Quantity Food Production Lab	3

Third Semester (14 units)

CULIN 31	Garde Manger and Contemporary American Bistro Cooking	7
CULIN 33	Managing Food Sanitation	2
CULIN 53	Nutrition for the Culinary Professionals	3
CULIN 232	Dining Room Service and Management	2

Fourth Semester (13 units)

CULIN 41	International Cuisine	7
CULIN 50	Principles of Food, Beverage, and Labor Controls	3
CULIN 51	Supervision in the Hospitality Industry	3

TOTAL MAJOR UNITS: 46

For Associate Degree General Education requirements, refer to page 115.

PROGRAM LEARNING OUTCOMES

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

- Explain the rules and procedures of all the classic "Mother Sauces," including compound sauces.
- Describe food-borne illness symptoms and prevention methods.
- Demonstrate methods of food beverage and labor cost controls, and supervision in a hands-on working kitchen.

CULINARY ARTS (CULIN)

The two certificate programs (majors) in this department are **Baking and Pastry** and **Restaurant Management**. They provide students with the knowledge, skills, and attitudes which enhance successful employment in the various job classifications of the Culinary Arts industry. The programs include pre-employment courses, supervised experience prior to employment, extension classes, and short-term workshops for upgrading skills. Many classes are approved by Retail Bakers Association (RBA) and National Restaurant Association (NRA).

CULIN 31

Garde Manger and Contemporary American Bistro Cooking

7 units, 3 hours lecture, 12 hours laboratory (GR)

Prerequisite(s): CULIN 223, 224, 225, 226, 227, 255

Corequisite(s): CULIN 33, 53, 232

Appropriate department dress code and T.B. clearance required.

Acceptable for credit: CSU

Introduction to professional fine-dining restaurant food service: Emphasis on a la carte cooking and garde manger; hands-on lab experience in a working restaurant incorporating contemporary American cooking techniques and theories. 1306.30

CULIN 33

Managing Food Sanitation

2 units, 2 hours lecture (GR)

TB clearance required.

Acceptable for credit: CSU

Advanced theory and principles of food sanitation: Safe food handling and storage, HACCP program planning, OSHA regulations, and personal hygiene and safety; preparation for NRA SERVSAFE certification exam. 1306.30

CULIN 41

International Cuisine

7 units, 3 hours lecture, 12 hours laboratory (GR)

Prerequisite(s): CULIN 31, 33, 53, 232

Corequisite(s): CULIN 50, 51

Appropriate department dress code and T.B. clearance required.

Acceptable for credit: CSU

Introduction to professional fine-dining restaurant food service: Emphasis on a la carte cooking; hands-on lab experience in a working restaurant incorporating international cooking techniques and theories. 1306.30

CULIN 48GA-MZ

Selected Topics in Culinary Arts

0.5-9 units, 0.5-9 hours lecture, 0.5-27 hours laboratory (GR)

Acceptable for credit: CSU

See section on Selected Topics. 1306.30

CULIN 50

Principles of Food, Beverages, and Labor Controls

3 units, 3 hours lecture (GR)

Prerequisite(s): CULIN 31, 33, 53, 232

Corequisite(s): CULIN 41, 51

TB clearance required.

Course can lead to National Restaurant Association Education Foundation certification.

Open to non-degree hospitality and culinary arts industry professionals.

Acceptable for credit: CSU

Advanced theory and techniques of food-service management: Emphasis on food, beverage, and labor cost controls. 1306.30

CULIN 51

Supervision in the Hospitality Industry

3 units, 3 hours lecture (GR)

Prerequisite(s): CULIN 31, 33, 53, 232

Corequisite(s): CULIN 41, 50

TB clearance required.

Acceptable for credit: CSU

Advanced theory and techniques of food-service workforce management: Theories and principles of human relations and personnel management skills. 1307.10

CULIN 53

Nutrition for Culinary Professionals

3 units, 3 hours lecture (GR)

Prerequisite(s): CULIN 223, 224, 225, 226, 227

Corequisite(s): CULIN 31, 33, 232

TB clearance required.

Acceptable for credit: CSU

Introduction to the basic elements of nutrition: Nutritional menu planning, developing healthy recipes, and marketing good nutrition to the public. 1306.30

CULIN 200

Special Projects Laboratory

1-2 units, 3-6 hours laboratory (GR or P/NP)

Instructor approval required

Recommended preparation: Two semesters of any Culinary Arts baking courses or equivalent

Course study under this section may be repeated three times.

Open laboratory for upgrading of specific culinary skills, and selected culinary projects. 1306.30

CULIN 203

Introduction to Baking

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

Corequisite(s): CULIN 204, 215, 216, and 219

Recommended preparation: ESL 203A or 208A or ENGL 268A

Fundamental theories, techniques, processes and methods in baking and pastry production: Basic principles, including history of the industry, identification of equipment and ingredients, weights and measurements, safety and sanitation, basic formulas and production. 1306.30

CULIN 204**Basic Patisserie**

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

Corequisite(s): CULIN 203, 215, 216, and 219

Recommended preparation: ESL 203A or 208A or ENGL 268A

Introduction to baking theory and practice: Organization of work and production; classical to modern techniques for cakes, pies, tarts, and cookie-making methods. 1306.30

CULIN 205**Artisan Breads**

5 units, 2 hours lecture, 9 hours laboratory (GR)

Prerequisite(s): CULIN 203, 204, 215, 216, and 219

Corequisite(s): CULIN 206

Introduction to artisan bread making: Science of baking, vocabulary of bread, various mixing and baking methods, preferments, sourdough starters with natural yeast, and flatbreads. 1306.30

CULIN 206**Advanced Cake Decorating**

5 units, 2 hours lecture, 9 hours laboratory (GR)

Prerequisite(s): CULIN 203, 204, 215, 216, and 219

Corequisite(s): CULIN 205

Advanced cake decorating techniques: Speed and accuracy of cake assembly, production of fillings and creams, design projection, salutations, borders, floral piping, wedding cakes. 1306.30

CULIN 207**International Patisserie**

6 units, 2 hours lecture, 12 hours laboratory (GR)

Prerequisite(s): CULIN 205 and 206

Corequisite(s): CULIN 208

Application of advanced baking and pastry methods: Set up, design and preparation of buffet, preparation of international pastries including French, Italian, Austrian, and Asian. 1306.30

CULIN 208**Confiserie (Candy and Chocolate Making)**

5 units, 2 hours lecture, 9 hours laboratory (GR)

Prerequisite(s): CULIN 205 and 206

Corequisite(s): CULIN 207

Introduction to the principles involved in candy and chocolate making: Tempering chocolate, creating confections with a variety of centers, techniques in creating brittles, nougats, and marshmallows. 1306.30

CULIN 209**Contemporary Plated Desserts**

6 units, 2 hours lecture, 12 hours laboratory (GR)

Prerequisite(s): CULIN 207 and 208

Corequisite(s): CULIN 33, 217, and 229

Capstone course requiring creation and presentation of plated desserts: Application of advanced frozen desserts and ice creams, seasonally attractive presentations and specialized diet modifications. 1306.30

CULIN 212**Culinary Arts Fundamentals Lab**

4 units, 12 hours laboratory (GR)

Corequisite(s): CULIN 214, 215, 216, 217, 218, and 219

TB clearance required.

Introductory practical experience in food production: Breakfast cookery, cold-food production, grill and fry cooking, and retail service. 1306.30

CULIN 214**Hospitality Careers and Skills Development**

1 unit, 1 hour lecture (GR)

Corequisite(s): CULIN 212, 215, 216, 217, 218, and 219

TB clearance required.

Introduction to the hospitality industry: Culinary and hospitality industry vocabulary, basic culinary math principles, careers in the field, and job retention skills. 1307.00

CULIN 215**Culinary Math Fundamentals**

1 unit, 1 hour lecture (GR)

Corequisite(s): CULIN 212, 214, 216, 217, 218, and 219

Culinary math fundamentals: Theory and application of mathematics used in the hospitality industry. 1306.30

CULIN 216**Introduction to Food Science and Nutrition**

1 unit, 1 hour lecture (GR)

Corequisite(s): CULIN 212, 214, 215, 217, 218, and 219

TB clearance required.

Theory and application of chemistry and physics to the storage, processing, preparation and cooking of food: Relationship of food to the biology of the human body. 1306.30

CULIN 217**Recipe, Formula, and Food Costs**

1 unit, 1 hour lecture (GR)

Corequisite(s): CULIN 212, 214, 215, 216, 218, and 219

TB clearance required.

Development and standardization of food production: Techniques in relation to planning and quality. 1306.30

CULIN 218**Ingredients and Equipment**

1 unit, 1 hour lecture (GR)

Corequisite(s): CULIN 212, 214, 215, 216, 217, and 219

TB clearance required.

Introduction to the tools and products of food production: Storage, and handling and processing of food. 1306.30

CULIN 219**Introduction to Sanitation**

1 unit, 1 hour lecture (GR)

Corequisite(s): CULIN 212, 214, 215, 216, 217, and 218

TB clearance required.

Introduction to food sanitation in the hospitality industry: Safe food handling, HACCP plan development, and personal hygiene and safety. 1306.30

CULIN 223**Soups, Stocks and Sauces**

1 unit, 1 hour lecture (GR)

Prerequisite(s): CULIN 212, 214, 215, 216, 217, 218, and 219

Corequisite(s): CULIN 224, 225, 226, and 227

TB clearance required.

Introduction to soups, stocks and sauces: Quantity hot-food production of basic stocks, sauces and soups. 1306.30

CULIN 224**Dynamics of Heat Cooking**

1 unit, 1 hour lecture (GR)

Prerequisite(s): CULIN 212, 214, 215, 216, 217, 218, and 219

Corequisite(s): CULIN 223, 225, 226, and 227

TB clearance required.

Introduction to dry-heat and wet-heat cooking techniques: Boiling, braising, sautéing, grilling, baking, roasting, simmering, steaming, poaching, and broiling; fundamentals and methods of heat transfer. 1306.30

CULIN 225**Introduction to Garde Manger and Food Presentation**

1 unit, 1 hour lecture (GR)

Prerequisite(s): CULIN 212, 214, 215, 216, 217, 218, and 219

Corequisite(s): CULIN 223, 224, 226, and 227

TB clearance required.

Introduction to quantity cold-food production, display, food art, and plate presentation: Salads, sandwiches, cheeses, deli meats, non-meat proteins, and restaurant dessert presentations. 1306.30

CULIN 226**Introduction to Baking for Chefs**

3 units, 1.5 hours lecture, 40.5 hours laboratory (GR)

Prerequisite(s): CULIN 212, 214, 215, 216, 217, 218, and 219

Corequisite(s): CULIN 223, 224, 225, and 227

TB clearance required.

Introduction to baking for chefs: Basic doughs and batters, yeast products, and cookies and cakes. 1306.30

CULIN 227**Quantity Food Production Lab**

3 units, 9 hours laboratory (GR)

Prerequisite(s): CULIN 212, 214, 215, 216, 217, 218, and 219

Corequisite(s): CULIN 223, 224, 225, and 226

TB clearance required.

Food preparation and cooking methods focusing on quantity hot-food production: Use of food production tools and equipment, use of standardized recipes, food display, and application of speed and accuracy in food production. 1306.30

CULIN 229**Culinary Career Success Strategies**

2 units, 2 hours lecture (GR)

Preparation for work and career success in the Culinary Arts: Writing resumes with cover letters, interviewing techniques, filling out job applications, phone etiquette, investigating job search resources, management responsibilities. 1306.30

CULIN 232**Dining Room Service and Management**

2 units, 2 hours lecture (GR)

Prerequisite(s): CULIN 223, 224, 225, 226, and 227

Corequisite(s): CULIN 31, 33, and 53

Contemporary and classical dining service and management: Fine art of hospitality, dining room management, steps to "service progression," bar and beverage service, quick- and full-service restaurant operations, and management and supervision. 1307.00

CULIN 233**How to Open a Baking Business**

2 units, 2 hours lecture (GR)

Preparation for opening a bakery business: Emphasis in math, accounting, investment, financing, budgeting, food cost and pricing. 1306.30

CULIN 234**Introduction to Cooking Techniques**

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

Offered in Summer Session

Food preparation of and terminology: Basic preparation of salads, sandwiches, breakfast cooking and knife cuts, sanitation and safety; professional responsibilities. 1306.30

CULIN 248GA-MZ**Selected Topics in Culinary Arts**

0.5-9 units, 0.5-9 hours lecture, 0.5-27 hours laboratory (GR)

See section on Selected Topics. 1306.30

COPED 472B**Occupational Work Experience in Culinary Arts/
Baking**

1-4 units, hours to be arranged (GR) 1306.31

COPED 472C**Occupational Work Experience in Culinary Arts/
Cooking**

1-4 units, hours to be arranged (GR) 1306.32



DANCE ASSOCIATE OF ARTS (AA)

The Department of Dance offers an Associate Arts Degree in dance that provides an extensive curriculum in dance theory and practice which meets most of the CSU, UC transfer requirements. The A.A. program gives an interdisciplinary concentration to students through dance in the context of a broader education within the Liberal Arts. Students have opportunities in dance composition; performance; production; historical and cultural perspectives; study abroad/global exchange; multimedia forms of expression and other integrating technologies. Completion of the A.A. program prepares students to pursue various careers in the performing arts and, with additional courses, transfer into higher education. For the Associate Arts Dance Degree, students must complete the General Education pattern, and the degree major course work for a total of 60 units. Students wishing to continue to transfer to the CSU or UC system should meet with a counselor to develop a transfer plan which addresses all general education and lower-division transfer requirements.

Career Opportunities in

Transfer to Post-secondary Performing Arts Program, College and Universities. Dance/Fitness instructor opportunities (private and public dance studios, after school programs, seasonal long and short-term arts programs, gyms, academic arts settings). Choreography and Performance opportunities (dance companies, media/video, performing arts programs, etc).

SUGGESTED COURSE SEQUENCE

Core Courses (9 units):

DANCE 1	History of Dance	3
DANCE 6	Dance Production	3
DANCE 8A	Dance Composition and Choreography	3

Required Activity Courses (7 units):

DANCE 60	Ballet I	1
DANCE 64	Jazz Dance	1
DANCE 68	Modern Dance I	1

Select one of the following:

DANCE 61	Ballet II	1
	or	
DANCE 77	West African Dance II	1
	or	
DANCE 81	Haitian Dance II	1

Select one of the following:

DANCE 65	Jazz Dance II	2
	or	
DANCE 69	Modern Dance II	2

Select one of the following:

DANCE 76	West African Dance I	1
	or	
DANCE 80	Haitian Dance I	1

Select 3 units from the following (3 units):

DANCE 5	Rhythmic Analysis	2
DANCE 7	Dance Study Abroad	3-5
DANCE 61	Ballet II	1
DANCE 62	Ballet III	1
DANCE 63	Ballet IV	1
DANCE 65	Jazz Dance II	2
DANCE 66	Jazz Dance III	2
DANCE 67	Jazz Dance IV	2
DANCE 69	Modern Dance II	2
DANCE 70	Modern Dance III	2
DANCE 71	Modern Dance IV	2
DANCE 72	Jazz Tap I	1
DANCE 73	Jazz Tap II	1
DANCE 76	West African Dance I	1
DANCE 77	West African Dance II	1
DANCE 78	West African Dance III	1
DANCE 79	West African Dance IV	1
DANCE 80	Haitian Dance I	1
DANCE 81	Haitian Dance II	1
DANCE 82	Haitian Dance III	1
DANCE 83	Haitian Dance IV	1

TOTAL MAJOR UNITS: 19

For Associate Degree General Education requirements, refer to page 115.

PROGRAM LEARNING OUTCOMES

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

- **Communication:** Students will be able to analyze, write and speak about historical, theoretical and cultural dimensions of multiple dance genres.
- **Dance Mechanics:** Students will recognize and apply basic anatomical and kinesthetic structure and function for more efficient and sustainable dancing.
- **Choreography:** Students will develop an articulate individual choreographic voice by expressing themselves creatively through dance composition and performance.
- **Musicality:** Students will identify, analyze and demonstrate movement as related to musical structure.

DANCE (DANCE)

Our mission is to provide an extensive curriculum in dance theory and practice that is socially and culturally inclusive through which students can experience a wide range of dance perspectives, genres, develop their choreographic voice, and explore freedom of movement while preserving the history and integrity of the dance discipline.

DANCE 1**History of Dance**

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

Offered Fall Semester

Acceptable for credit: CSU, UC

Survey of Dance History: Topics in classical, contemporary, social, and traditional dance; the works of major choreographers of the twentieth century; discussion and analysis of dance within its cultural context. 1008.00

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

DANCE 5**Rhythmic Analysis**

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

Offered Fall Semester.

Course study under this section may be repeated one time.

Acceptable for credit: CSU, UC

Rhythmic analysis of movement and musical forms accompanying dance: Moving rhythmic patterns and metric combinations. 1008.00
CSU area C1

DANCE 6**Dance Production**

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

Offered Spring Semester.

Course study under this section may be repeated one time.

Acceptable for credit: CSU, UC

Development of elements, specific tasks necessary for production and performance: Planning, preparation and evaluation of student and faculty compositions. 1008.00

DANCE 7**Dance Study Abroad**

3-5 units, 2-3 hours lecture, 3-6 hours laboratory (GR)

Recommended preparation: At least one semester of dance technique lab offering specific to country of study. AFRAM 32 or ANTHR 3 or DANCE 1 or ETHST 1.

Course study under this section may be repeated three times.

Acceptable for credit: CSU

Study of dance via travel to country of origin: Spiritual values, history, language, folklore and research of cultural life cycles as reflected in the region of study. 1008.00

DANCE 8A**Dance Composition and Choreography**

3 units, 1 hour lecture, 6 hours laboratory (GR)

Prerequisite(s): DANCE 64

Recommended preparation: DANCE 68

Acceptable for credit: CSU, UC

Study and development of skills, technique, choreographic devices and elements for dance composition: Improvisation, accompaniment, ideas culminating in the presentation of original movement or performance and evaluation. 1008.00

DANCE 48GA-MZ**Selected Topics in Dance**

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC♦

See section on Selected Topics. 1008.00

DANCE 49**Independent Study in Dance**

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

Acceptable for credit: CSU, UC♦

See section on Independent Study. 1008.00

DANCE 60**Ballet I**

1 unit, 3 hours laboratory (GR)

Acceptable for credit: CSU, UC

Study and development of beginning skills and techniques of ballet: Including body alignment, placement, positions of the feet, carriage of the arms and musicality. 1008.00

DANCE 61**Ballet II**

1 unit, 3 hours laboratory (GR)

Prerequisite(s): DANCE 60

Acceptable for credit: CSU, UC

Intense study and development of skills and techniques of ballet: Including body alignment, placement, positions of the feet, carriage of the arms, musicality and movement quality. 1008.00

DANCE 62**Ballet III**

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

Acceptable for credit: CSU, UC

Intense study and development of skills and techniques of ballet of an advanced / intermediate level: Including continued study of classical alignment, adagio, petit and grand allegro. 1008.00

DANCE 63**Ballet IV**

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

Acceptable for credit: CSU, UC

Intense study and development of skills and techniques of advanced ballet: Including body alignment, placement, positions of the feet, advanced adagio, advanced petit and grand allegro, and classical variations. 1008.00

DANCE 64**Jazz Dance I**

1 unit, 3 hours laboratory (GR)
Acceptable for credit: CSU, UC

Study and development of the skills and techniques of jazz dance: Development of beginning to intermediate level of proficiency in skills related to rhythm, dance production, stagecraft and choreography. 1008.00

DANCE 65**Jazz Dance II**

2 unit, 1 hour lecture, 3 hours laboratory (GR)
Prerequisite(s): DANCE 64
Acceptable for credit: CSU, UC

Study and development of the skills and techniques of jazz dance: Development of intermediate to advanced skills/knowledge related to body awareness and body mechanics, musicality, choreography and evolution of jazz dance forms. 1008.00

DANCE 66**Jazz Dance III**

2 unit, 1 hour lecture, 3 hour laboratory (GR)
Recommended preparation: DANCE 65 or instructor approval
Acceptable for credit: CSU, UC

Study and development of the skills and techniques of jazz dance: Intermediate-advanced proficiency in dance mechanics, dance anatomy, musicality, jazz dance choreography, dance production, stage performance and dance history. 1008.00

DANCE 67**Jazz Dance IV**

2 unit, 1 hour lecture, 3 hour laboratory (GR)
Recommended preparation: DANCE 66 or instructor approval
Acceptable for credit: CSU, UC

Study and development of the skills and techniques of jazz dance: Advanced proficiency in dance mechanics, dance anatomy, musicality, jazz dance choreography, dance production, stage performance and dance history. 1008.00

DANCE 68**Modern Dance I**

1 unit, 3 hours laboratory (GR)
Acceptable for credit: CSU, UC

Study and development of the beginning skills and techniques emphasizing the evolution of modern dance from its origins to present day. 1008.00

DANCE 69**Modern Dance II**

2 unit, 1 hour lecture, 3 hour laboratory (GR)
Prerequisite(s): DANCE 68
Acceptable for credit: CSU, UC

Study and development of the intermediate skills and technique in Modern dance: Emphasizing the evolution of modern dance from its origins to present day and the development of individual movement styles. 1008.00

DANCE 70**Modern Dance III**

2 unit, 1 hour lecture, 3 hour laboratory (GR)
Prerequisite(s): DANCE 69
Acceptable for credit: CSU, UC

Study and development of the advanced/intermediate skills and technique in Modern dance: Emphasizing proficiency in dance mechanics, dance anatomy, history, the development of choreography, individual movement styles and performance. 1008.00

DANCE 71**Modern Dance IV**

2 unit, 1 hour lecture, 3 hour laboratory (GR)
Prerequisite(s): DANCE 70
Acceptable for credit: CSU, UC

Study and development of the advanced skills and technique in Modern dance: Emphasizing proficiency in dance mechanics, dance anatomy, the historical, philosophical and social evolution of modern dance from its origins to present day, choreography, performance and repertory work. 1008.00

DANCE 72**Jazz Tap I**

1 unit, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Study and development of the beginning skills and techniques of Jazz Tap dance: Evolution of tap dance from its African origins to the present and its influence on jazz dance. 1008.00

DANCE 73**Jazz Tap II**

1 unit, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Intense study and development of the beginning/intermediate skills and techniques of Jazz Tap dance: Evolution of tap dance from its African origins to the present; influence on jazz dance; study and development of related skills and techniques. 1008.00

DANCE 76**West African Dance I**

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

Acceptable for credit: CSU, UC

Study of the skills and techniques of traditional West African dance forms: History, folklore, culture, language, and costumes of various indigenous ethnic groups. 1008.00

DANCE 77**West African Dance II**

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

Acceptable for credit: CSU, UC

Intense study of the skills and techniques of traditional West African dance forms: History, folklore, culture, language, and costumes of various indigenous ethnic groups. 1008.00

DANCE 78**West African Dance III**

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

Acceptable for credit: CSU, UC

Intense study of the skills and techniques of traditional West African dance forms from Senegal and Guinea: History, folklore, culture, language, and costumes of various indigenous ethnic groups. 1008.00

DANCE 79**West African Dance IV**

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

Acceptable for credit: CSU, UC

Intense study of the skills and techniques of traditional West African dance forms from Mali and Liberia: History, folklore, culture, language, and costumes of various indigenous ethnic groups. 1008.00

DANCE 80**Haitian Dance I**

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

Acceptable for credit: CSU, UC

Study and development of skills and techniques in African Haitian Dance: Music and rhythm identification rooted in the social, cultural and historical context of African and Caribbean dance; technical foundation based in Katherine Dunham technique. 1008.00

DANCE 81**Haitian Dance II**

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

Acceptable for credit: CSU, UC

Further study and development of the skills and techniques in traditional Haitian dance: Body alignment, placement, cultural significance, musicality and movement quality. 1008.00

DANCE 82**Haitian Dance III**

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

Acceptable for credit: CSU, UC

Intense study of the skills and techniques in Haitian dance of an advanced/intermediate level, with a specific focus on specific regions of Haiti. 1008.00

DANCE 83**Haitian Dance IV**

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

Acceptable for credit: CSU, UC

Intense study and development of the skills and techniques of intermediate/advanced Haitian dance: Including body alignment, placement, singing while dancing, performance, with a focus on regional variations of Haitian dance from the Congo Nation as well as Social dances of Haiti. 1008.00

DANCE 248GA-MZ**Selected Topics in Dance**

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR or P/NP)

See section on Selected Topics. 1008.00

ECONOMICS (ECON)

Economics is the social scientific study of how individuals, organizations and societies produce and consume goods, services and resources now and in the future. Through the economics courses offered at Laney College, students will develop a better understanding of the choices we make as individuals and societies regarding the development and use of resources and their multifarious impacts in the microsphere and macrosphere.

ECON 1

Principles of Economics (Macro-Economics)

3 units, 3 hours lecture (GR)

Prerequisite(s): MATH 203 or MATH 211D

Acceptable for credit: CSU, UC

Introductory economic concepts: Measurements of national income and production; causes of inflation, recession and depression; money and banking; government monetary and fiscal (spending and taxation) policies; stabilization techniques; economic growth; history of economic thought and philosophy. 2204.00

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

ECON 2

Principles of Economics (Micro-Economics)

3 units, 3 hours lecture (GR)

Prerequisite(s): MATH 203 or MATH 211D

ECON 1 is not prerequisite to ECON 2.

Acceptable for credit: CSU, UC

Principles of micro-economics: Forms of business organization, theory of the firm within competitive and noncompetitive markets, distribution of income, poverty, labor issues, agriculture. 2204.00

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

ECON 48GA-MZ

Selected Topics in Economics

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR or P / NP)

Acceptable for credit: CSU, UC ♦

See section on Selected Topics. 2204.00

ECON 248GA-MZ

Selected Topics in Economics

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR or P / NP)

See section on Selected Topics. 2204.00



ELECTRONICS AND COMMUNICATIONS TECHNOLOGY

CERTIFICATE OF PROFICIENCY (CP)

Home and building automation is one of the fastest growing industries, and this program 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 in

Provides an opportunity for students to upgrade their skills in Digital Communication in conjunction with the industry requirements, in roles such as System Technician, Service Technician, Splicing Technician, Premise Technician, System Engineers, Help Desk support, and Call Center support.

SUGGESTED COURSE SEQUENCE

Core Courses (17 units):			
E/ET 206	Cabling Technician	4	E/ET 224 Security and Fire Alarm Systems 3
E/ET 214B	Electronics II	4	E/ET 225 Sound and Communication Technology 3
E/ET 220	Electronics I	3	TOTAL REQUIRED UNITS: 17

PROGRAM LEARNING OUTCOMES

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

- Analyze the requirements and design of electronics and communication (data) cabling installation.
- Demonstrate the use of copper media and fiber optics, installing cable safely and efficiently, and identifying emerging technologies that affect the design and implementation of cabled multi-media networks.
- Obtain skills needed to test, locate, and correct faults within cable and/or cable installation and providing customer support home and building.

ELECTRICIAL TECHNOLOGY CERTIFICATE OF ACHIEVEMENT (CA)

Preparation of students for employment on new and remodeled electrical systems work in residential, light commercial and heavy commercial installation: Employability skills, residential and commercial wiring methods, and electrical system design and estimating skills. Students gain broad-based background skills and hands-on experience wiring typical residential and commercial scenarios. Basic to all topics is the observance and practice of electrical safety for workers and installation of electrical in accordance with the National Electrical Code.

Career Opportunities in

Students will be employable in many areas of technology and various industries such as energy efficiency, solar photovoltaic renewables, Advanced Lighting Controls—Tile 24 new requirements, digital communications, energy audit, smart homes, electrical systems, lighting systems, motor controls, and many more. In these industries, students will take the role of Solar PV installers, commercial and residential wiring technicians, lighting systems installers and testers, machine wiring and controls, data lines technicians, communications and smart devices, security and fire alarm technicians.

SUGGESTED COURSE SEQUENCE

First Semester (8 units):

E/ET 203	Basic Electricity	3
E/ET 204	Technical Mathematics for Electricians	3
E/ET 223	CAL-OSHA 30-Hour Construction Industry Training	2

Second Semester (9 units):

E/ET 208	Introduction to Photovoltaics	3
E/ET 217	Residential House Wiring	3
E/ET 226	Lighting Efficiency Technology	3

Third Semester (8 units):

E/ET 207A	National Electrical Code for Electricians 1	3
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E/ET 218	Commercial Electrical Wiring	3
E/ET 221	Motors and Drives	2

Fourth Semester (5 units):

E/ET 207B	National Electrical Code for Electricians 2	3
E/ET 227	Customer Service for the Building Trades	2

TOTAL REQUIRED UNITS:	30
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PROGRAM LEARNING OUTCOMES

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

- Explain basic principles of electron theory, current flow, Ohm's and Kirchoff's Laws, and how resistors, inductors, and capacitors interact in both DC and AC circuits.
- Solve algebraic and trigonometric equations to solve for typical circuit measurements as they apply to the course content.
- Demonstrate safe and proper usage of laboratory and field electrical metering equipment to identify voltage, amperage, and resistive values.
- Demonstrate the safe and proper use of common electrical construction hand and power tools while installing residential and commercial wiring in mock walls and on motor control test stations.
- Explain the theory and operation to Photovoltaic power generation and safely apply it to the installation of photovoltaic modules and system components on mock roofs and ground/slab mount rail systems following the national Electrical Code.
- Analyze collected solar installation site data, design the installation, and select equipment size and type to produce projected performance of the installed photovoltaic system.
- Locate Code citations (from the National Electrical Code book) pertaining to specific field problems and describe the intent of each Code Article as to how it applies to electrical construction.
- Calculate quantities and types of electrical materials required for projects and provide cost analysis and labor hours required for estimating and bidding purposes pertaining to residential, commercial, and photovoltaic installations.

ELECTRICIAL TECHNOLOGY ASSOCIATE IN SCIENCES (AS)

Preparation of students for employment on new and remodeled electrical systems work in residential, light commercial and heavy commercial installation: Employability skills, residential and commercial wiring methods, and electrical system design and estimating skills. Students gain broad-based background skills and hands-on experience wiring typical residential and commercial scenarios. Basic to all topics is the observance and practice of electrical safety for workers and installation of electrical in accordance with the National Electrical Code.

Career Opportunities in

Students will be employable in many areas of technology and various industries such as energy efficiency, solar photovoltaic renewables, Advanced Lighting Controls—Tile 24 new requirements, digital communications, energy audit, smart homes, electrical systems, lighting systems, motor controls, and many more. In these industries, students will take the role of Solar PV installers, commercial and residential wiring technicians, lighting systems installers and testers, machine wiring and controls, data lines technicians, communications and smart devices, security and fire alarm technicians.

SUGGESTED COURSE SEQUENCE

First Semester (8 units):			Fourth Semester (5 units):		
E/ET 203	Basic Electricity	3	E/ET 207B	National Electrical Code for Electricians 2	3
E/ET 204	Technical Mathematics for Electricians	3	E/ET 227	Customer Service for the Building Trades	2
E/ET 223	CAL-OSHA 30-Hour Construction Industry Training	2	TOTAL REQUIRED UNITS:		
			30		
Second Semester (9 units):			<i>For Associate Degree General Education requirements, refer to page 115.</i>		
E/ET 208	Introduction to Photovoltaics	3			
E/ET 217	Residential House Wiring	3			
E/ET 226	Lighting Efficiency Technology	3			
Third Semester (8 units):					
E/ET 207A	National Electrical Code for Electricians 1	3			
E/ET 218	Commercial Electrical Wiring	3			
E/ET 221	Motors and Drives	2			

PROGRAM LEARNING OUTCOMES

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

- Explain basic principles of electron theory, current flow, Ohm’s and Kirchoff’s Laws, and how resistors, inductors, and capacitors interact in both DC and AC circuits.
- Solve algebraic and trigonometric equations to solve for typical circuit measurements as they apply to the course content.
- Demonstrate safe and proper usage of laboratory and field electrical metering equipment to identify voltage, amperage, and resistive values.
- Demonstrate the safe and proper use of common electrical construction hand and power tools while installing residential and commercial wiring in mock walls and on motor control test stations.
- Explain the theory and operation to Photovoltaic power generation and safely apply it to the installation of photovoltaic modules and system components on mock roofs and ground/slab mount rail systems following the national Electrical Code.
- Analyze collected solar installation site data, design the installation, and select equipment size and type to produce projected performance of the installed photovoltaic system.
- Locate Code citations (from the National Electrical Code book) pertaining to specific field problems and describe the intent of each Code Article as to how it applies to electrical construction.
- Calculate quantities and types of electrical materials required for projects and provide cost analysis and labor hours required for estimating and bidding purposes pertaining to residential, commercial, and photovoltaic installations.

ELECTRICITY/ELECTRONICS TECHNOLOGY (E/ET)

The Electricity and Electronics Technology (E/ET) Department at Laney College is a training center providing Technical Education to the students to enter the demanding job markets. The reputation of the department as a quality educational provider that is responsive to students' and industries' needs, establishes the department as a regional model for delivering technical education. Student learning and academic success is department's highest priority. Access to the State of California Certification (Licensing) of Electricians is available at Laney College (State Site #172) through the state recognized "Electrical Trainee" program including all state-required courses (eleven in total). CALCTP (California Advanced Lighting Controls Training Program) courses such as AT-T (Acceptance Test Technicians) are taught and certified by CALCTP.

E/ET 11

Commercial Electricity for HVAC

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR)

Recommended preparation: E/ET 202 and ECT 214

Acceptable for credit: CSU

Introduction to advanced commercial electricity for heating and air conditioning: High voltage single-phase and three-phase, transformers, capacitors, HVAC system controls, motor controls, HVAC electrical schematic diagrams, instrumentation, national codes and safety. 0946.00

E/ET 31

Introduction to DDC Hardware for Building Automation Systems

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

Prerequisite(s): E/ET 202 and ECT 214

Not open for credit to students who have completed or are currently enrolled in ECT 31.

Acceptable for credit: CSU

Introduction to basic microprocessor/microcontroller operations: Analog and digital, input and output interfaces. Microprocessor and microcontroller hardware and some simple process control software routines. Introduction to Programmable Logic Controllers (PLCs). 0946.00

E/ET 33

Control Systems Networking for Building Automation

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

Prerequisite(s): E/ET 37 or ECT 37

Not open for credit to students who have completed or are currently enrolled in ECT 33.

Acceptable for credit: CSU

Introduction to global and local communication networks: Emphasis on design, installation and troubleshooting for building control systems using direct digital control systems. 0946.00

E/ET 37

Introduction to PC Hardware and Software for Building Technicians

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

Not open for credit to students who have completed or are currently enrolled in ECT 37.

Acceptable for credit: CSU

Introduction to computer hardware and software: Practical computer skills, including computer components and functions; basics of Windows competency and file structure system; Excel, Visio and databases; Internet protocols and Ethernet cabling basics. 0946.00

AA/AS area 4c

E/ET 202

Fundamentals of Electricity for ECT

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

Introduction to basic concepts of electricity: Ohm's law, power, electrical circuits, electrical diagrams, magnetism and electromagnetism, instruments and tools used in the industry, safety procedures, and controls and motors. 0934.40

E/ET 203

Basic Electricity

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

Recommended preparation: E/ET 204

Introduction to basic concepts of electricity: Ohm's law, power, electrical circuits, electrical diagrams, magnetism and electromagnetism, controls and motors, instruments and tools used in the industry and safety procedures. 0934.40

E/ET 204

Technical Math for Electricians

3 units, 3 hours lecture (GR)

Recommended preparation: MATH 201

Topics in mathematics with specific application to the Electrical/Electronics industry: Decimals and fractions, ratios and proportions, unit conversions, areas and volumes, application of algebraic equations in Ohm's and Kirchoff's Laws, solving for circuit resistance and reactance, relevant trigonometric functions, and use of graphs to represent and analyze data. 0934.40

E/ET 206

Cabling Technician

4 units, 2 hours lecture, 6 hours laboratory (GR or P/NP)

Various kinds of cables used in the telecommunication industry: Emphasis on installation application of connectors. 0934.30

E/ET 207A**National Electrical Code for Electricians 1**

3 units, 3 hours lecture (GR)

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 217 or 218

Introduction to the second half of the National Electrical Code: "Special Occupancies," "Special Equipment," "Special Conditions," "Communications Systems," and "Tables." 0934.40

E/ET 208**Introduction to Photovoltaics**

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

Recommended preparation: E/ET 203 and 204

Introduction to basic principles of photovoltaics: Arrays, the electrical power they generate, and their inclusion in the electrical system; power sources and energy storage techniques, and system attachment to structures. Hands on practice with photovoltaic (PV) power generation and its present and future applications. 0934.40

E/ET 214B**Electronics II**

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

Prerequisite(s): E/ET 220

Basic concepts of electronics: Programmable unijunction transistors (PUT), silicon-controlled rectifiers, diacs/triacs (THYRISTORS), optoelectronic devices, operational amplifiers, and 555 precision timer IC. 0934.20

E/ET 217**Residential House Wiring**

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

Recommended preparation: E/ET 203

Safely wiring a single-family dwelling per the National Electrical Code using laboratory mock-up walls: Lighting and appliance branch circuits, special purpose outlets, service-entrance calculations, and grounding; project estimating and pricing. 0934.40

E/ET 218**Commercial Electrical Wiring**

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

Recommended preparation: E/ET 203

Commercial electrical wiring: Emphasis on safety and branch circuit requirements and installation for both power and lighting; main electrical services and calculations, grounding, fault current, transformers and motors (both single and three-phase), and motor controls. 0934.40

E/ET 220**Electronics I**

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

Prerequisite(s): E/ET 203

Introduction to basic concepts of electronics and electronic devices: Semiconductor theory, semiconductor devices including diodes, transistors, thyristors, and analog and digital integrated circuits, linear and digital electronic circuits. 0934.20

E/ET 221**Motors and Drives**

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR)

Prerequisite(s): E/ET 203 or ECT 11

Introduction to the application of motors and drives used in commercial and industrial refrigeration, air conditioning, heating and ventilation: Different types of motors and drives and their applications, including electric and magnetic (VFD) variable frequency drives for improved efficiency control and energy savings. 0934.40

E/ET 222**Photovoltaic NABCEP Test Preparation**

2 units, 2 hours lecture (GR)

Recommended preparation: E/ET 208

Preparation of NABCEP certification exam: Comprehension and application of key terms and concepts of photovoltaic (solar electric) system operation. 0934.40

E/ET 223**CAL-OSHA 30-Hour Construction Industry Training**

2 units, 2 hours lecture (GR)

CAL-OSHA 30-hour training: Industry Standards for regulations covered by the Occupational Safety and Health Administration (OSHA) Standards for the Construction Industry 29 CFR 1926. 0934.40

E/ET 224**Security and Fire Alarm Systems**

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

Recommended preparation: E/ET 203

Introduction to Security and Fire Alarm systems: Security and Fire Alarm systems design, installation, commissioning, and troubleshooting. 0934.40

E/ET 225**Sound and Communication Technology**

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

Recommended preparation: E/ET 203

Introduction to Sound and Communication Industry: Electrical code, system wiring methods, fastening devices, electrical conductors, circuits, voltage and data communication, and system devices. 0934.40

E/ET 226**Lighting Efficiency Technology**

3 units, 3 hours lecture (GR)

Recommended preparation: E/ET 203

Current technology in energy efficient lighting control and systems: Latest advances in lamp, ballast, luminaire and control technologies as well as recent developments in energy legislation. 0934.40

E/ET 227**Customer Service for the Building Trades**

2 units, 2 hours lecture (GR)

Introduction to basic concepts of Customer Service as applied to the building trades: Installers, designers, estimators, and sales persons. Creating a rapport with the client, recognizing and responding to the clients needs, going beyond client expectations. 0934.40

E/ET 228**Advanced Lighting Controls**

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

Prerequisite(s): E/ET 203

Recommended preparation: E/ET 226

Advanced Lighting Controls with specific application in lighting industry and efficiency: Automatic controls, switches and dimmers, sensors and LED lighting sources, outdoors lightings, Daylighting and energy efficiency for commercial buildings, and use of data to apply the Title 24 requirements, for Acceptance Test Technician qualification. 0934.00

E/ET 229**PLC (Programmable Logic Controllers)**

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

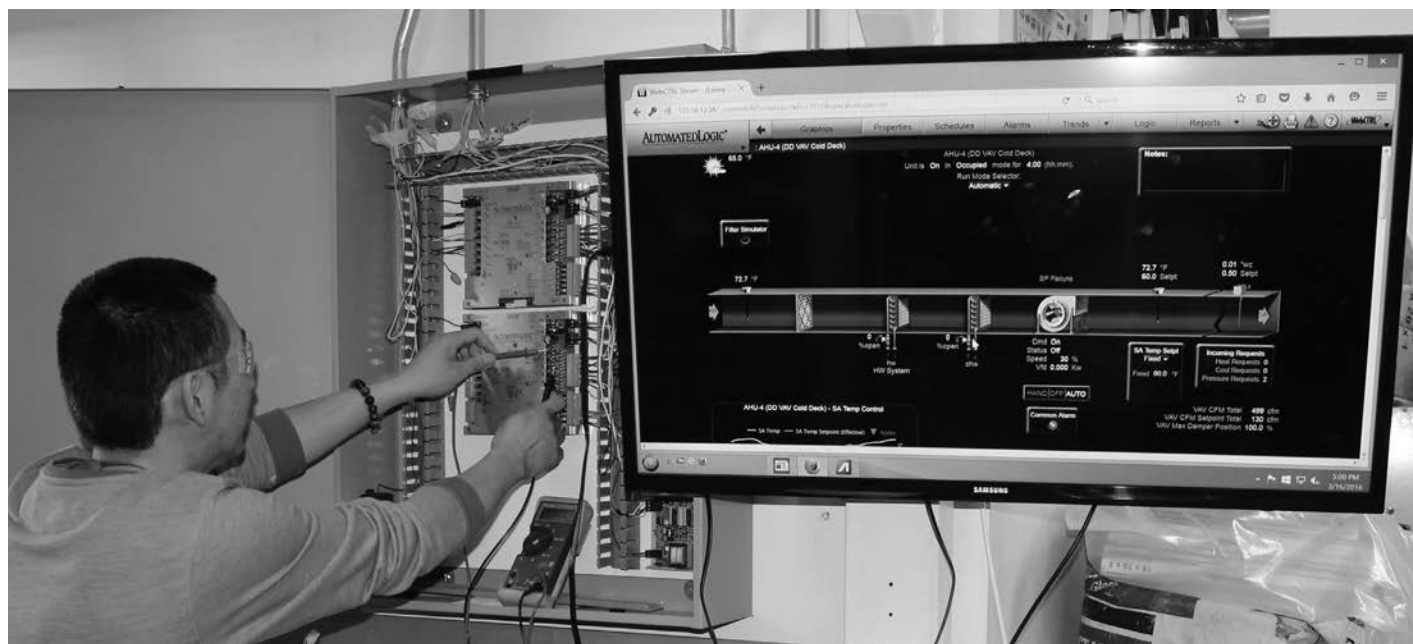
Prerequisite(s): E/ET 203 or E/ET 221

Basic operating principles of the modern PLC (Programmable Logic Controllers): Operation, usage, instruction, applications, hardware selection and configuration. 0934.20

E/ET 248GA-MZ**Selected Topics in Electricity/Electronics Technology**

0.5-0 units, 0.5-9 hours lecture, 0.5-27 hours laboratory (GR)

See section on Selected Topics. 0934.00



BIOMEDICAL ENGINEERING TECHNOLOGY CERTIFICATE OF ACHIEVEMENT (CA)

Thorough technical preparation for career employment in biomedical and medical device manufacturing and engineering technology for laboratory operations. Technical training is provided in biomedical engineering instrumentation, rapid prototyping processes, cleanroom protocols for fabrication of micro/nano-scale devices and components, electric technology, and compliance with Federal Food and Drug Administration Regulations related to the medical device manufacturing sector.

Career Opportunities in

Advanced manufacturing technician, Micro/nano-scale fabrication and characterization technician for biomedical technology, Maintenance technician (medical device equipment and repair).

SUGGESTED COURSE SEQUENCE

First Semester (8 units):

BUS 219	Computer Literacy	1
	or	
CIS 205	Computer Literacy	1
E/ET 204	Technical Mathematics for Electricians	3
ENGIN 50	Fundamentals of Biomedical Engineering Instrumentation	3

Second Semester (14 units):

E/ET 203	Basic Electricity	3
E/ET 220	Electronic I	3
ENGIN 51	Introduction to Biomedical Engineering	3
ENGIN 53	Regulations for Medical Device Technology	1
MACH 20	CAD Solid Modeling with SolidWorks	4

TOTAL REQUIRED UNITS: **22**

PROGRAM LEARNING OUTCOMES

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

-
- Categorize and explain the operations of instruments in current use in biomedical device industry.
 - Interpret graphical specifications and develop designs for biomedical devices using standard industry software.
 - Analyze and apply safety principles and practices in high technology cleanroom environment.
 - Analyze and demonstrate ability and skills in the fabrications of biomedical devices.
 - Assess and apply FDA regulations to biomedical device manufacturing; formulate and propose preventive and corrective documentation.
-

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 18

Introduction to Electrical Engineering

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

Prerequisite(s): PHYS 4B and MATH 3F or 3D

Acceptable for credit: CSU, UC

Basic circuit elements, modeling, critical laws and network theorems; Analysis of techniques of lumped, linear circuits including operational amplifiers; analysis of AC circuits and power; semiconductor diodes and rectifier design. 0901.00

ENGIN 35

Engineering Mechanics - Statics

3 units, 3 hours lecture (GR)

Prerequisite(s): MATH 3C and PHYS 4A

Acceptable for credit: CSU, UC

Vectorial treatment of principles of the static of particles and rigid bodies: Applications to problem of two- and three-dimensional systems; centroids and moments of inertia, structures, friction, and principles of virtual work. 0901.00

ENGIN 45

Properties of Materials

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

Prerequisite(s): CHEM 1A and PHYS 4A

Recommended preparation: ENGL 1A

Acceptable for credit: CSU, UC

Study of the properties of materials: Crystalline and non-crystalline structure and the microstructure that determines the thermodynamic, mechanical, electronic, magnetic, and environmental properties of metallic, ceramic, polymeric, composite, and electronic materials. 0901.00

ENGIN 50

Fundamentals of Biomedical Engineering

Instrumentation

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

Recommended preparation: ENGL 201B or ESL 52B, E/ET 204,

CIS 205 or BUS 219

Acceptable for credit: CSU

Standard of measurements required for Biomedical Engineering Instrumentation: Fundamental physical quantities and physical constants, the periodic table of the elements, mechanical diagrams and blueprint reading for laboratory and product development, use of calipers, micrometers, thermometers, scales and balances. Properties of light and the electromagnetic spectrum. 0934.60

ENGIN 51

Introduction to Biomedical Engineering I

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

Recommended preparation: ENGL 201B or ESL 52B, E/ET 204,

ENGIN 50, CIS 205 or BUS 219

Acceptable for credit: CSU

Introduction to biomedical engineering technology for laboratory and product development: Soft-lithography technology applied to medical devices using soft-matter materials; Advanced development in industry cleanroom environment, standard operating procedures, documentation and characterization using microscopy instruments. 0934.60

ENGIN 53**Regulations for Medical Device Technology**

1 unit, 1 hour lecture (GR)

Recommended preparation: ENGL 201B

Acceptable for credit: CSU

Introduction to U.S. and international regulatory and quality management system requirements for medical devices: Primary focus in U.S. Food and Drug Administration Regulations. 0934.60

ENGIN 77**Computer Programming for Engineers Using MATLAB**

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

Recommended preparation: MATH 3A

Acceptable for credit: CSU, UC

Introduction to computer programming techniques and the use of MATLAB for solving computer-based engineering problems: Basic programming techniques including loops, conditionals, and procedural programming; data analysis and graphing; linear algebra and matrices, solutions to systems of linear equations; numerical integration and differentiation, graphic interpolations. 0901.00

AA/AS area 4c

ENGIN 100**Earth Systems: Sustainability, Ecology and Environmental Justice for Technicians and Engineers**

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

Acceptable for credit: CSU

Introduction to earth's ecological systems: The built environment and principles of sustainability with a focus on ecology, systems theory, the application of technology, and environmental justice. Investigation of green collar jobs in construction, renewable energy, and building performance fields. Designed for students of Architecture and Engineering Technology, Carpentry, Construction Management, Electricity/Electronics Technology, Engineering, and Environmental Control Technology. 0901.00
AA/AS area 1, 2



ENGLISH (ENGL)**English Course Numbering Guide:**

Non-Degree Applicable and Non-Transferable: English 253, through 269B

Associate Degree Applicable and Non-Transferable: English 201AB, through 248GA-MZ

Transferable to UC and/or CSU, and Associate Degree Applicable: English 1A through 138

ENGL 1A**Composition and Reading**

4 units, 4 hours lecture (GR)

Prerequisite(s): ENGL 201B or ESL 21B or ENGL 264B or ESL 52B or appropriate placement through multiple measures assessment.

Acceptable for credit: CSU, UC

Reading and writing expository prose: Critical thinking, identifying logical fallacies, and reasoning inductively and deductively. 1501.00

AA/AS area 4a, 4d; CSU area A2; IGETC area 1A

(C-ID: ENGL 100)

ENGL 1B**Composition and Reading**

4 units, 4 hours lecture (GR)

Prerequisite(s): ENGL 1A

Acceptable for credit: CSU, UC

Continued expository writing: Careful reading of selected plays, poems, and novels. 1501.00

AA/AS area 3, 4a, 4d; CSU area C2, IGETC area 3B

(C-ID: ENGL 120)

ENGL 5**Critical Thinking in Reading and Writing**

3 units, 3 hours lecture (GR)

Prerequisite(s): ENGL 1A

Acceptable for credit: CSU, UC

Development of the ability to analyze, criticize and advocate ideas: Relationship of language to logic, induction and deduction, facts, inferences, judgments, and formal and informal fallacies of language and thought. Instructs in writing about issues of critical thinking to develop both thinking and writing skills. 1501.00

AA/AS area 4a, 4d; CSU area A3; IGETC area 1B

(C-ID: ENGL 105)

ENGL 10A**Creative Writing**

3 units, 3 hours lecture (GR)

Prerequisite(s): ENGL 1A

Acceptable for credit: CSU, UC

Writing fiction, poetry, and drama: Careful analysis of the techniques used by established writers. 1507.00

AA/AS area 3, 4d; CSU area C2

(C-ID: ENGL 200)

ENGL 10B**Creative Writing**

3 units, 3 hours lecture (GR)

Prerequisite(s): ENGL 1A

ENGL 10A is not prerequisite to ENGL 10B.

Acceptable for credit: CSU, UC

Continuation of writing fiction, poetry, and drama: Careful analysis of the techniques used by established writers. 1507.00

AA/AS area 3, 4d; CSU area C2

ENGL 12**Film: The Modern Literacy Medium**

3 units, 3 hours lecture (GR)

Prerequisite(s): ENGL 1A

Acceptable for credit: CSU, UC

Film as a contemporary medium and a means of communication: Viewing and reviewing the history, language, and making of film;

analyzing the effects of films on contemporary society. 1501.00

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

ENGL 17A**Shakespeare**

3 units, 3 hours lecture (GR)

Prerequisite(s): ENGL 1A

Acceptable for credit: CSU, UC

Study of selected works of Shakespeare. 1503.00

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

ENGL 17B**Shakespeare**

3 units, 3 hours lecture (GR)

Prerequisite(s): ENGL 1A

ENGL 17A is not prerequisite to ENGL 17B.

Acceptable for credit: CSU, UC

Continued study of selected works of Shakespeare. 1503.00

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

ENGL 30A**Introduction to American Literature**

3 units, 3 hours lecture (GR)

Prerequisite(s): ENGL 1A

ENGL 30A is not prerequisite to ENGL 30B

Acceptable for credit: CSU, UC

Survey of American literary traditions from their beginnings to the second half of the nineteenth century. 1503.00

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

(C-ID: ENGL 130)

ENGL 30B**Introduction to American Literature**

3 units, 3 hours lecture (GR)

Prerequisite(s): ENGL 1A

ENGL 30A is not prerequisite to ENGL 30B

Acceptable for credit: CSU, UC

Continuation of 30A: Survey of American Romanticism to literature of the present. 1503.00

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

(C-ID: ENGL 135)

ENGL 31**Survey of African American Literature**

3 units, 3 hours lecture (GR)

Prerequisite(s): ENGL 1A

Acceptable for credit: CSU, UC

Major works in African American literature: From the earliest literature through the Harlem Renaissance to the present. 1503.00

AA/AS area 3, 4d, 5; CSU area C2; IGETC area 3B

ENGL 43**Introduction to the Study of Poetry**

3 units, 3 hours lecture (GR)

Prerequisite(s): ENGL 1A

Acceptable for credit: CSU, UC

Introduction to the elements of poetry: Imagery, sound, form, tone, and diction. 1503.00

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

ENGL 48GA-MZ**Selected Topics in English**

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC♦

See section on Selected Topics. 1501.00

ENGL 49**Independent Study in English**

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

Acceptable for credit: CSU, UC♦

See section on Independent Study. 1501.00

ENGL 201A**Preparation for Composition and Reading**

4 units, 4 hours lecture (GR)

Prerequisite(s): ENGL 250D/267B or 252B or 259D/269B or 292B or satisfactory multiple-measures assessment of writing skills, and ENGL 251D/268B or 252B or 259D/269B or 293B or satisfactory multiple-measures assessment of reading skills.

Introduction to college-level reading and writing of expository prose: Development of college-level reading skills; analysis of texts with an emphasis on non-fiction; expository writing including various modes of developing essays, essay organization; paragraph development; sentence development; and practice in editing/proofreading. 1501.00

AA/AS area 4d

ENGL 201B**Preparation for Composition and Reading**

4 units, 4 hours lecture (GR)

Prerequisite(s): ENGL 201A

Continuation of college-level reading and writing of expository prose: Development of college-level reading skills; analysis of texts with an emphasis on non-fiction; expository writing including various modes of developing essays, essay organization; paragraph development; sentence development; and practice in editing/proofreading. 1501.00

AA/AS area 4d

ENGL 208A**Writing Workshop**

1 unit, 0.5 hours lecture, 1.5 hours laboratory (GR or P/NP)

Individualized instruction in writing: Thesis control and essay organization. 1501.00

ENGL 208B**Writing Workshop**

1 unit, 0.5 hours lecture, 1.5 hours laboratory (GR or P/NP)

Recommended preparation: ENGL 208A

Individualized instruction in writing: Thesis control, essay organization, and idea development. 1501.00

ENGL 208C**Writing Workshop**

1 unit, 0.5 hours lecture, 1.5 hours laboratory (GR or P/NP)

Recommended preparation: ENGL 208B

Individualized instruction in writing: Thesis control, essay organization, idea development and sentence structure. 1501.00

ENGL 208D**Writing Workshop**

1 unit, 0.5 hours lecture, 1.5 hours laboratory (GR or P/NP)

Recommended preparation: ENGL 208C

Individualized instruction in writing: Thesis control, essay organization, idea development, sentence structure and editing/proofreading. 1501.00

ENGL 210A**Creative Writing**

3 units, 3 hours lecture (GR)

Writing fiction, poetry, and drama: Careful analysis of the techniques used by established writers. 1507.00

AA/AS area 3, 4d

ENGL 210B**Creative Writing**

3 units, 3 hours lecture (GR)

ENGL 210A is not prerequisite to ENGL 210B.

Continuation of writing fiction, poetry, and drama: Careful analysis of the techniques used by established writers. 1507.00

AA/AS area 3, 4d

ENGL 212**Film: The Modern Literary Medium**

3 units, 3 hours lecture. (GR)
Acceptable for credit CSU, UC

Film as a contemporary medium and means of communication: Viewing and reviewing the history and language of films, the making of films, and the effect of films on culture and society. 1501.00

ENGL 217A**Shakespeare**

3 units, 3 hours lecture (GR)
ENGL 217A is not prerequisite to ENGL 217B.

Study of selected works of Shakespeare. 1503.00
AA/AS area 3, 4d

ENGL 217B**Shakespeare**

3 units, 3 hours lecture (GR)
ENGL 217A is not prerequisite to ENGL 217B.

Continued study of selected works of Shakespeare. 1503.00
AA/AS area 3, 4d

ENGL 230A**Introduction to American Literature**

3 units, 3 hours lecture (GR)

Survey of American literary traditions from their beginnings to the second half of the nineteenth century. 1503.00
AA/AS area 3, 4d

ENGL 230B**Introduction to American Literature**

3 units, 3 hours lecture (GR)
ENGL 230A is not prerequisite to ENGL 230B.

Continuation of 230A: Survey of American Romanticism to literature of the present. 1503.00
AA/AS area 3, 4d

ENGL 231**Survey of African American Literature**

3 units, 3 hours lecture (GR)

Major works in African American literature: From the earliest literature through the Harlem Renaissance to the present. 1503.00
AA/AS area 3, 4d, 5

ENGL 243**Introduction to the Study of Poetry**

3 units, 3 hours lecture (GR)

Introduction to the elements of poetry: Imagery, sound, form, tone, and diction. 1503.00
AA/AS area 3, 4d

ENGL 248GA-MZ**Selected Topics in English**

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR)
See section on Selected Topics. 1501.00

ENGL 264A**Preparation for Composition, Reading, and Research**

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

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**

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

Skill development in composition, reading, and research: Active reading strategies; writing and rewriting strategies; argumentation techniques; research techniques. 1501.00

ENGL 267A**Basic Writing**

1-3 units, 1-3 hours lecture (GR)
Not open for credit to students who have completed or are currently enrolled in ENGL 252A-B or 259A-D/269A-B.
Non-degree applicable
Course study under this section may be repeated two times.

Review of writing skills: Spelling, grammar and punctuation, organizing strategies, and use of the writing process. 4930.21

ENGL 267B**Basic Writing**

1-3 units, 1-3 hours lecture (GR)
Prerequisite(s): ENGL 267A or (250A-C)
Not open for credit to students who have completed or are currently enrolled in ENGL 252A-B or 259A-D/269A-B
Non-degree applicable

Continuation of ENGL 267A with further review of writing skills: Spelling, grammar and punctuation, organizing strategies, and use of the writing process. 4930.21

ENGL 268A**Basic Reading**

1-3 units, 1-3 hours lecture (GR)

Not open for credit to students who have completed or are currently enrolled in ENGL 252A-B or 259A-D/269A-B

Non-degree applicable

Course study under this section may be repeated two times.

Practice in techniques to improve basic reading skills: Fundamentals of basic reading and analysis and correction of individual reading problems. 4930.70

ENGL 268B**Basic Reading**

1-3 units, 1-3 hours lecture (GR)

Prerequisite(s): ENGL 268A or (251A-C)

Not open for credit to students who have completed or are currently enrolled in ENGL 252A-B or 259A-D/269A-B

Non-degree applicable

Continuation of ENGL 268A with further practice in techniques to improve basic reading skills: Fundamentals of basic reading and analysis and correction of individual reading problems. 4930.70

ENGL 269A**Foundations in Reading and Writing**

6 units, 6 hours lecture (GR)

Not open for credit to students who have completed or are currently enrolled in ENGL 250A-D/267A-B or 251A-D/268A-B.

Non-degree applicable

Foundations in reading and writing to prepare students for success in college: Reading strategies including prereading, summarizing, paragraph analysis, study techniques, scanning, and note taking; and writing strategies including prewriting, essay organization, paragraph development, sentence combining, editing, and proofreading. 4930.20

ENGL 269B**Foundations in Reading and Writing**

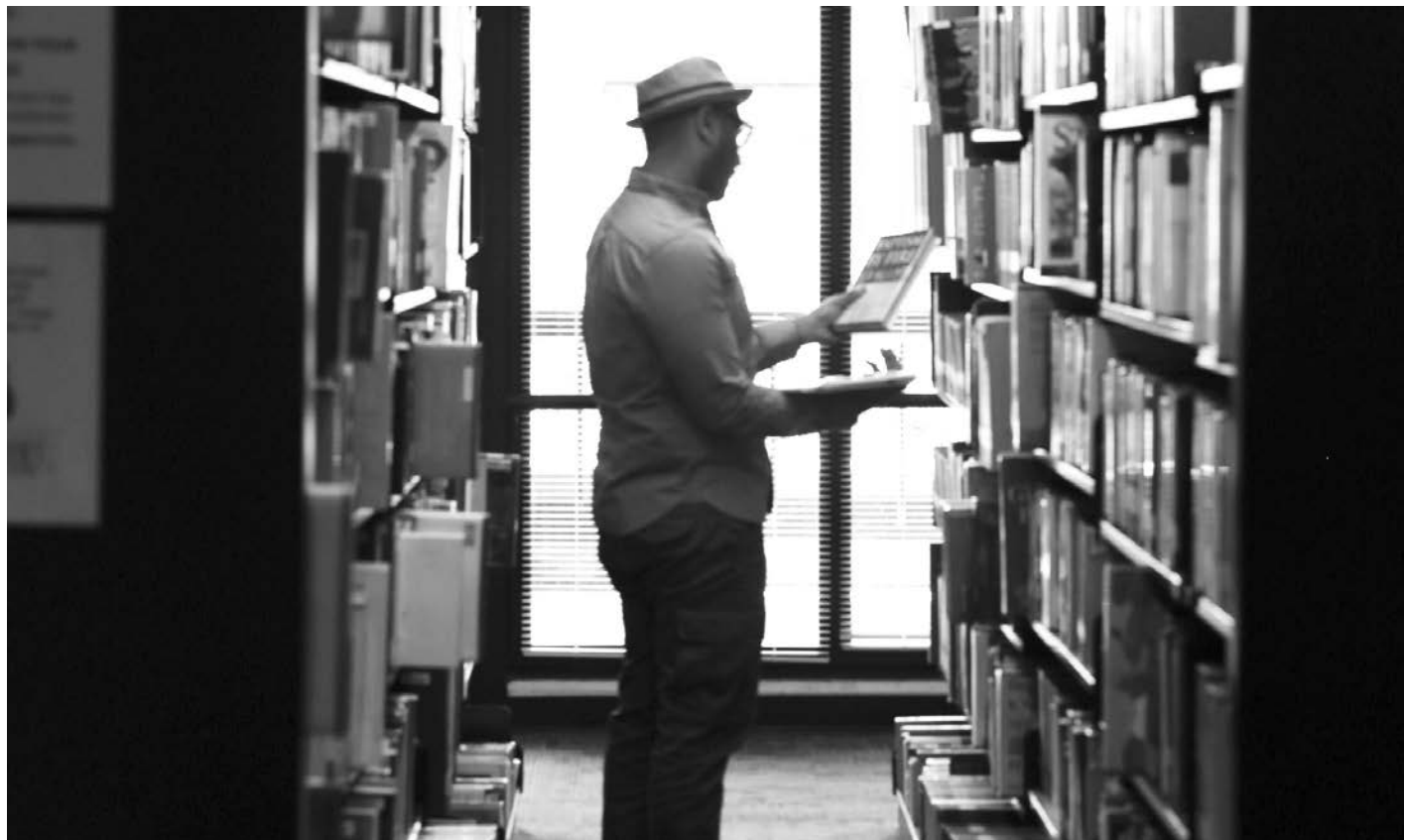
6 units, 6 hours lecture (GR)

Prerequisite(s): ENGL 269A or (259A-C)

Not open for credit to students who have completed or are currently enrolled in ENGL 250A-D/267A-B or 251A-D/268A-B.

Non-degree applicable

Continuation of ENGL 269A with further study in reading and writing strategies to prepare students for success in college: Reading strategies including prereading, summarizing, paragraph analysis, study techniques, scanning, and note taking; and writing strategies including prewriting, essay organization, paragraph development, sentence combining, editing, and proofreading. 4930.20



ENGLISH AS A SECOND LANGUAGE: INTERMEDIATE CERTIFICATE OF PROFICIENCY (CP)

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 in:

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.

SUGGESTED COURSE SEQUENCE

Core Courses (14 units):			
ESL 215A	Intermediate Grammar	4	ESL 232A Intermediate Listening and Speaking 4
or			or
ESL 216A	High Intermediate Grammar	4	ESL 233A High Intermediate Listening and Speaking 4
or			or
ESL 217A	Advanced Grammar	4	ESL 50A Advanced Listening and Speaking 4
ESL 222A	Intermediate Reading and Writing	6	
			TOTAL MAJOR UNITS: 14

PROGRAM LEARNING OUTCOMES

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

- Satisfy intermediate ESL standards for clear, effective, well-organized, well developed, well edited, and logically sound sentences, paragraphs, and essays, and appropriate citation of sources.
- Apply active reading strategies in order to comprehend, critically analyze, and explain ideas in intermediate ESL texts.
- Participate in campus and classroom culture at a level required for success as an intermediate ESL student.
- Express ideas fluently, accurately, and appropriately in spoken American English at a intermediate ESL level.
- Comprehend and respond appropriately to spoken American English at a intermediate ESL level.
- Demonstrate accurate aural comprehension of intermediate English grammatical structures.
- Demonstrate accurate reading comprehension of intermediate English grammatical structures.
- Use intermediate English grammatical structures to accurately and effectively express ideas in sustained written discourse.

ENGLISH AS A SECOND LANGUAGE: HIGH INTERMEDIATE CERTIFICATE OF PROFICIENCY (CP)

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 in:

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.

SUGGESTED COURSE SEQUENCE

Core Courses (14 units):			ESL 233A	High Intermediate Listening and Speaking	4
ESL 216A	High Intermediate Grammar	4		or	
	or		ESL 50A	Advanced Listening and Speaking	4
ESL 217A	Advanced Grammar	4			
ESL 223A	High Intermediate Reading and Writing	6	TOTAL REQUIRED UNITS:		14

PROGRAM LEARNING OUTCOMES

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

- Satisfy high intermediate ESL standards for clear, effective, well-organized, well developed, well edited, and logically sound sentences, paragraphs, and essays, and appropriate citation of sources.
- Participate in campus and classroom culture at a level required for success as a high intermediate ESL student.
- Express ideas fluently, accurately, and appropriately in spoken American English at a high intermediate ESL level.
- Comprehend and respond appropriately to spoken American English at a high intermediate ESL level.
- Demonstrate accurate aural comprehension of high intermediate English grammatical structures.
- Demonstrate accurate reading comprehension of high intermediate English grammatical structures.
- Use high intermediate English grammatical structures to accurately and effectively express ideas in sustained written discourse.

ENGLISH AS A SECOND LANGUAGE: ADVANCED CERTIFICATE OF PROFICIENCY (CP)

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.

SUGGESTED COURSE SEQUENCE

Core Courses (14 units):				ESL 211	Reading for College Success in the	
ESL 50A	Advanced Listening and Speaking	4			Humanities and Social Sciences	2
ESL 52A	Advanced Reading and Writing	6	ESL 219A		Applied Grammar and Editing	4
ESL 217A	Advanced Grammar	4	TOTAL MAJOR UNITS:			14

If you have only taken two of the above courses, the remaining course required for this certificate can be any of the following courses:

PROGRAM LEARNING OUTCOMES

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

- Satisfy advanced ESL standards for clear, effective, well-organized, well developed, well edited, and logically sound sentences, paragraphs, and essays, and appropriate citation of sources.
- Apply active reading strategies in order to comprehend, critically analyze, and explain ideas in college level texts.
- Participate in campus and classroom culture at a level required for success as a college freshman.
- Communicate fluently, accurately, and appropriately in spoken American English at a level required in first-year college courses.

ENGLISH AS A SECOND / OTHER LANGUAGE (ESL/ESOL)

The ESL 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 ability to speak and understand both oral and written English; to develop reading, writing, and critical thinking skills; and to appreciate and be successful in an American cultural environment. The accelerated ESL core curriculum, developed by the Peralta ESL Advisory Council (PEAC), was implemented in fall 2012. It is a four level program—from High Beginning to Advanced—and offers an A and B course at each level. The two courses at each level are designed to allow students to accelerate through the A levels; thus finishing the program in 4 semesters while giving up to 8 semesters to those students who need more time to acquire language skills.

ESL 48GA-MZ

Selected Topics in English as a Second Language

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR or P/ NP)

Acceptable for credit: CSU

See section on Selected Topics. 4930.81

ESL 50A

Advanced Listening and Speaking

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

Prerequisite(s): ESL 200B and 233B or placement by Peralta Multiple Measures Assessment

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 4d

ESL 50B

Oral Communication for Advanced ESL Students

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

Prerequisite(s): ESL 50A

Acceptable for credit: CSU

Continuation of advanced level listening and speaking in American English: Listening comprehension, public speaking strategies, grammar, vocabulary, idioms and pronunciation. 4930.86

AA/ AS area 4d

ESL 52A

Advanced Reading and Writing

6 units, 6 hours lecture (GR or P/ NP)

Prerequisite(s): ESL 233B or placement by Peralta Multiple Measures Assessment

Acceptable for credit: CSU

Advanced level of reading and writing: Critical thinking skills, critical and analytical reading of college level texts, and writing research and other academic papers. 4930.87

AA/ AS area 4d

ESL 52B

Advanced Reading and Writing

6 units, 6 hours lecture (GR or P/ NP)

Prerequisite(s): ESL 52A or placement by Peralta Multiple Measures Assessment

Acceptable for credit: CSU

Continuation of advanced level of reading and writing: Critical thinking skills, critical and analytical reading of college level texts, and writing research and other academic papers. 4930.87

AA/ AS area 4d

ESL 205A

Vocabulary and Idioms in Context 3

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

Prerequisite(s): Appropriate placement through multiple measures assessment process

Intermediate level of vocabulary: Study of words and idioms as used in context. 4930.87

ESL 205B

Vocabulary and Idioms in Context 3

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

Prerequisite(s): ESL 205A or appropriate placement through multiple measures assessment process

High intermediate/low advanced level of vocabulary and context: Focus on vocabulary useful in academic courses; analysis of word derivations. 4930.87

ESL 211

Reading for College Success in the Humanities and Social Sciences

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

Corequisite(s): ESL 223A

Advanced level of reading for students planning to take English 1A and content courses in the humanities and social sciences: critical reading of college level materials. 4930.85

ESL 215A**Intermediate Grammar**

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

Prerequisite(s): ESL 252B or 284B or 285B or placement by Peralta Colleges Multiple Measures Assessment.

Intermediate level of English grammar: Introduction to complex grammar structures and sentence patterns. 4930.87

ESL 215B**Intermediate Grammar**

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

Prerequisite(s): ESL 215A or placement by Peralta Colleges Multiple Measures Assessment.

Continuation of intermediate level of English grammar: Introduction to complex grammar structures and sentence patterns. 4930.87

ESL 216A**High Intermediate Grammar**

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

Prerequisite(s): ESL 202A or 215B or placement by Peralta Colleges Multiple Measures Assessment.

High intermediate level of English grammar: Further study of complex grammar structures and sentence patterns. 4930.87

ESL 216B**High Intermediate Grammar**

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

Prerequisite(s): ESL 216A or placement by Peralta Colleges Multiple Measures Assessment.

Continuation of high intermediate level of English grammar: Further study of complex grammar structures and sentence patterns. 4930.87

ESL 217A**Advanced Grammar**

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

Prerequisite(s): ESL 202B or 216B or placement by Peralta Colleges Multiple Measures Assessment.

Advanced level of English grammar: Expanding, refining, and applying the complex grammar skills used in academic writing, reading, listening, and speaking. 4930.87

ESL 217B**Advanced Grammar**

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

Prerequisite(s): ESL 217A or placement by Peralta Colleges Multiple Measures Assessment.

Continuation of advanced level of English grammar: Expanding, refining, and applying the complex grammar skills used in academic writing, reading, listening, and speaking. 4930.87

ESL 218A**ESL Writing Workshop**

1.5 units, 1.25 hours lecture, 1.25 hours laboratory (GR or P/NP)

Individualized instruction in writing: Emphasis on pre-writing, thesis control, and essay organization. 4930.84

ESL 218B**ESL Writing Workshop**

1.5 units, 1.25 hours lecture, 1.25 hours laboratory (GR or P/NP)

Recommended preparation: ESL 218A

Individualized instruction in writing: Emphasis on essay organization and idea development. 4930.84

ESL 218C**ESL Writing Workshop**

1.5 units, 1.25 hours lecture, 1.25 hours laboratory (GR or P/NP)

Recommended preparation: ESL 218B

Individualized instruction in writing: Emphasis on sentence structure and mechanics. 4930.84

ESL 218D**ESL Writing Workshop**

1.5 units, 1.25 hours lecture, 1.25 hours laboratory (GR or P/NP)

Recommended preparation: ESL 218C

Individualized instruction in writing: Emphasis on editing and proofreading strategies. 4930.84

ESL 219A**Applied Grammar and Editing**

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

Prerequisite(s): ESL 202C or 217B or placement by Peralta Colleges Multiple Measures Assessment.

Grammar, editing and proofreading practice for advanced ESL writers: Review and clarification of troublesome grammar points, and practice in writing, editing, and proofreading. 4930.84

ESL 219B**Applied Grammar and Editing**

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

Prerequisite(s): ESL 219A or placement by Peralta Colleges Multiple Measures Assessment.

Continuation of grammar, editing and proofreading practice for advanced ESL writers: Review and clarification of troublesome grammar points, and practice in writing, editing and proofreading. 4930.84

ESL 222A**Intermediate Reading and Writing**

6 units, 6 hours lecture (GR or P/NP)

Prerequisite(s): ESL 251B or 285B or placement by Peralta Colleges Multiple Measures Assessment.

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

ESL 222B**Intermediate Reading and Writing**

6 units, 6 hours lecture (GR or P/NP)

Prerequisite(s): ESL 222A or placement by Peralta Colleges Multiple Measures Assessment.

Continuation of 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

ESL 223A**High Intermediate Reading and Writing**

6 units, 6 hours lecture (GR or P/NP)

Prerequisite(s): ESL 222B or placement by Peralta Colleges Multiple Measures Assessment.

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

ESL 223B**High Intermediate Reading and Writing**

6 units, 6 hours lecture (GR or P/NP)

Prerequisite(s): ESL 223A or placement by Peralta Colleges Multiple Measures Assessment.

Continuation of 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

ESL 232A**Intermediate Listening and Speaking**

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

Prerequisite(s): ESL 250B or 283B or placement by Peralta Colleges Multiple Measures Assessment.

Intermediate level listening and speaking: Improving fluency and accuracy in American English through listening comprehension, grammar, vocabulary, idioms, pronunciation, and presentation skills. 4930.86

ESL 232B**Intermediate Listening and Speaking**

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

Prerequisite(s): ESL 232A or 283B or placement by Peralta Colleges Multiple Measures Assessment.

Continuation of intermediate level listening and speaking: Improving fluency and accuracy in American English through listening comprehension, grammar, vocabulary, idioms, pronunciation, and presentation skills. 4930.86

ESL 233A**High Intermediate Listening and Speaking**

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

Prerequisite(s): ESL 200A or 232B or placement by Peralta Colleges Multiple Measures Assessment.

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

ESL 233B**High Intermediate Listening and Speaking**

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

Prerequisite(s): ESL 222B or 233A or placement by Peralta Colleges Multiple Measures Assessment.

Continuation of 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

ESL 248GA-MZ**Selected Topics in English as a Second Language**

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR or P/NP)

See section on Selected Topics. 4930.81

ESL 254A**Vocabulary and Spelling of American English**

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

Non-degree applicable

Basic vocabulary for high beginning ESL, including spelling and pronunciation of target words. 4930.87

ESL 256A**Spelling 1: Spelling and Phonics**

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

Prerequisite(s): ESL 285A, 285B

Recommended Preparation: Appropriate placement through multiple measures assessment process.

Not open for credit to students who have completed ESL 256 (now deactivated).

Study of the spelling of American English: Focus upon sounds and patterns. 4930.87

ESL 266**ESL for Customer Service**

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

Non-degree applicable

Development and strengthening of English language skills: Dealing with customers in service areas. 4931.00

ESL 267**ESL for Workplace Communication**

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

Non-degree applicable

Development and strengthening of English language skills: Dealing with customers and work-related issues and relationships. 4931.00

ESL 283A**High Beginning Listening and Speaking**

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

Prerequisite(s): Placement by Peralta Colleges Multiple Measures Assessment.

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

ESL 283B**High Beginning Listening and Speaking**

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

Prerequisite(s): ESL 283A or placement by Peralta Colleges Multiple Measures Assessment.

Non-degree applicable

Continuation of 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

ESL 284A**High Beginning Grammar**

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

Prerequisite(s): Placement by Peralta Colleges Multiple Measures Assessment.

Non-degree applicable

High beginning level of English grammar: Basic grammar structures, sentence patterns and parts of speech. 4930.87

ESL 284B**High Beginning Grammar**

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

Prerequisite(s): ESL 284A or Placement by Peralta Colleges Multiple Measures Assessment.

Non-degree applicable

Continuation of high beginning level of English grammar: Basic grammar structures, sentence patterns, and parts of speech. 4930.87

ESL 285A**High Beginning Reading and Writing**

6 units, 6 hours lecture (GR or P/NP)

Prerequisite(s): Placement by Peralta Colleges Multiple Measures Assessment.

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

ESL 285B**High Beginning Reading and Writing**

6 units, 6 hours lecture (GR or P/NP)

Prerequisite(s): ESL 285A or Placement by Peralta Colleges Multiple Measures Assessment.

Non-degree applicable

Continuation of high beginning level of reading and writing: Fiction and non-fiction readings adapted for ESL; writing short narrative and descriptive paragraphs. 4930.87

ESL 286A**Basic Pronunciation**

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

Non-degree applicable

High beginning level pronunciation for speakers of ESL: Improving intonation, rhythm and stress patterns; individual sounds (consonants and vowels) to speak more clearly and with more intelligibility. 4930.86

ESL 287A**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

ESL 287B**English Language Skills for Technology**

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

Non-degree applicable

Continuation of 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 541A**Bridge to Credit ESOL-Level 1 (Non-Credit)**

0 units, 5.5 hours lecture (GR or P/NP)

Non-degree applicable

Course study under this section may be repeated 12 times

Introduction to basic English through the context of daily life activities: Listening, speaking, reading, and writing; basics of language structures, form, computer literacy, classroom culture and study skills within the context of personal information and circumstances. 4930.87

ESOL 541B**Bridge to Credit ESOL-Level 2 (Non-Credit)**

0 units, 5.5 hours lecture (GR or P/NP)

Non-degree applicable

Course study under this section may be repeated 12 times

Continuation of ESOL 541A: Listening, speaking, reading, and writing; basics of language structures, form, computer literacy, classroom culture and study skills within the context of jobs. 4930.87

ESOL 541C**Bridge to Credit ESOL-Level 3 (Non-Credit)**

0 units, 5.50 hours lecture (GR or P/NP)

Non-degree applicable

Course study under this section may be repeated 12 times

Continuation of ESOL 541B: Listening, speaking, reading, and writing; basics of language structures, form, computer literacy, classroom culture and study skills within the context of academic life. 4930.87

ESOL 541D**Bridge to Credit ESOL-Level 4 (Non-Credit)**

0 units, 5.5 hours lecture (GR or P/NP)

Non-degree applicable

Course study under this section may be repeated 12 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



REFRIGERATION TECHNOLOGY CERTIFICATE OF PROFICIENCY (CP)

SUGGESTED COURSE SEQUENCE

Core Courses (16.5 units):

E/ET 202	Fundamentals of Electricity for ECT	2	ECT 15	Refrigeration Equipment Troubleshooting	2
ECT 11	Mechanical and Electrical Devices	2	ECT 211	Mechanical and Electrical Codes	1.5
ECT 13	Fundamentals of Refrigeration	4	ECT 214	Technical Mathematics for ECT	3
ECT 14	Advanced Refrigeration	2	<u>TOTAL REQUIRED UNITS:</u>		<u>16.5</u>

PROGRAM LEARNING OUTCOMES

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

-
- Safe use of materials: Demonstrate proper and safe use of chemical, combustible materials, electricity, high-pressure gases, climbing ladders and lifting heavy objects.
 - Explain concepts related to refrigeration: Explain the theory of Refrigeration and Air Conditioning and the physical properties of components and devices.
 - Team work: Demonstrate critical thinking, interpersonal, writing, and reading skills working with team members and customers.
-

BUILDING AUTOMATION SYSTEMS CERTIFICATE OF ACHIEVEMENT (CA)

The AS degree in Building Automation Systems prepares students to install, service, operate, maintain, and troubleshoot building automation systems (BAS) in commercial buildings, controlling Heating, Ventilation, and Air Conditioning (HVAC) Systems, energy management systems, as well as lighting and security systems. Students who complete this program can significantly impact building energy consumption. Graduates can seek employment as building automation technicians and control systems technicians with manufacturers, vendors, service companies, and large facilities, such as government and educational facilities, hospitals, and office buildings.

Career Opportunities in

Graduates will be employed as building automation technicians, control technicians, field technicians, programmers, and sales specialists with control systems and building automation manufacturers, vendors, installers, as well as control systems technicians in large facilities, such as university campuses, hospitals, hotels, government facilities, or schools.

SUGGESTED COURSE SEQUENCE

First Semester (12 units):

E/ET 202	Fundamentals of Electricity for ECT	2
ECT 1	Physics for Building Science	2
	or	
PHYS 99	Physics for Building Science	2
ECT 37	Introduction to PC Hardware and Software for Building Technicians	
	or	
E/ET 37	Introduction to PC Hardware and Software for Building Technicians	3
ECT 214	Technical Mathematics for ECT	3

Second Semester (13 units):

E/ET 221	Motors and Drives	2
ECT 11	Mechanical and Electrical Devices	2
ECT 21	Introduction to Direct Digital Controls	2
ECT 22	Commercial HVAC Systems	2
ECT 24	Commercial HVAC System Troubleshooting	2
ECT 31	Introduction to DDC Hardware for Building Automation Systems	3
	or	
E/ET 31	Introduction to DDC Hardware for Building Automation Systems	3

Third Semester (12.5 units):

ECT 12	Blueprint Reading and Interpretation For ECT	1.5
ECT 25	Introduction to Building Commissioning	2
ECT 27	Advanced Direct Digital Controls	2
ECT 32	Control Systems Design	2
ECT 33	Control Systems Networking for Building Automation	3
	or	
E/ET 33	Control Systems Networking for Building Automation	3
ECT 212	Testing, Adjusting and Balancing HVAC	2

Fourth Semester (10.5 units):

ECT 26	Advanced Building Commissioning	3
ECT 29	Data Analysis for Performance Monitoring	2
ECT 34	Control Routines for Energy Efficiency	2
ECT 35	Control Systems Integration	2
ECT 36	Energy Issues, Policies, and Codes	1.5

TOTAL REQUIRED UNITS: 48

For Associate Degree General Education requirements, refer to page 115.

PROGRAM LEARNING OUTCOMES

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

- Explain the theory and techniques relevant to building automation, including technical math, physics for building science, electricity, computer hardware and software basics, and techniques for reading and interpreting design documents, drawings, and specifications.
- Describe the components, functional applications, troubleshooting strategies, and testing, adjusting and balancing techniques for commercial HVAC systems.
- Describe the components and functions of Direct Digital Controls (DDC) microprocessor hardware and software and practice control systems programming and energy efficient control system design strategies.
- Describe the processes for building commissioning, re-commissioning and retro-commissioning.
- Assessment method: assess control systems networking and control systems integration strategies in commercial buildings.
- Explain energy saving opportunities in buildings, including control systems documentation, energy efficient control routines, data analysis, performance monitoring, and energy efficient policies and codes compliance.

COMMERCIAL HVAC SYSTEMS CERTIFICATE OF ACHIEVEMENT (CA)

Environmental Control Technology is a technical program offering the theoretical, technical, and problem-solving skills essential for employment in the heating, ventilation, air conditioning, and refrigeration industry. Students completing the suggested curriculum can seek employment as refrigeration technicians, heating, ventilation, air conditioning technicians, and building engineers and technicians.

Career Opportunities in

Did you know that commercial buildings consume over 1/3 of the electric energy used in California? Increasing energy efficiency takes hands-on, technical knowledge and electronic and computer-based skills, which you can learn in the Environmental Control Technology (ECT) program. ECT students install, service and operate heating, ventilation, air conditioning and refrigeration (HVACR) and building control systems. Well-trained ECT technicians specialize in either residential and light commercial systems, or large, commercial and industrial systems. ECT is a green field, challenging and rapidly changing. In both public and private sectors, current demand for well-trained technicians is a high and rapidly increasing, due to growing market demands in green technology, energy efficiency and sustainability. Laney's ECT program certificates and degree qualify for immediate employment. Graduate with an Associate of Science (AS) degree, and you will develop communication, advanced math, and science skills which will give you greater opportunities for career advancement in the field.

SUGGESTED COURSE SEQUENCE

First Semester (15.5 units):

E/ET 202	Fundamentals of Electricity for ECT	2
ECT 11	Mechanical and Electrical Devices	2
ECT 12	Blueprint Reading and Interpretation for ECT	1.5
ECT 13	Fundamentals of Refrigeration	4
ECT 211	Mechanical and Electrical Codes	1.5
ECT 214	Technical Mathematics for ECT	3
WELD 215	Welding for ECT Technicians	1.5

Second Semester (12 units):

E/ET 221	Motors and Drives	2
ECT 14	Advanced Refrigeration	2
ECT 15	Refrigeration Equipment Trouble-shooting	2
ECT 16	Fundamentals of Heating and Air Conditioning	2
ECT 17	Heating and Air Conditioning Trouble-shooting	1
ECT 18	HVAC Installation Practices	1
ECT 28	Energy Management and Efficiency in Building Systems	2

Third Semester (14 units):

E/ET 11	Commercial Electricity for HVAC Applications	2
ECT 19	Psychrometrics and Load Calculations	2
ECT 21	Introduction to Direct Digital Controls	2
ECT 22	Commercial HVAC Systems	2
ECT 24	Commercial HVAC Systems Troubleshooting	2
ECT 25	Introduction to Building Commissioning	2
ECT 212	Testing, Adjusting, and Balancing HVAC Systems	2

Fourth Semester (11 units):

ECT 23	HVAC Systems Design	2
ECT 26	Advanced Building Commissioning	3
ECT 27	Advanced Direct Digital Controls	2
ECT 29	Data Analysis for Performance Monitoring	2
ECT 30	Introduction to Control Systems Networking	1
ECT 213	Indoor Air Quality and Building Envelope	1

TOTAL MAJOR UNITS: 52.5

PROGRAM LEARNING OUTCOMES

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

- Demonstrate proper and safe use of chemicals, combustible materials, electricity, high-pressure gases, climbing ladders and lifting heavy objects.
- Explain the theory of Refrigeration and Air Conditioning and the physical properties of components and devices.
- Demonstrate critical thinking, interpersonal, writing, and reading skills working with team members and customers.

RESIDENTIAL AND LIGHT COMMERCIAL HVAC AND REFRIGERATION CERTIFICATE OF ACHIEVEMENT (CA)

Did you know that commercial buildings consume over 1/3 of the electric energy used in California? Increasing energy efficiency takes hands-on, technical knowledge and electronic and computer-based skills, which you can learn in the Environmental Control Technology (ECT) program. ECT students install, service and operate heating, ventilation, air conditioning and refrigeration (HVACR) and building control systems. Well-trained ECT technicians specialize in either residential and light commercial systems, or large, commercial and industrial systems. ECT is a green field, challenging and rapidly changing. In both public and private sectors, current demand for well-trained technicians is a high and rapidly increasing, due to growing market demands in green technology, energy efficiency and sustainability. Laney's ECT program certificates and degree qualify for immediate employment. Graduate with an Associate of Science (AS) degree, and you will develop communication, advanced math, and science skills which will give you greater opportunities for career advancement in the field.

SUGGESTED COURSE SEQUENCE

First Semester (15.5 units):

E/ET 202	Fundamentals of Electricity for ECT	2
ECT 11	Mechanical and Electrical Devices	2
ECT 12	Blueprint Reading and Interpretation for ECT	1.5
ECT 13	Fundamentals of Refrigeration	4
ECT 211	Mechanical and Electrical Codes	1.5
ECT 214	Technical Mathematics for ECT	3
WELD 215	Welding for Technicians	1

Second Semester (12 units):

E/ET 221	Motors and Drives	2
ECT 14	Advanced Refrigeration	2
ECT 15	Refrigeration Equipment Troubleshooting	2
ECT 16	Fundamentals of Heating and Air Conditioning	2
ECT 17	Heating and Air Conditioning Troubleshooting	1
ECT 18	HVAC Installation Practices	1
ECT 28	Energy Management and Efficiency in Building Systems	2

TOTAL MINIMUM UNITS: 27

PROGRAM LEARNING OUTCOMES

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

- Demonstrate proper and safe use of chemical, combustible materials, electricity, high-pressure gases, climbing ladders and lifting heavy objects.
- Explain the theory of Refrigeration and Air Conditioning and the physical properties of components and devices.
- Demonstrate critical thinking, interpersonal, writing, and reading skills working with team members and customers.

BUILDING AUTOMATION SYSTEMS ASSOCIATE IN SCIENCES (AS)

The AS degree in Building Automation Systems prepares students to install, service, operate, maintain, and troubleshoot building automation systems (BAS) in commercial buildings, controlling Heating, Ventilation, and Air Conditioning (HVAC) Systems, energy management systems, as well as lighting and security systems. Students who complete this program can significantly impact building energy consumption. Graduates can seek employment as building automation technicians and control systems technicians with manufacturers, vendors, service companies, and large facilities, such as government and educational facilities, hospitals, and office buildings.

Career Opportunities in

Graduates will be employed as building automation technicians, control technicians, field technicians, programmers, and sales specialists with control systems and building automation manufacturers, vendors, installers, as well as control systems technicians in large facilities, such as university campuses, hospitals, hotels, government facilities, or schools.

SUGGESTED COURSE SEQUENCE

First Semester (12 units):

E/ET 202	Fundamentals of Electricity for ECT	2
ECT 1	Physics for Building Science or	2
PHYS 99	Physics for Building Science	2
ECT 37	Introduction to PC Hardware and Software for Building Technicians or	2
E/ET 37	Introduction to PC Hardware and Software for Building Technicians	3
ECT 214	Technical Mathematics for ECT	3

Second Semester (13 units):

E/ET 221	Motors and Drives	2
ECT 11	Mechanical and Electrical Devices	2
ECT 21	Introduction to Direct Digital Controls	2
ECT 22	Commercial HVAC Systems	2
ECT 24	Commercial HVAC System Troubleshooting	2
ECT 31	Introduction to DDC Hardware for Building Automation Systems or	3
E/ET 31	Introduction to DDC Hardware for Building Automation Systems	3

Third Semester (12.5 units):

ECT 12	Blueprint Reading and Interpretation For ECT	1.5
ECT 25	Introduction to Building Commissioning	2
ECT 27	Advanced Direct Digital Controls	2
ECT 32	Control Systems Design	2
ECT 33	Control Systems Networking for Building Automation or	3
E/ET 33	Control Systems Networking for Building Automation	3
ECT 212	Testing, Adjusting and Balancing HVAC	2

Fourth Semester (10.5 units):

ECT 26	Advanced Building Commissioning	3
ECT 29	Data Analysis for Performance Monitoring	2
ECT 34	Control Routines for Energy Efficiency	2
ECT 35	Control Systems Integration	2
ECT 36	Energy Issues, Policies, and Codes	1.5

TOTAL REQUIRED UNITS: 48

For Associate Degree General Education requirements, refer to pagepage 115.

PROGRAM LEARNING OUTCOMES

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

- Explain the theory and techniques relevant to building automation, including technical math, physics for building science, electricity, computer hardware and software basics, and techniques for reading and interpreting design documents, drawings, and specifications.
- Describe the components, functional applications, troubleshooting strategies, and testing, adjusting and balancing techniques for commercial HVAC systems.
- Describe the components and functions of Direct Digital Controls (DDC) microprocessor hardware and software and practice control systems programming and energy efficient control system design strategies.
- Describe the processes for building commissioning, re-commissioning and retro-commissioning.
- Assessment method: assess control systems networking and control systems integration strategies in commercial buildings.
- Explain energy saving opportunities in buildings, including control systems documentation, energy efficient control routines, data analysis, performance monitoring, and energy efficient policies and codes compliance.

COMMERCIAL HVAC SYSTEMS ASSOCIATE IN SCIENCES (AS)

Environmental Control Technology is a technical program offering the theoretical, technical, and problem-solving skills essential for employment in the heating, ventilation, air conditioning, and refrigeration industry. Students completing the suggested curriculum can seek employment as refrigeration technicians, heating, ventilation, air conditioning technicians, and building engineers and technicians.

Career Opportunities in

Did you know that commercial buildings consume over 1/3 of the electric energy used in California? Increasing energy efficiency takes hands-on, technical knowledge and electronic and computer-based skills, which you can learn in the Environmental Control Technology (ECT) program. ECT students install, service and operate heating, ventilation, air conditioning and refrigeration (HVACR) and building control systems. Well-trained ECT technicians specialize in either residential and light commercial systems, or large, commercial and industrial systems. ECT is a green field, challenging and rapidly changing. In both public and private sectors, current demand for well-trained technicians is a high and rapidly increasing, due to growing market demands in green technology, energy efficiency and sustainability. Laney's ECT program certificates and degree qualify for immediate employment. Graduate with an Associate of Science (AS) degree, and you will develop communication, advanced math, and science skills which will give you greater opportunities for career advancement in the field.

SUGGESTED COURSE SEQUENCE

First Semester (15.5 units):

E/ET 202	Fundamentals of Electricity for ECT	2
ECT 11	Mechanical and Electrical Devices	2
ECT 12	Blueprint Reading and Interpretation for ECT	1.5
ECT 13	Fundamentals of Refrigeration	4
ECT 211	Mechanical and Electrical Codes	1.5
ECT 214	Technical Mathematics for ECT	3
WELD 215	Welding for ECT Technicians	1.5

Second Semester (12 units):

E/ET 221	Motors and Drives	2
ECT 14	Advanced Refrigeration	2
ECT 15	Refrigeration Equipment Trouble-shooting	2
ECT 16	Fundamentals of Heating and Air Conditioning	2
ECT 17	Heating and Air Conditioning Trouble-shooting	1
ECT 18	HVAC Installation Practices	1
ECT 28	Energy Management and Efficiency in Building Systems	2

Third Semester (14 units):

E/ET 11	Commercial Electricity for HVAC Applications	2
ECT 19	Psychrometrics and Load Calculations	2
ECT 21	Introduction to Direct Digital Controls	2
ECT 22	Commercial HVAC Systems	2
ECT 24	Commercial HVAC Systems Troubleshooting	2
ECT 25	Introduction to Building Commissioning	2
ECT 212	Testing, Adjusting, and Balancing HVAC Systems	2

Fourth Semester (11 units):

ECT 23	HVAC Systems Design	2
ECT 26	Advanced Building Commissioning	3
ECT 27	Advanced Direct Digital Controls	2
ECT 29	Data Analysis for Performance Monitoring	2
ECT 30	Introduction to Control Systems Networking	1
ECT 213	Indoor Air Quality and Building Envelope	1

TOTAL MAJOR UNITS: 52.5

For Associate Degree General Education requirements, refer to page 115.

PROGRAM LEARNING OUTCOMES

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

- Demonstrate proper and safe use of chemicals, combustible materials, electricity, high-pressure gases, climbing ladders and lifting heavy objects.
- Explain the theory of Refrigeration and Air Conditioning and the physical properties of components and devices.
- Demonstrate critical thinking, interpersonal, writing, and reading skills working with team members and customers.

RESIDENTIAL AND LIGHT COMMERCIAL HVAC AND REFRIGERATION ASSOCIATE IN SCIENCES (AS)

Did you know that commercial buildings consume over 1/3 of the electric energy used in California? Increasing energy efficiency takes hands-on, technical knowledge and electronic and computer-based skills, which you can learn in the Environmental Control Technology (ECT) program. ECT students install, service and operate heating, ventilation, air conditioning and refrigeration (HVACR) and building control systems. Well-trained ECT technicians specialize in either residential and light commercial systems, or large, commercial and industrial systems. ECT is a green field, challenging and rapidly changing. In both public and private sectors, current demand for well-trained technicians is a high and rapidly increasing, due to growing market demands in green technology, energy efficiency and sustainability. Laney's ECT program certificates and degree qualify for immediate employment. Graduate with an Associate of Science (AS) degree, and you will develop communication, advanced math, and science skills which will give you greater opportunities for career advancement in the field.

SUGGESTED COURSE SEQUENCE

First Semester (15.5 units):

E/ET 202	Fundamentals of Electricity for ECT	2
ECT 11	Mechanical and Electrical Devices	2
ECT 12	Blueprint Reading and Interpretation for ECT	1.5
ECT 13	Fundamentals of Refrigeration	4
ECT 211	Mechanical and Electrical Codes	1.5
ECT 214	Technical Mathematics for ECT	3
WELD 215	Welding for Technicians	1

Second Semester (12 units):

E/ET 221	Motors and Drives	2
ECT 14	Advanced Refrigeration	2
ECT 15	Refrigeration Equipment Troubleshooting	2
ECT 16	Fundamentals of Heating and Air Conditioning	2
ECT 17	Heating and Air Conditioning Troubleshooting	1
ECT 18	HVAC Installation Practices	1
ECT 28	Energy Management and Efficiency in Building Systems	2

TOTAL MINIMUM UNITS: 27

For Associate Degree General Education requirements, refer to page 115.

PROGRAM LEARNING OUTCOMES

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

-
- Demonstrate proper and safe use of chemical, combustible materials, electricity, high-pressure gases, climbing ladders and lifting heavy objects.
 - Explain the theory of Refrigeration and Air Conditioning and the physical properties of components and devices.
 - Demonstrate critical thinking, interpersonal, writing, and reading skills working with team members and customers.
-

ENVIRONMENTAL CONTROL TECHNOLOGY (ECT)

Environmental Control Technology is a technical program offering the theoretical, technical, and problem-solving skills essential for employment in the heating, ventilation, air conditioning, and refrigeration industry. Students completing the suggested curriculum can seek employment as refrigeration technicians, heating, ventilation, air conditioning technicians, and building engineers and technicians.

ECT 1

Physics for Building Science

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

Recommended preparation: MATH 200B or 201 or 210D

Not open for credit to students who have completed or are currently enrolled in PHYS 99.

Acceptable for credit: CSU

Principles of physics relevant to environmental control technologies: Thermodynamics, electricity and power conversion, and properties of light; emphasis on laboratory applications and safe practices for working with chemicals, electrical devices, and compressed gases. 0946.00

AA/AS area 1

ECT 11

Mechanical and Electrical Devices

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR)

Corequisite(s): ECT 13

Acceptable for credit: CSU

Introduction to fundamentals of electricity and electronics as applied to HVAC&R operations: Ohm's law, power and electrical instruments, basic electrical AC and DC circuits, electrical and mechanical devices, and electrical and electronic controls. 0946.00

ECT 12

Blueprint Reading and Interpretation for ECT

1.5 units, 1.5 hours lecture (GR)

Corequisite(s): ECT 13

Acceptable for credit: CSU

Basic techniques for reading and interpreting typical design documents, drawings, and specifications: Emphasis on interpreting HVAC mechanical and electrical drawings, symbols and abbreviations. 0946.00

ECT 13

Fundamentals of Refrigeration

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

Recommended preparation: ECT 1

Acceptable for credit: CSU

Principles and processes of refrigeration systems: Thermodynamics, heat transfer, refrigeration cycle, types of systems and piping, energy efficiency, electrical and mechanical components, tools and instruments, brazing and soldering; methods for charging, recovering, and evacuating refrigerants; EPA laws and regulations, and safe handling of refrigerants. 0946.00

ECT 14

Advanced Refrigeration

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

Prerequisite(s): ECT 13

Recommended preparation: E/ET 202

Acceptable for credit: CSU

Introduction to more complex and detailed methods of investigating and servicing refrigeration system components: Heat pumps, low-temp defrost methods, evaporative condensers, capacity controls, multiplex and multistage systems. 0946.00

ECT 15

Refrigeration Equipment Troubleshooting

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

Recommended preparation: ECT 14

Acceptable for credit: CSU

Introduction to troubleshooting practices on commercial refrigeration equipment: Electrical diagrams, service diagnostic procedures, maintenance, troubleshooting and repair, proper charging, leak testing, evacuating and recovering methods, including safety practices. 0946.00

ECT 16

Fundamentals of Residential and Light Commercial HVAC Systems

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

Corequisite(s): ECT 14

Acceptable for credit: CSU

Introduction to residential and light commercial heating and air conditioning components and functions: Natural gas, propane gas, forced air, and hydronic equipment; emphasis on reading electrical diagrams, tracking sequences of operation, mechanical principles of operation, and application and safety procedures. 0946.00

ECT 17

Residential and Light Commercial HVAC Systems Troubleshooting

1 unit, 0.5 hour lecture, 1.5 hours laboratory (GR or P/NP)

Corequisite(s): ECT 16

Acceptable for credit: CSU

Troubleshooting heating and air conditioning equipment: Components and accessories and their relation to the functions of residential and light commercial heating and air conditioning; practical instruction on electrical diagrams, sequence of operation, service diagnosis procedures, and maintenance; special emphasis on safety procedures. 0946.00

ECT 18**HVAC Installation Practices**

1 unit, 0.5 hour lecture, 1.5 hours laboratory (GR or P/NP)

Recommended preparation: ECT 16

Acceptable for credit: CSU

Introduction to practical applications of residential and light commercial HVAC systems: Proper procedures for sizing and installing electrical and mechanical devices, HVAC equipment, Title 24 requirements, ventilation, filtration, flue pipes (flex, square and rigid duct pipes). 0946.00

ECT 19**Psychrometrics and Load Calculations**

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

Corequisite(s): ECT 22

Acceptable for credit: CSU

Analysis of the physical properties of air in refrigeration and air conditioning: Use of proper analytical instruments and manual load calculation, and software for calculating cooling and heating loads. 0946.00

ECT 21**Introduction to Direct Digital Controls**

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

Recommended preparation: ECT 11

Acceptable for credit: CSU

Introduction to direct digital control systems and building automation systems: Basic electricity and electronics and overview of the various approaches to system architecture, hardware, software, and system components. 0946.00

ECT 22**Commercial HVAC Systems**

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

Recommended preparation: ECT 16

Acceptable for credit: CSU

Introduction to the physical properties, interactive components, and methods for operating and controlling commercial HVAC systems: Thermodynamic principles of pressure, specific heat, specific volume, density and enthalpy; hydronic systems including boilers, chillers, cooling towers, water pumps, ventilation, filtration, air distribution, controls and instruments. 0946.00

ECT 23**HVAC System Design**

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

Prerequisite(s): ECT 22 and 214

Acceptable for credit: CSU

Introduction to concepts and principles for the design of commercial HVAC systems and system controls: All-air systems, all-water systems, and air-water systems. 0946.00

ECT 24**Commercial HVAC System Troubleshooting**

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

Recommended preparation: ECT 22

Acceptable for credit: CSU

Introduction to troubleshooting procedures for commercial HVAC systems: Methods used for repairing, servicing and installing electrical and mechanical devices, including ventilation, filtration, air distribution, and air and water treatment systems. 0946.00

ECT 25**Introduction to Building Commissioning**

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

Corequisite(s): ECT 22

Acceptable for credit: CSU

Introduction to fundamentals of commissioning, re-commissioning, retro-commissioning, and mechanical and electrical building systems: Review of building equipment and building control systems and the commissioning, re-commissioning and retro-commissioning process. 0946.00

ECT 26**Advanced Building Commissioning**

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

Prerequisite(s): ECT 25

Corequisite(s): ECT 29

Acceptable for credit: CSU

Advanced processes and applications of building commissioning, re-commissioning and retro-commissioning: Conceptual design through the construction process, acceptance testing, writing final commissioning reports, and training of building maintenance and operations personnel. 0946.00

ECT 27**Advanced Direct Digital Controls**

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

Prerequisite(s): ECT 21

Acceptable for credit: CSU

Introduction to advanced concepts and operation of DDC controls: Input and output devices, programming strategies and translating sequence of operation documents for an HVAC system into an operations program for a DDC system. 0946.00

ECT 28**Energy Management and Efficiency in Building Systems**

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

Recommended preparation: ECT 16

Acceptable for credit: CSU

Introduction to technical and economic operating principles of electrical and mechanical devices for making cost-effective decisions and energy-efficient choices: Use of energy analysis software tools such as Energy+, Cal Arch, DOE 2, and others. 0946.00

ECT 29**Data Analysis for Performance Monitoring**

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

Prerequisite(s): ECT 25

Corequisite(s): ECT 26

Acceptable for credit: CSU

Introduction to the methods of acquiring HVAC equipment performance data to improve operations and reduce energy consumption: Emphasis on data acquisition through the use of portable data loggers and DDC control systems; methods of trending and visualizing data through the use of electronic databases and spreadsheets such as Microsoft Excel. 0946.00

ECT 31**Introduction to DDC Hardware for Building Automation Systems**

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

Prerequisite(s): E/ET 202 and ECT 214

Not open for credit to students who have completed or are currently enrolled in E/ET 31.

Acceptable for credit: CSU

Introduction to basic microprocessor/microcontroller operations: Analog and digital, input and output interfaces. Microprocessor and microcontroller hardware and some simple process control software routines. Introduction to Programmable Logic Controllers (PLCs). 0946.00

ECT 32**Control Systems Designs**

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR)

Prerequisite(s): ECT 21

Acceptable for credit: CSU

Introduction to control systems documentation practices: HVAC system schematics, I/O tables, network diagrams, logic diagrams and other drawings. Use of Microsoft Visio and Auto CAD, and documentation of control sequences of operation. 0946.00

ECT 33**Control Systems Networking for Building Automation**

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

Prerequisite(s): E/ET 37 or ECT 37

Not open for credit to students who have completed or are currently enrolled in E/ET 33.

Acceptable for credit: CSU

Introduction to global and local communication networks: Emphasis on design, installation and troubleshooting for building control systems using direct digital control systems. 0946.00

ECT 34**Control Routines for Energy Efficiency**

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR)

Prerequisite(s): ECT 26

Acceptable for credit: CSU

Methods and practices for developing energy saving control routines: Energy efficient operating sequences for programming, testing, and troubleshooting; optimizing systems interactions; using metrics to drive sequence, fault detection diagnostics, and measurement and validation techniques. 0946.00

ECT 35**Control Systems Integration**

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR)

Prerequisite(s): ECT 27

Acceptable for credit: CSU

Introduction to control system integration practices: Common open protocols such as BACNET, Modbus and Lonworks. Use of integration platforms such as Tridium Niagara, FieldBus device translators, and wireless protocol integration. Review of whole building systems integration strategies. 0946.00

ECT 36**Energy Issues, Policies, and Codes**

1.5 units, 1.5 hours lecture (GR)

Prerequisite(s): ECT 25

Acceptable for credit: CSU

Introduction to regional and global energy issues: Energy efficiency market sectors, impact of building energy use on environmental, social, and economy sustainability. Overview of national and regional codes and policies regulating energy efficiency in buildings. 0946.00

ECT 37**Introduction to PC Hardware and Software for Building Technicians**

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

Not open for credit to students who have completed or are currently enrolled in E/ET 37.

Acceptable for credit: CSU

Introduction to computer hardware and software: Practical computer skills, including computer components and functions; basics of Windows competency and file structure system; Excel, Visio and databases; Internet protocols and Ethernet cabling basics. 0946.00

AA/AS area 4c

ECT 40**Introduction to Control System Networking**

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

Prerequisite(s): ECT 21

Acceptable for credit: CSU

The installation and use of common digital control system networks is presented: Standards such as, MS/TP, ARCNET, LONWORKS, Ethernet networks; benefits of each type of network; and diagnosis of common network problems. 0946.00

ECT 48GA-MZ**Selected Topics in Environmental Control Technology**

0.5-9 units, 0.5-9 hours lecture, 0.5-27 hours laboratory (GR)

Acceptable for credit: CSU

See section on Selected Topics. 0946.00

ECT 101**Fundamentals of Building Science**

3 units, 3 hours lecture (GR)

Prerequisite(s): MATH 201

Not open for credit to students who have completed or are currently enrolled in ECT 101.

Acceptable for credit: CSU

Principles of physics relevant to building's indoor environment and its control: Thermodynamics, fluid mechanics, refrigeration cycles, electricity and energy conversion, and properties of light. Emphasis will be on the basic principles of physics and their application to building and their environmental control. 0946.00

ECT 211**Mechanical and Electrical Codes**

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

Recommended preparation: ECT 12

Introduction to national, state and local regulations and standards that govern the design, installation and operation of air conditioning, heating, ventilation, and refrigeration systems: Code development process and its adoption and enforcement by local building authorities. 0946.00

ECT 212**Testing, Adjusting and Balancing HVAC Systems**

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR)

Corequisite(s): ECT 22

Introduction to theory and practice necessary to properly test, adjust and balance HVAC systems: Air and water systems, and instruments used to properly balance the systems. 0946.00

ECT 213**Indoor Air Quality and Building Envelope**

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

Recommended preparation: ECT 22

Introduction to building indoor air quality standards and maintenance procedures associated with comfort and health problems faced by workers and managers: Building envelope and testing procedures for proper service and maintenance of building heating, cooling and ventilation systems. 0946.00

ECT 214**Technical Mathematics for ECT**

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

Recommended preparation: MATH 201 or 210D

Selected topics in mathematics with specific application to the HVAC & R industry: Decimals and fractions, ratios and proportions, unit conversions, areas and volumes, application of algebraic equations in gas laws and load calculations, relevant trigonometric functions, and use of graphs to represent and analyze data. 0946.00

ECT 215**Preparation for BPI Certification**

2.5 units, 1.5 hours lecture, 3 hours laboratory (GR or P/NP)

Preparation for Building Performance Institute (BPI) certification: Application of the theory and practice of Building Performance science and Energy auditing according to BPI National Standards. 0946.00

ECT 248GA-MZ**Selected Topics in Environmental Control Technology**

0.5-9 units, 0.5-9 hours lecture, 0.5-27 hours laboratory (GR)

See section on Selected Topics. 0946.00

COPED 466A**Occupational Work Experience in Environmental Control Technology**

1-4 units, hours to be arranged (GR) 0946.00



COMMUNITY CHANGE STUDIES CERTIFICATE OF PROFICIENCY (CP)

The Community Change Studies program combines academic course work and experiential learning to prepare students for careers in community development and related efforts to impact the quality of life in low-income communities and communities of color. The program is designed to equip students with the foundational knowledge and practical skills they will need to take on increasing levels of responsibility in careers in community organizing, development, and other efforts to involve residents, parents, youth and other stakeholders as leaders and practitioners in improving education, public health, housing, jobs creation and other conditions in their communities. Students will engage in academic classroom work with a community engagement component as well as 120 hours of on-site learning (paid internship) at a local community organizing or community development organization.

Career Opportunities in

Community Change Studies graduates will have strong backgrounds for careers in nonprofit, public policy, and systems level work and for academic study at four-year institutions. They will work directly with public and private agencies to build the capacity of individuals and organizations in the East Bay. Many of these positions will be in the nonprofit industry, which, according to the National Center for Charitable Statistics, accounts for 9.2% of all wages and salaries paid in the U.S. Some jobs will also be in human services, where the U.S. Bureau of Labor Statistics projects a 23% growth between 2008 and 2018; these professions include individual and family services, mental health, a range of community rehabilitation services, state government agencies, and community-based organization advocates.

SUGGESTED COURSE SEQUENCE

Core Courses (15 units):			ETHST 13	Introduction to Community Based Research in Urban America	3
COPED 451	Occupational Work Experience	3	ETHST 14	Community Building and Transformation in Urban America	3
ETHST 1	Introduction to Ethnic Studies	3			
ETHST 12	Economics and Social Change: Racial Conflict and Class in America	3			
TOTAL REQUIRED UNITS:					15

PROGRAM LEARNING OUTCOMES

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

- Describe the history of different types of organized efforts to bring about people-driven social change: social movements, community organizing, electoral work, identity organizing, issue organizing and/or constituency-driven policy work.
- Execute key values and concepts of community change work, such as developing participatory, democratic organizations; enhancing human dignity and justice; and developing people's civic participation and voice.
- Apply critical thinking, strategy development and reflective practice to better access, evaluate, and interpret ideas; to communicate effectively; reach informed conclusions; and solve problems as a responsible global citizen in public service, community leadership, or community development.
- Analyze how community organizing and development approaches may differ by culture and tradition; how race, ethnicity, class, gender and other factors influence organizing; the use of cultural expression in organizing; and strategies for working within a single culture and multiculturally.
- Describe the community, where they are working and its broader context, including the political/economic/social trends, structures and actors that affect the community and its regional, state, national and global contexts.
- Appraise their own social identity and how social class, race, ethnicity, gender, bias, power and privilege play out in their contexts and for the community residents with whom they are working.

ETHNIC STUDIES ASSOCIATE OF ARTS (AA)

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.

Career Opportunities in:

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

SUGGESTED COURSE SEQUENCE

Group 1 Select two courses from the following (6-8 units):

AFRAM 8	African American Politics	3-4
AFRAM 23	Perceptions of African American Women	3
AFRAM 32	African American History: 1945 to the Present	3-4

Group 2 Select two course from the following (6 units):

M/LAT 12	United States Relations with Mexico and Latin America	3
M/LAT 30A	Survey of Latin-American Films	3
M/LAT 30B	Survey of Latin-American Films	3

Group 3 Select two courses from the following (6 units):

ASAME 21	Asian-American Communities	3
ASAME 30	Asians and Asian-American through Films	3
ASAME 32	Asian-American Psychology	3
ASAME 45A	Asian-American History to 1945	3
ASAME 45B	Asian-American History from 1945 to the Present	3

TOTAL REQUIRED UNITS: **18**

Courses may be applied to Associate Degree General Education requirement.

For Associate Degree General Education requirements, refer to pagepage 115.

PROGRAM LEARNING OUTCOMES

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

-
- **Evaluate And Research:** Evaluate the development of the field of Ethnic Studies, and utilize research methodologies and scholarship within the field to produce research papers.
 - **Analysis:** Effectively employ social science methodologies in the analysis of issues related to Ethnic Studies.
 - **History:** Identify and describe the general history of racial/ethnic people in the U.S.
-

ETHNIC STUDIES (ETHST)

The Ethnic Studies major is designed to assist all students develop an understanding and appreciation of other peoples and cultures in the United States. Students may elect among the following majors: African American Studies, Asian/Asian-American Studies, Ethnic Studies, Mexican/Latin-American Studies or Native American Studies. Each program provides a sound background for students preparing to pursue a degree in Ethnic Studies or a related field on transfer to four-year institutions while also supporting the acquisition of skills that will enhance career opportunities 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

ETHST 3**Race, Gender and Sports**

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

Acceptable for credit: CSU, UC

Influence of racial and ethnic groups in sports in the United States: Cultural, historical, political and economic influences associated with gender participation and race relations. 2203.00

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

ETHST 12**Economics and Social Change: Racial Conflict and Class in America**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Historical examination of the experiences of African American, Asian-American, Spanish-Speaking, and other minority working in the 20th century, with special attention to union organizing. 2203.00

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

ETHST 13**Introduction to Community Based Research in Urban America**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Basic principles of community development: Models of successful community practice and how to create social capital. Case study methods will be used to explore resource mapping, problem assessment, and strategies for funding community based organizations. 2203.00

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

ETHST 14**Community Building and Transformation in Urban America**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Community organizing as a practice in areas of public service, non-profit work, and electoral politics: Political economy of community development through historical study of disenfranchised ethnic, racial, gendered and immigrant groups in the groups in the U.S. 2203.00

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

ETHST 30**Introduction to Race, Gender and Health**

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

Acceptable for credit: CSU, UC

Overview of disparities in health outcomes across communities of color using a public health approach: Analysis of policies, medical institutions, environment, and communities. 2203.00

AA/AS area 2, 5; CSU area D

ETHST 48GA-MZ**Selected Topics in Ethnic Studies**

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC♦

See section on Selected Topics. 2203.00

ETHST 50**Introduction to Race, Gender and Schools**

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

Acceptable for credit: CSU, UC

Survey of issues of equity, diversity and access in K-20 educational institutions: Analysis of urban schooling and comparative experiences in learning through the lens of race, class, culture and gender. 2203.00

AA/AS area 2, 5; CSU area D

ETHST 248GA-MZ**Selected Topics in Ethnic Studies**

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR or P/NP)

See section on Selected Topics. 2203.00

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)

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

Eligible for credit by examination

Acceptable for credit: CSU, UC

Study and practice in speaking, understanding, reading and writing French: Emphasis on understanding basic grammatical concepts. 1102.00

AA/AS area 3; CSU area C2; IGETC area 6A

FREN 1B**Elementary French**

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

Prerequisite(s): FREN 1A

Eligible for credit by examination

Acceptable for credit: CSU, UC

Continuation of FREN 1A: Proficiency in the areas of listening, speaking, reading, writing, and cultural knowledge; emphasis on basic vocabulary and basic grammatical concepts. 1102.00

AA/AS area 3; CSU area C2; IGETC area 3B, 6A

FREN 2A**Intermediate French**

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

Prerequisite(s): FREN 1B

Eligible for credit by examination

Acceptable for credit: CSU, UC

Proficiency in French at an intermediate level: Listening, speaking, reading, and writing; emphasis on listening comprehension and speaking for communication. 1102.00

AA/AS area 3; CSU area C2; IGETC area 3B, 6A

FREN 30A**Beginning Conversational French**

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

Acceptable for credit: CSU

Introduction to speaking simple, modern French and to modern French culture: Vocabulary and mastery of structure through focus on application rather than on traditional terminology. 1102.00

FREN 30B**Beginning Conversational French (Continuation)**

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

Recommended preparation: FREN 30A

Acceptable for credit: CSU

Continuation of FREN 30A: Introduction to speaking simple, modern French and to modern French culture; vocabulary and mastery of structure through focus on application rather than on traditional terminology. 1102.00

FREN 48GA-MZ**Selected Topics in French**

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC ♦

See section on Selected Topics. 1102.00

FREN 49**Independent Study in French**

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

Acceptable for credit: CSU, UC ♦

See section on Independent Study. 1102.00

FREN 248GA-MZ**Selected Topics in French**

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR or P/NP)

See section on Selected Topics. 1102.00



GEOGRAPHY (GEOG)

The discipline of Geography involves the study of the earth's surface and the spatial variations associated with both natural and human phenomena such as climate, vegetation, landforms, resource development and utilization, cultural diversity, etc. Through courses in physical and cultural geography, students will develop an understanding of the character of particular regions (e.g. California) and the many ways that humans, past and present, have used and impacted the earth's surface. By taking geography classes at Laney College, students will learn about the interrelationships between biological, physical, and human systems and the changes and consequences they engender on the global environment.

GEOG 1

Physical Geography

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Basic elements of the earth's physical systems and processes: Earth-sun relations, weather, climate, water, plate tectonics, landforms, soils, and ecosystems and their interrelationships and global distribution patterns. 2206.00

AA / AS area 1; CSU area B2, D; IGETC area 5A

(C-ID: GEOG 110)

GEOG 1L

Physical Geography Laboratory

1 unit, 3 hours laboratory (GR)

Prerequisite(s) or corequisite(s): GEOG 1

Acceptable for credit: CSU, UC

Practical application of basic concepts and principles of physical geography: Earth-sun relationships, weather, climate, geologic processes, landforms, and field observation. 2206.00

CSU area B3; IGETC area 5C

(C-ID: GEOG 111)

GEOG 2

Cultural Geography

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Basic elements of cultural geography: Interrelationship of people and the land, including study of populations, cultural origins, migration, language and religion, ethnicity, systems of agriculture, urbanization, political units, economic organization and resource exploitation. 2206.00

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

(C-ID: GEOG 120)

GEOG 3

World Regional Geography

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Introduction to the world's major geographic regions: Interconnections between regions, cultural and economic development, political organization, land uses, and the environment. 2206.00

AA / AS area 2; CSU area D5; IGETC area 4E

(C-ID: GEOG 125)

GEOG 18

California Geography

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Forces, processes, and systems that shape the geography of California: Landforms, natural vegetation, forestry and fishing, mineral and water resources, cultural landscapes, agriculture, demographic changes, ethnic diversity, urban growth, regional differences, economic development and its national impact; natural hazards such as earthquakes and volcanism, floods, landslides and wildfires; climate and effects of climate change. 2206.00

AA / AS area 1, 2; CSU area D, IGETC area 4

GEOG 19

Global Climate Change

3 units, 3 hours lecture (GR)

Not open for credit to students who have completed or are currently enrolled in PHYSC 25.

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

GEOLOGY (GEOL)

The Department of Earth and Human Sciences consist of disciplines such as anthropology, geography, geology, and physical sciences.

GEOL 10

Introduction to Geology

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Survey of the structure and materials that compose the earth's surface and geologic processes responsible for shaping the earth: Nature and role of rocks and minerals; environmental processes and problems; dynamics of volcanism, earthquakes, plate tectonics, metamorphism, running water, ground water, glaciation, weathering and erosion. 1914.00

AA/AS area 1; CSU area B1; IGETC area 5A



APPLIED GRAPHIC DESIGN/DIGITAL IMAGING CERTIFICATE OF ACHIEVEMENT (CA)

The AA degree and certificate in Applied Graphic Design/Digital Imaging offer hands-on experience for students interested in combining artistic creativity and computer technology. Students receive practical knowledge of processes, theory of design principles and elements, computer software applications, and personal communication skills. Opportunities of employment from an education in graphic design range widely in emphasis. Related industries integrating graphic designers, digital imaging specialists, and multimedia authors vary as much as commercial printing does from motion pictures. All mass visual communications require the skills and training of graphic design/digital imaging.

Career Opportunities in:

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.

SUGGESTED COURSE SEQUENCE

First Semester (9 units):

GRART 32	Digital Documents (Adobe InDesign)	3
GRART 111	Elements and Principles of Graphic Design	3
GRART 113	Typography	3

Second Semester (9 units):

GRART 34	Adobe Illustrator Basics	3
GRART 112	Creative Process and Solutions	3
GRART 121	Applied Graphic Design 1	3

Third Semester (6 units):

GRART 36	Adobe Photoshop Basics	3
GRART 122	Applied Graphic Design 2	3

Fourth Semester (9 units):

GRART 42	Web Graphics (Dreamweaver)	3
GRART 114	Graphic Design Technology	3
GRART 123	Applied Graphic Design 3	3

TOTAL REQUIRED UNITS:	33
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PROGRAM LEARNING OUTCOMES

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

- Apply for entry level career opportunities.
- Create complete and correct graphic files for both print and web.
- Apply the elements and principles of effective graphic design.
- Analyze, plan and implement design strategies based on customers desires.
- Be employable at an entry level in a graphic design, graphic technician pre-press, pre-flight position, or web design.
- Display healthy employee attributes such as, reliability, respect for others and their opinions, ability to work in a team environment, work independently, complete tasks, communicate verbally and in writing, etc.

APPLIED GRAPHIC DESIGN/DIGITAL IMAGING ASSOCIATE IN ARTS (AA)

The AA degree and certificate in Applied Graphic Design/Digital Imaging offer hands-on experience for students interested in combining artistic creativity and computer technology. Students receive practical knowledge of processes, theory of design principles and elements, computer software applications, and personal communication skills. Opportunities of employment from an education in graphic design range widely in emphasis. Related industries integrating graphic designers, digital imaging specialists, and multimedia authors vary as much as commercial printing does from motion pictures. All mass visual communications require the skills and training of graphic design / digital imaging.

Career Opportunities in:

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.

SUGGESTED COURSE SEQUENCE

First Semester (9 units):

GRART 32	Digital Documents (Adobe InDesign)	3
GRART 111	Elements and Principles of Graphic Design	3
GRART 113	Typography	3

Second Semester (9 units):

GRART 34	Adobe Illustrator Basics	3
GRART 112	Creative Process and Solutions	3
GRART 121	Applied Graphic Design 1	3

Third Semester (6 units):

GRART 36	Adobe Photoshop Basics	3
GRART 122	Applied Graphic Design 2	3

Fourth Semester (9 units):

GRART 42	Web Graphics (Dreamweaver)	3
GRART 114	Graphic Design Technology	3
GRART 123	Applied Graphic Design 3	3

TOTAL REQUIRED UNITS: 33

For Associate Degree General Education requirements, refer to page 115.

PROGRAM LEARNING OUTCOMES

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

-
- Apply for entry level career opportunities.
 - Create complete and correct graphic files for both print and web.
 - Apply the elements and principles of effective graphic design.
 - Analyze, plan and implement design strategies based on customers desires.
 - Be employable at an entry level in a graphic design, graphic technician pre-press, pre-flight position, or web design.
 - Display healthy employee attributes such as, reliability, respect for others and their opinions, ability to work in a team environment, work independently, complete tasks, communicate verbally and in writing, etc.
-

GRAPHIC ARTS (GRART)

The AA degree and certificate in Applied Graphic Design/Digital Imaging offer hands-on experience for students interested in combining artistic creativity and computer technology. Students receive practical knowledge of processes, theory of design principles and elements, computer software applications, and personal communication skills.

GRART 32

Digital Documents (Adobe InDesign)

3 units, 2.5 hours lecture, 1.5 hours laboratory (GR or P/NP)

Recommended preparation: BUS 219 or CIS 205 or GRART 230

Acceptable for credit: CSU

Application of "page-layout" software utilized in the graphic arts/multimedia industries for digital document generation: Production of various basic publications, use of peripheral devices such as scanners and laser output devices, and efficient print-ready file preparation. 1030.00

AA/AS area 4c

GRART 34

Adobe Illustrator Basics

3 units, 2.5 hours lecture, 1.5 hours laboratory (GR or P/NP)

Recommended preparation: BUS 219 or CIS 205 or GRART 230

Acceptable for credit: CSU

Skill-based approach to vector-based drawing software: Emphasis on graphic design, print and web graphics, and fine arts application; exploration through hands-on projects. 1030.00

AA/AS area 4c

GRART 35

Advanced Adobe Illustrator

3 units, 2.5 hours lecture, 1.5 hours laboratory (GR or P/NP)

Prerequisite(s): GRART 34

Acceptable for credit: CSU

Application of "draw" software utilized in the graphic arts/multimedia industries for digitized illustration and drawing of imagery: Logos, posters, publication illustrations, custom environments, advanced typography, layers and appearances, drawing and coloring, brush techniques, blends, gradients and mesh, transparency, live effects and live 3D effects and other techniques; exploration through hands-on projects. 1030.00

AA/AS area 4c

GRART 36

Adobe Photoshop Basics

3 units, 2.5 hours lecture, 1.5 hours laboratory (GR or P/NP)

Recommended preparation: BUS 219 or CIS 205 or GRART 230

Acceptable for credit: CSU

Introduction to imaging software utilized in the graphic arts for photo and tonal manipulations: Selecting, painting and filling, layers, editing images, color correction, typography, tools, masks and channels, converting and manipulating images, and filters; exploration through hands-on projects. 1030.00

AA/AS area 4c

GRART 37

Digital Images for Photography and Print

3 units, 2.5 hours lecture, 1.5 hours laboratory (GR or P/NP)

Prerequisite(s): GRART 36 or GRART 136

Acceptable for credit: CSU

Introduction to imaging software utilized in the graphic arts for photo and tonal manipulations: Selecting, painting and filling, layers, editing images, color correction, typography, tools, masks and channels, converting and manipulating images, and filters; exploration through hands-on projects. 1030.00

GRART 42

Web Graphics (Dreamweaver)

3 units, 2.5 hours lecture, 1.5 hours laboratory (GR or P/NP)

Recommended preparation: Computer literacy or GRART 136 or 230

Acceptable for credit: CSU

Introduction and application of software (Dreamweaver) used in web-page design and construction: Web-page construction with emphasis on graphic appearance. 1030.00

AA/AS area 4c

GRART 43

Web Graphics (Flash)

3 units, 2.5 hours lecture, 1.5 hours laboratory (GR or P/NP)

Recommended preparation: Computer literacy or GRART 230

Acceptable for credit: CSU

Introduction and application of software (Flash) used in web-page design, construction and animation: Web-page animation graphics. 1030.00

AA/AS area 4c

GRART 48GA-MZ

Selected Topics in Graphic Arts

0.5-9 units, 0.5-9 hours lecture, 0.5-27 hours laboratory (GR)

Acceptable for credit: CSU ♦

See section on Selected Topics. 1030.00

GRART 111

Elements and Principles of Graphic Design

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

Recommended preparation: Computer literacy or GRART 230 and 131 or 132

Acceptable for credit: CSU

Introduction to elements, principles, and techniques of graphic design: Elements of point, line, space and volume; principles of balance, unity, and emphasis; image generation techniques of proportion, contrast, visual impact, rhythm, and illusion; use of graphics software for project presentation. 1030.00

GRART 112**Creative Process and Solutions**

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

Acceptable for credit: CSU

Introduction to the established sequential graphic design process: Process of client communications, project objectives, creative briefs, goal orientation, creative production, presentation, solutions, and evaluation; development of creative imaging skills such as abstracting, morphing, sketching, symbol development, contrary expectations, and visual variety as project solutions. 1030.00

GRART 113**Typography**

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

Prerequisite(s) or corequisite(s): GRART 131 or 132

Recommended preparation: GRART 230

Acceptable for credit: CSU

Introduction to the importance of type as a graphic design factor: Traditions of communications through visual symbols and letterforms, historical development of alphabets to modern computer-type technologies, type terminology, measurement, composition, and layout using traditional and computer page-layout software; hands-on projects demonstrating typographical concepts. 1030.00

GRART 114**Graphic Design Technology**

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

Prerequisite(s): GRART 131 or 132 and 134 and 136

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**Web Site Design**

3 units, 2.5 hours lecture, 1.5 hours laboratory (GR or P/NP)

Acceptable for credit: CSU

Introduction to web-site design from a planning perspective: Good elements of graphic design, process of design, goals of site, message, audience demographics and psychographics, content and architecture, pre-production, building and maintaining. 1030.00

GRART 121**Applied Graphic Design 1**

3 units, 1 hour lecture, 6 hours laboratory (GR)

Prerequisite(s): GRART 113

Recommended preparation: GRART 111, 112 or 230

Acceptable for credit: CSU

Project-oriented class for the practical application of typographical theory: Impact of type on the audience, type composition, layout, emphasis, and characteristics for impact on readability, legibility and graphic design aesthetics; use of computer page-layout software in project completion. 1030.00

GRART 122**Applied Graphic Design 2**

3 units, 1 hour lecture, 6 hours laboratory (GR)

Prerequisite(s): GRART 111, 112, and 113

Recommended preparation: GRART 230 or Computer literacy

Acceptable for credit: CSU

Project-oriented class for the practical application of design theory, procedures, and processes: Advertising design for publications such as newspapers and magazines, packaging and publication design for the layout of newsletters and magazines; student-generated art using both hand and computer techniques for creation of presentation designs. 1030.00

GRART 123**Applied Graphic Design 3**

3 units, 1 hour lecture, 6 hours laboratory (GR)

Prerequisite(s): GRART 111, 112, and 113

Recommended preparation: GRART 230 or Computer literacy

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 laboratory (GR or P/NP)

Recommended preparation: GRART 230

Acceptable for credit: CSU

Basic animation techniques and principles of movement for beginners: Animating graphic images and drawings, application of 12 principles of animation, timing and spacing, hands-on motion exercises, use of animation software. 1030.00

GRART 200**Special Projects Laboratory**

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

Prerequisite(s): GRART 132

Course study under this section may be repeated three times.

Open laboratory for working on selected projects: Provides opportunities for development of advanced and/or individual skills in graphic arts. 1030.00

GRART 230**Computer Basics for Graphics**

1 unit, .75 hour lecture, .75 hour laboratory (GR)

Recommended preparation: Very basic keyboarding skill

Basic computer operations for beginners with an interest in graphics and multimedia: Introduction to basic and special graphic operations with emphasis on Macintosh operating systems, with some Windows basics for graphics. 1030.00
AA/AS area 4c

GRART 231**Introduction to Graphic Design**

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

Recommended for majors and non-majors seeking a career path in Applied Graphic Design.

Introduction to the graphic arts industry and the role of the graphic designer: Historical aspect of graphic design, human communications, print and electronic documents, computer usage in graphic design, and design fundamentals and aesthetics. 1030.00

GRART 248GA-MZ**Selected Topics in Graphic Arts**

0.5-9 units, 0.5-9 hours lecture, 0.5-27 hours laboratory (GR)

See section on Selected Topics. 1030.00

GRART 501**Graphic Arts Open Lab (Non-Credit)**

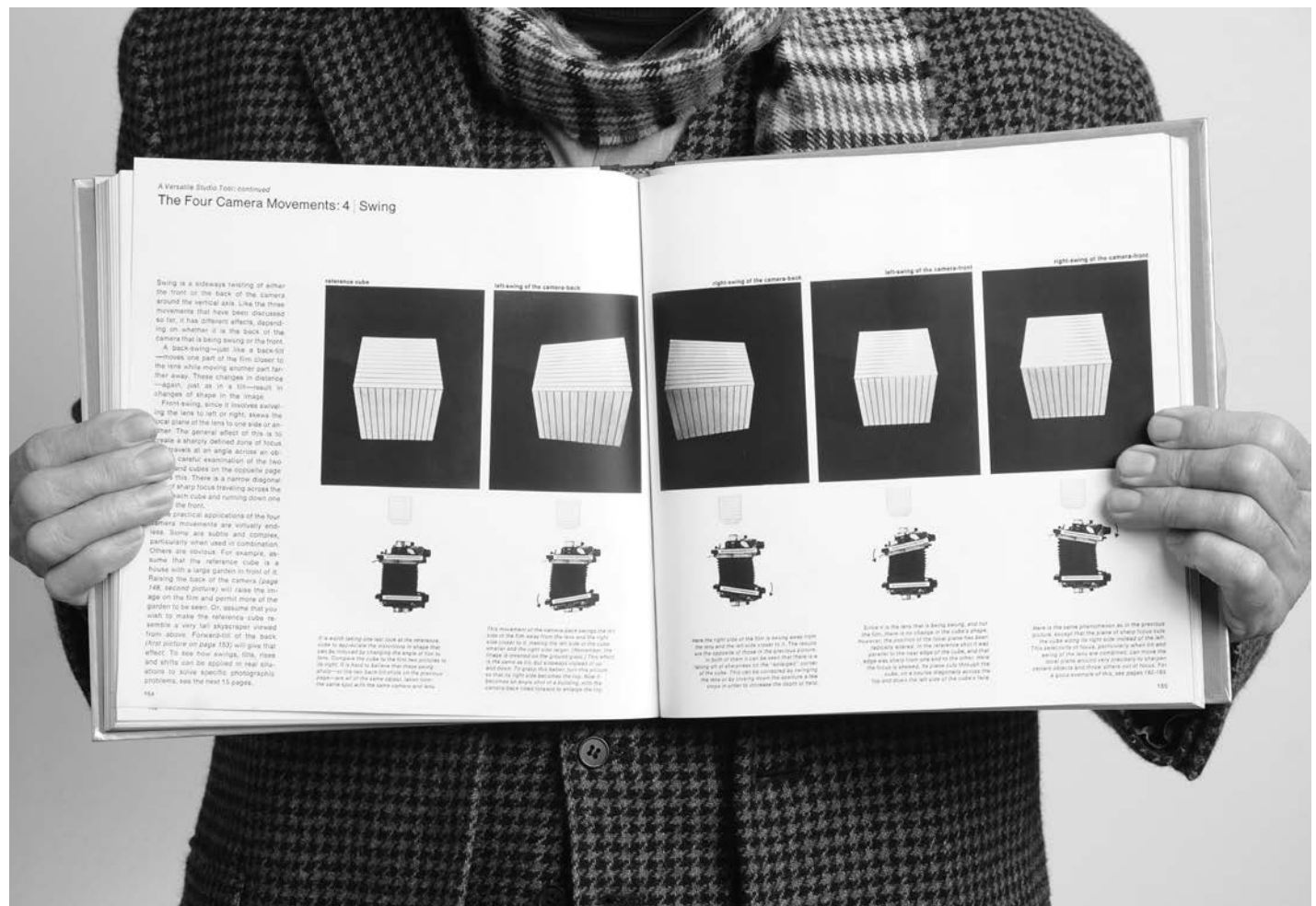
0 units, 1-15 hours laboratory (Not graded)

Recommended preparation: BUS 219 or CIS 205 or GRART 230. Course study under this section may be repeated as necessary.

Access to the Graphic Arts computer and design labs: Supervised tutoring in graphic software, desktop publishing, graphic design, and electronic imaging. 1030.00

COPED 466K**Occupational Work Experience in Graphic Arts**

1-4 units, hours to be arranged (GR) 1030.00



HEALTH EDUCATION (HLTED)

The Health Education program at Laney College is under the Kinesiology and Athletics Department. We offer a variety of classes that can meet General Education requirements under Area E "Lifelong Learning and Self Development". Courses range from a broad exploration of health issues to specific first aid, CPR, and safety concepts. We strive to educate general population students on a variety of health and wellness issues to enhance their personal development as well as provide an opportunity for students in Health majors to develop the necessary knowledge, skills, and attitudes they will need for their degree programs and for careers in the Health and Wellness industry.

HLTED 1 Exploring Health Issues

3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

Examination of current problems related to individual and community health: Sexual behavior, birth control, sexually-transmitted diseases, drugs, consumerism, environment, psychosomatic health, nutrition, physical fitness, and preventive medicine. 0837.00

AA/AS area 2; CSU area E

HLTED 9 First Aid and Safety

2 units, 2 hours lecture (GR or P/NP)
Meets American Red Cross/RTE (Responding to Emergency) as well as American Red Cross Adult CPR certification requirements. Course study under this section may be repeated three times for recertification.
Acceptable for credit: CSU, UC

Introduction to first aid and safety: Development of skills and knowledge for immediate and temporary care in case of an accident or sudden illness; preventive measures. 0837.00

HLTED 14 First Aid and CPR

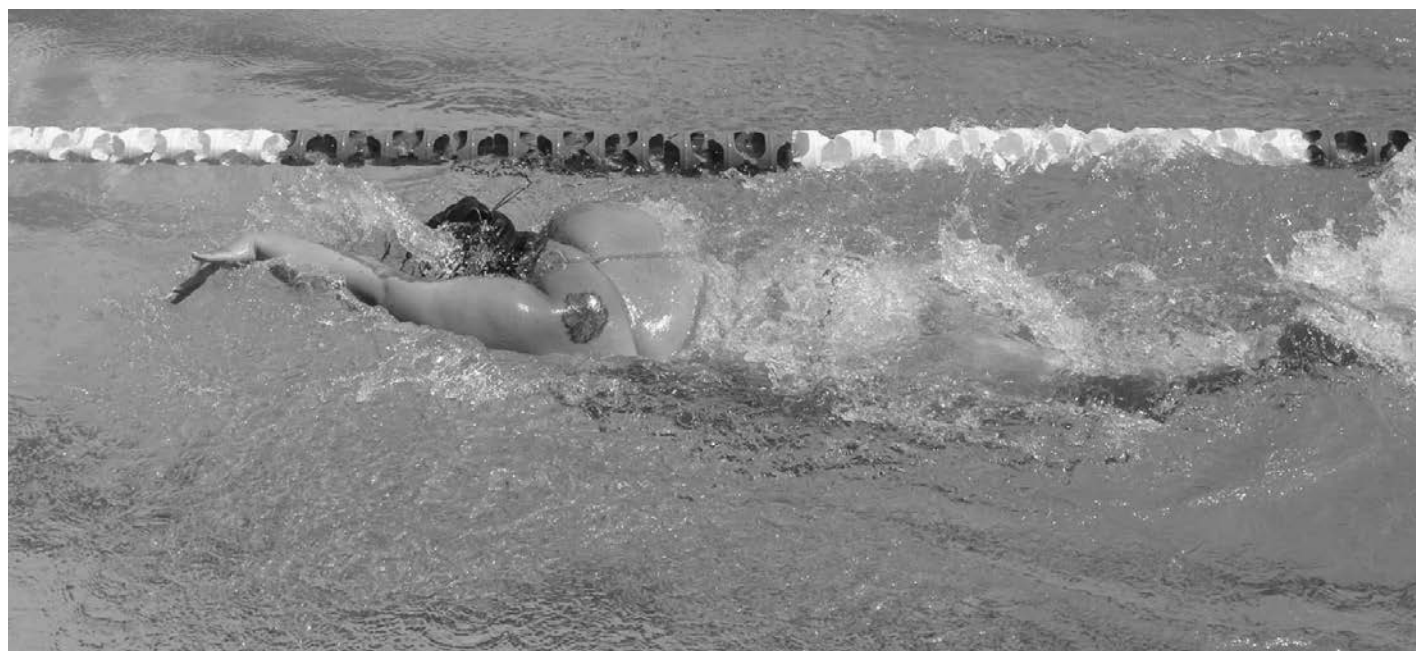
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

Theory and detailed demonstration of the first aid care of the injured: Assessment and intervention of individuals condition and incorporation of proper treatment. Standard first aid, CPR, and AED certification(s) will be granted upon successful completion of requirements. 0837.00

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 European Civilization**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Survey of the development of European civilization to the Reformation. 2205.00

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

(C-ID: HIST 170)

HIST 2B**History of European Civilization**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

History of Western civilization since 1660: Rise of nations, revolutionary eras, European expansion and decline; Europe and its impact on the world; emphasis on ideas and institutions rather than national histories. 2205.00

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

(C-ID: HIST 180)

HIST 3A**World History to 1500**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Survey of the development of world civilizations to 1500. 2205.00

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

(C-ID: HIST 150)

HIST 3B**Modern World History: 1500 - Present**

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

Acceptable for credit: CSU, UC

Survey of world history since 1500: Developments of the modern world as shaped by social, economic, political, philosophical, and historical forces. 2205.00

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

(C-ID: HIST 160)

HIST 7A**History of the United States to 1877**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

History of the United States from colonial days to Reconstruction (1877): Survey and interpretation of political, social, and economic factors contributing to the growth of the nation. 2205.00

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

(C-ID: HIST 130)

HIST 7B**History of the United States Since 1865**

3 units, 3 hours lecture (GR)

HIST 7A is not prerequisite to HIST 7B.

Acceptable for credit: CSU, UC

History of the United States from the end of the Civil War to the present: Survey and interpretation of political, social, and economic factors contributing to the growth of the nation. 2205.00

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

(C-ID: HIST 140)

HIST 19**History of California**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

California's multi-ethnic history from the pre-Spanish period to the present. Emphasis on the social and ethnic diversity of past and present California. 2205.00

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

HIST 48GA-MZ**Selected Topics in History**

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR)

Acceptable for credit: CSU, UC♦

See section on Selected Topics. 2205.00

HIST 248GA-MZ**Selected Topics in History**

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR)

See section on Selected Topics. 2205.00

HUMANITIES ASSOCIATE OF ARTS (AA)

Coursework in Humanities emphasizes the study of cultural and artistic expression. Students will learn to evaluate and interpret the ways in which people throughout history and across different cultures have represented themselves and the world around them through a variety of expressive forms. Further, students will develop their aesthetic sensibilities and increase their capacity to make informed value judgments.

For the Associate of Humanities, students must complete the General Education pattern and elective courses for an additional 42 units. Students must complete 18 units in the area of emphasis courses with a grade of "C" or better, 19 units of general education requirements, and an additional 23 units of elective courses for a total of 60 units. As this degree alone may not be complete preparation for transfer, students wishing to continue at the UC or CSU system should meet with a counselor to develop a transfer plan which addresses all general education and lower-division transfer requirements.

Career Opportunities:

The Humanities interdisciplinary major that encompasses areas of knowledge in the arts, sciences, social sciences and language. A Humanities major provides the broad academic background necessary for future teachers and is an excellent preparation for advanced studies in undergraduate as well as graduate schools. The major may be planned with a particular career in mind, such as government or public service, business, counseling, law, librarianship, teaching, medicine and health, nonprofit service, management or work in multicultural communities.

SUGGESTED COURSE SEQUENCE

Select 18 units from at least TWO discipline areas (18 units):

African American Studies 29, 45*	3 each	Mexican and Latin-American Studies 30A, 30B	3 each
Anthropology 7	3	Music 2A, 2B, 9, 10, 12A, 12B, 15A, 15B	3 each
Art 1, 2, 3, 4, 5, 7, 40, 141	3 each	Philosophy 1, 2, 10, 20A, 20B, 37	3 each
Asian and Asian-American Studies 30	3	Spanish 1A, 1B, 2A, 2B, 22A, 22B, 30A***, 30B***, 40	5 each
Chinese 1, 2, 3, 4, 40A***, 40B***	5 each	Theatre Arts 1****, 10, 30	3 each
Communication 2A, 2B, 19	3 each		
Dance 1	3	TOTAL REQUIRED UNITS (MINIMUM):	18
English 1B**, 10A, 10B, 12, 17A, 17B, 26, 30A, 30B, 31, 32A, 33A, 33B, 43, 44A, 44B, 210A, 210B, 217A, 217B, 230A, 230B, 231, 232A, 232B, 233A, 233B, 243, 244A, 244B	3 each		
French 1A, 1B, 2A, 30A***, 30B***	5 each		
Humanities 6, 7, 16, 30A, 30B, 31A, 40	3 each		
Japanese 1A, 50A***, 50B***	5 each		

*Students will receive credit for one course only.

** 4 units

***3 units

****2 units

For Associate Degree General Education requirements, refer to page 115.

PROGRAM LEARNING OUTCOMES

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

-
- Research and articulate: Research and articulate the core philosophical, religious and artistic expressions within the humanistic traditions.
 - Apply lexicon: Apply the appropriate lexicon to discuss philosophical, religious and artistic expressions within cultural socio-economic-historical contextual terms.
 - Critically analyze: Critically analyze philosophical, religious and artistic expressions within the humanistic traditions and conduct a cogent argument with a clear thesis that anticipates and responds to key objections.
-

HUMANITIES (HUMAN)

The study of humanities is concerned with human experiences and the manner through which they have been expressed. Courses in the Humanities Program examine the historical, social, philosophical, religious, and artistic expressions of different cultures and their diverse perspectives on the sacred as well as secular worlds. Humanities courses offered at Laney College provide students with an opportunity to develop their critical thinking skills as well as improve their writing skills.

HUMAN 6**Introduction to the New Testament**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Introduction to the New Testament: Emphasis on the history, culture, teachings, and development of the New Testament and its impact on Western culture. 1599.00

AA/AS area 3; CSU area C2; IGETC 3B

HUMAN 7**Introduction to the Old Testament**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Introduction to the texts and development of the Torah, Old Testament and Apocrypha: Emphasis on the history, cultural influences, language, authorship, events, and beliefs of ancient Israel. 1599.00

AA/AS area 3; CSU area C2; IGETC area 3B

HUMAN 16**Introduction to Islam**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Introduction to Islam: Emphasis on the history, major figures, texts, and guiding principles of Islam. 1599.00

AA/AS area 3; CSU area C2; IGETC 3B

HUMAN 30A**Human Values/Ethics**

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

Acceptable for credit: CSU, UC

Analysis of concepts of good and right in our society and of criteria of conduct: Various religious, philosophic, scientific, and aesthetic aspects of moral behavior integrated with reason and emotion of the individual. 1599.00

AA/AS area 3; CSU area C2; IGETC area 3B

(C-ID: PHIL 120)

HUMAN 30B**Human Values/Aesthetics**

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

HUMAN 30A is not prerequisite to HUMAN 30B.

Acceptable for credit: CSU, UC

Analysis of the nature of the beautiful as expressed in visual arts, music, and literature of Western and other cultures: Integration of various aspects of daily and transitory activities of the individual to permanent, recorded expression of the human spirit through the use of major works of art. 1599.00

AA/AS area 3; CSU area C2; IGETC area 3B

HUMAN 31A**Arts and Ideas of Western Culture**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

History of ideas from ancient Greece to the Renaissance: Ideas as expressed in literature, theater, architecture, sculpture, and painting; the lasting importance of basic concepts and values. 1599.00

AA/AS area 3; CSU area C2; IGETC area 3B

HUMAN 40**Religions of the World**

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

Acceptable for credit: CSU, UC

Comparative study of the world's great religions: Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, and Islam; original sources stressed. 1599.00

AA/AS area 3; CSU area C2; IGETC area 3B

HUMAN 48GA-MZ**Selected Topics in Humanities**

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR)

Acceptable for credit: CSU, UC♦

See section on Selected Topics. 1599.00

HUMAN 49**Independent Study in Humanities**

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

Acceptable for credit: CSU, UC♦

See section on Independent Study. 1599.00

HUMAN 248GA-MZ**Selected Topics in Humanities**

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR)

See section on Selected Topics. 1599.00

JAPANESE (JAPAN)

The Japanese language curriculum offers a selection of courses designed to prepare students for further studies in humanities and liberal arts, and in professional careers which requires knowledge of the Japanese language and culture.

JAPAN 1A

Elementary Japanese

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

Course is equivalent to two years of high school study.

Acceptable for credit: CSU, UC

Study of practical vocabulary, grammar, sentence patterns, and aural-oral skills in Japanese: Practice of reading, writing of hiragana, katakana and kanji; introduction to Japanese culture. 1108.00

AA/AS area 3; CSU area C2; IGETC area 6A

JAPAN 1B

Elementary Japanese

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

Prerequisite(s): JAPAN 1A

Acceptable for credit: CSU, UC

Continuation of JAPAN 1A: Study and practice in speaking and understanding; vocabulary, grammar, and sentence patterns; practice of reading and writing hiragana and katakana; continued building of kanji vocabulary; Japanese culture. 1108.00

AA/AS area 3; CSU area C2; IGETC area 3B, 6A

JAPAN 2A

Intermediate Japanese

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

Prerequisite(s): JAPAN 1B

Acceptable for credit: CSU, UC

Continuation of JAPAN 1B: Study and practice in speaking and understanding; vocabulary, grammar, and sentence patterns; practice of reading and writing hiragana and katakana; continued building of kanji vocabulary; Japanese culture. 1108.00

AA/AS area 3; CSU area C2; IGETC area 3B, 6A

JAPAN 50A

Conversational Japanese and Culture

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

Acceptable for credit: CSU

Speaking of simple modern Japanese: Basic knowledge of Japanese culture and its people. 1108.00

JAPAN 50B

Conversational Japanese and Culture

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

Prerequisite(s): JAPAN 50A

Acceptable for credit: CSU

Continuation of JAPAN 50A: Emphasis on more proficient speaking patterns and appreciation of additional cultural aspects. 1108.00



INTERACTIVE JOURNALISM CERTIFICATE OF PROFICIENCY (CP)

Digital news production skills for a mobile device oriented society: Newswriting, basic video production and editing, PhotoShop basics, digital photography, mass media and society, Flash basics, InDesign, website authoring, podcasting, iLife apps, newspaper production.

Career Opportunities in:

The skill sets of digital communications learned in this program have ubiquitous use: e.g., broadcast, web journalism, corporate communications, education, new media, video, graphics, etc.

SUGGESTED COURSE SEQUENCE

Core Courses (15.5-16.5 units):

GRART 136	Adobe Photoshop Basics	2.5	JOURN 18B	Newspaper Production II	3-5
JOURN 21	Newswriting	3	JOURN 18C	Newspaper Production III	2-5
JOURN 62	Survey of Mass Media	3	JOURN 18D	Newspaper Production IV	2-5
MEDIA 104	Beginning Digital Video Production	3	JOURN 65	Social Media for Journalists	3
PHOTO 70	Introduction to Digital Photography	2	MEDIA 115	Media-Based Computing: iLife and Mac OS X	3

Select one course from the following:

GRART 132	Digital Documents (Adobe InDesign)	2.5	MEDIA 151	Making Podcasts – The New Wave of Broadcasting	2
GRART 143	Web Graphics (Flash)	2.5	PHOTO 31A	Photojournalism II	3
JOURN 18A	Newspaper Production I	3-5	TOTAL REQUIRED UNITS:		15.5-16.5

PROGRAM LEARNING OUTCOMES

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

- Produce a digital new item from start to finish.
- Apply Web 2.0 tools in news production
- Apply Web 2.0 tools in current news distribution outlets.

JOURNALISM ASSOCIATE OF ARTS (AA)

The Journalism Department offers practical newspaper experience and academic preparation for students seeking to transfer to four-year institutions. Emphasis is placed on social media and for media jobs in a computer-oriented society. Additional areas of study include journalism history, ethics, law, and the role of the press in our society.

Career Opportunities in:

Student 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.

SUGGESTED COURSE SEQUENCE

Core Courses (min 23 units):

BUS 230DEF*	Beginning Keyboarding	3
JOURN 18A**	Newspaper Production I	3-5
JOURN 18B	Newspaper Production II	3-5
JOURN 18C	Newspaper Production III	2-5
JOURN 21	News writing	3
JOURN 55	Introduction to Journalism	3
JOURN 62	Survey of Mass Media	3
JOURN 65	Social Media for Journalists	3

TOTAL MAJOR UNITS: 23-30

Recommended:

BUS 74
ENGL 1A or 1B
MEDIA 102A or 102B

**Should be taken by all first-semester students who cannot type at least 25 words per minute. Course is NOT required for the major.*

*** A minimum of 12 units is required in JOURN ABC
For Associate Degree General Education requirements, refer to page 115.*

PROGRAM LEARNING OUTCOMES

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

-
- Assemble a portfolio of appropriate photographs, writings, journals or digital media requiring skills and understanding of techniques of journalism.
 - Write news, features, and opinion pieces in newspaper style.
 - Apply media law to all aspects of the journalistic process.
-

ASSOCIATE OF ARTS DEGREE FOR TRANSFER IN JOURNALISM (AA-T)

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

Career Opportunities in:

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.

SUGGESTED COURSE SEQUENCE

Core Courses (9 units):

JOURN 18A	Newspaper Production I	3-5
JOURN 21	Newsriting	3
JOURN 62	Survey of Mass Media	3

List A: Select one (3 units):

JOURN 18B	Newspaper Production II	3-5
JOURN 65	Social Media for Journalists	3
PHOTO 20	Photojournalism I	3

List B: Select two (6 units):

COMM 44	Argumentation	3
ENGL 5	Critical Thinking in Reading and Writing	3
PHIL 10	Logic	3
POSCI 1	Government and Politics in the United States	3

TOTAL MAJOR UNITS	18
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IGTEC or CSU GE-Breadth Education Pattern	37-39
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CSU Transferrable General Elective Courses to meet 60 units

TOTAL UNITS	60
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PROGRAM LEARNING OUTCOMES

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

- Assemble a portfolio of appropriate photographs, writings, journals or digital media requiring skills and understanding of techniques of journalism.
- Write news, features, and opinion pieces in newspaper style.
- Apply media law to all aspects of the journalistic process.

JOURNALISM (JOURN)

The Journalism Department offers practical newspaper experience and academic preparation for students seeking to transfer to four-year institutions. Emphasis is placed on social media and for media jobs in a computer-oriented society. Additional areas of study include journalism history, ethics, law, and the role of the press in our society.

JOURN 18A Newspaper Production I

3-5 units, 1-2 hours lecture, 6-9 hours laboratory (GR)

Prerequisite(s): JOURN 21

Acceptable for credit: CSU

Basics of reporting: news-gathering, interviewing, accuracy, note-taking and transcribing notes, writing the new story; the lead, the body, conclusion for weekly newspaper. Includes practical experience in design/layout, visual, online, multimedia journalism and emerging technologies. 0602.00
(C-ID: JOUR 130)

JOURN 18B Newspaper Production II

3-5 units, 1-2 hours lecture, 6-9 hours laboratory (GR)

Prerequisite(s): JOURN 18A

Acceptable for credit: CSU

Intermediate level reporting, photography, and production skills required for work on the campus newspaper: Computer applications for writing stories, desktop publishing, and photographic images. Includes practical experience in design/layout, visual, online, multimedia journalism, emerging technologies and leadership/management. 0602.00
(C-ID: JOUR 131)

JOURN 18C Newspaper Production III

2-5 units, 1-2 hours lecture, 3-9 hours laboratory (GR)

Prerequisite(s): JOURN 18B

Acceptable for credit: CSU

Introduction to reporting, photography, and production skills for the campus newspaper, the Laney Tower from initial story assignments to final camera-ready sequence: Computer applications for writing stories, desktop publishing, and photographic images. 0602.00

JOURN 18D Newspaper Production IV

2-5 units, 1-2 hours lecture, 3-9 hours laboratory (GR)

Prerequisite(s): JOURN 18C

Acceptable for credit: CSU

Introduction to reporting, photography, and production skills for the campus newspaper, the Laney Tower from initial story assignments to final camera-ready sequence: Computer applications for writing stories, desktop publishing, and photographic images. 0602.00

JOURN 21 Newswriting

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

Prerequisite(s): ENGL 201B

Acceptable for credit: CSU, UC

Introduction to evaluating, gathering and writing news in accepted journalistic style: Feature and opinion writing emphasizing expository writing, logic, critical thinking, and points of view; role of the reporter, and legal and ethical issues related to newspaper writing. 0602.00

AA/AS area 4d

(C-ID: JOURN 110)

JOURN 48GA-MZ Selected Topics in Journalism

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR)

Acceptable for credit: CSU

See section on Selected Topics. 0602.00

JOURN 49 Independent Study in Journalism

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

Acceptable for credit: CSU

See section on Independent Study. 0602.00

JOURN 55 Introduction to Journalism

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

Recommended preparation: ENGL 201B

Acceptable for credit: CSU, UC

Practical newspaper experience: Study of press history, media law, ethics, and production of a magazine featuring student newspaper stories. 0602.00

JOURN 62**Survey of Mass Media**

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

Not open for credit to students who have completed or are currently enrolled in COMM 19.

Acceptable for credit: CSU, UC

Survey of traditional and non-traditional mass media in America: Impact of mass media trends and technology into the 21st century; critical analysis of media messages and examination of mass media from historical, political, social, and cultural perspectives. 0602.00

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

(C-ID: JOUR 100)

JOURN 65**Social Media for Journalists**

3 units, 3 hours lecture (GR)

Recommended preparation: CIS 205 or BUS 219

Acceptable for credit: CSU

Analysis and use of new media: Twitter, YouTube, Facebook, LinkedIn, Wordpress, and emerging social media platforms. 0602.00

AA/AS area 4d

JOURN 248GA-MZ**Selected Topics in Journalism**

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR)

See section on Selected Topics. 0602.00



PERSONAL TRAINER – PREPARATION FOR CERTIFICATION CERTIFICATE OF PROFICIENCY (CP)

This program will prepare students with the basic qualifications to sit for the National Academy of Sports Medicine (NASM) Personal Trainer Exam.

Career Opportunities in

A career as a Personal Trainer can be a rewarding career for those interested in fitness and helping others. To be marketable in this career, there are various certifications that are recommended. The main certification is a Personal Trainer certification. This will help open doors for a career in gyms, fitness centers, teaching classes or working as a private personal trainer.

SUGGESTED COURSE SEQUENCE

Core Courses (6 units):

HLTED 14	First Aid and CPR	3
KIN 141	Personal Trainer – Certification Preparation	3

TOTAL MAJOR UNITS: 6

PROGRAM LEARNING OUTCOMES

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

-
- Apply Personal Training Concepts through practice exams and sample workouts in preparation to take the National Academy of Sports Medicine (NASM) certification exam.
 - Pass CPR certification requirements.
-

ASSOCIATE OF ARTS DEGREE FOR TRANSFER IN KINESIOLOGY (AA-T)

The Associate in Arts Degree in Kinesiology 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 Kinesiology 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 Kinesiology for Transfer 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:

Career 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, aerobics instructors.

SUGGESTED COURSE SEQUENCE

Core Courses (13 units):

BIOL 2	Human Anatomy	5
	and	
BIOL 4	Human Physiology	5
	or	
BIOL20A	Human Anatomy	5
	and	
BIOL 20B	Human Anatomy	5
KIN 150	Introduction to Kinesiology	3

Movement Based Courses: Select at least one course each from three of the following areas (3 units):

Aquatics:

KIN 1B	Swimming II - Beginning	1
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Individual Sports:

KIN 74B	Badminton II – Beginning	1
	or	
KIN 107B	Tennis II – Beginning	1

Fitness:

SPFT 54A	Cross Fitness I – Fundamentals	1
	or	
SPFT 54B	Cross Fitness II – Beginning	1

Team Sports:

KIN 80B	Basketball II – Beginning	1
	or	
SPFT 86A	Flag Football I - Fundamentals	1
	or	
SPFT 86B	Flag Football II – Beginning	1

List A: Select two courses (7-10 units)

CHEM 1A	General Chemistry	5
	or	
CHEM 30A	Introductory General Chemistry	4
HLTED14	First Aid and CPR	3
MATH 13	Introduction to Statistics	4
PHYS 3A	General Physics	5
	or	
PHYS 4A	General Physics with Calculus	5

TOTAL MAJOR UNITS: 23-26

IGETC or CSU GE-Breadth Education Pattern 37-39

CSU Transferable General Elective Courses to meet 60 units

TOTAL UNITS: 60

PROGRAM LEARNING OUTCOMES

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

- Assemble a portfolio of appropriate photographs, writings, journals or digital media requiring skills and understanding of techniques of journalism.
- Write news, features, and opinion pieces in newspaper style.
- Apply media law to all aspects of the journalistic process.

KINESIOLOGY (KIN)

(FORMERLY PHYSICAL EDUCATION)

SEE ALSO ATHLETICS AND SPORTS FITNESS

The Kinesiology and Athletics Department offers Kinesiology curriculum with a wide variety of courses to accommodate varying fitness levels, interests, and abilities, including: cardiovascular training, strength training, mind/body courses like yoga, cycling, as well as individual sport activities such as swimming, tennis, badminton, and track and field. Team sport activities such as volleyball, basketball, water polo, football, and baseball are also available for skills training and intercollegiate athletics preparation. Kinesiology lecture courses are also available for aspiring fitness professionals and transfer students. Students will not only learn how to perform activities with proper technique, but they will learn principles of exercise science and biomechanics that can be applied to their training. Athletics team classes are listed under "Athletics (ATHL)" in the catalog. Additional fitness courses are available under our related "Sports Fitness (SPFT)" area in the catalog.

Activity courses are grouped by similar content. Courses in each grouping may only be taken once with a passing grade. Please note that many activity courses are offered with varying skill levels. Students should enroll in an activity class which is most appropriate for their skill level. Students may then progress through the series of courses as personal skill develops.

For intercollegiate athletics courses – see Athletics (ATHL)

KIN 1A
Swimming I - Fundamentals
 0.5 units, 2 hours laboratory (GR or P/NP)
 Acceptable for credit: CSU, UC

Activity class: Development of fundamental aquatic skills, knowledge and safety, as recommended by The American Red Cross. Emphasis on initial aquatic orientation and comfort in water and initial skill development of at least two of the four competitive strokes: Freestyle, Backstroke, and/or Breaststroke. 0835.00

KIN 1B
Swimming II - Beginning
 1 unit, 4 hours laboratory (GR or P/NP)
 Acceptable for credit: CSU/UC

Activity class: Development of basic aquatic skills, knowledge and safety, as recommended by American Red Cross. Emphasis on basic aquatic orientation and initial skill development of four competitive strokes: Freestyle, Backstroke, Breaststroke and Butterfly. 0835.00

KIN 1C
Swimming III - Intermediate
 0.5 units, 2 hours laboratory (GR or P/NP)
 Prerequisite(s): Pass a deep water test and swim 25-50 yds continuous Freestyle and have beginning level technique in 2-3 strokes.
 Acceptable for credit: CSU, UC

Activity class: Development of intermediate level aquatic skills, knowledge and safety, as recommended by The American Red Cross. Emphasis on refining aquatic orientation and initial skill development of four competitive strokes: Freestyle, Backstroke, Breaststroke and Butterfly. 0835.00

KIN 1D
Swimming IV - Competitive
 0.5 units, 2 hours laboratory (GR or P/NP)
 Prerequisite(s): Pass a deep water test and swim 50 yards continuous Freestyle and have intermediate level technique in 3-4 strokes.
 Acceptable for credit: CSU, UC

Activity class: Development of competitive level aquatic swimming skills and knowledge, as recommended by American Red Cross, NCAA and CCCAA. Emphasis on development of the four strokes: Freestyle, Backstroke, Breaststroke and Butterfly in preparation for competitive level swimming. 0835.00

KIN 2
Lap Swimming
 0.5 units, 2 hours laboratory (GR or P/NP)
 Prerequisite(s): Pass a deep water test and swim 100 yards non-stop.
 Acceptable for credit: CSU, UC

Activity class: Progressive workouts and instruction in lap swimming using the four competitive swim strokes; emphasis on developing cardiovascular fitness; increased distance and speed; exposure to aquatic sports. 0835.00

KIN 3
Long Distance Swimming
 0.5 units, 2 hours laboratory (GR or P/NP)
 Prerequisite(s): Pass a deep water test and swim 100 yards non-stop.
 Acceptable for credit: CSU, UC

Activity class: Development of cardiovascular fitness and endurance through swimming increased distances over time. 0835.00

KIN 4
Swimming for Fitness
 0.5 units, 2 hours laboratory (GR or P/NP)
 Prerequisite(s): Pass a deep water test and swim 100 yards non-stop.
 Acceptable for credit: CSU, UC

Activity class: Development of cardiovascular fitness and strength through swimming and aquatic skills to enhance personal fitness levels. 0835.00

KIN 5**Swim Training for Competition**

0.5 units, 2 hours laboratory (GR or P/NP)

Prerequisite(s): Pass a deep water test and swim 100 yards non-stop. Demonstrate an intermediate level of swimming skill in at least 3 of the 4 competitive strokes.

Acceptable for credit: CSU, UC

Activity class: Development of competitive level swimming skills, cardiovascular fitness and endurance through swim training for competitive events. 0835.00

KIN 14B**Water Polo II - Beginning**

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

Recommended preparation: To be deep water safe. Swim 2 laps without stopping and tread water for 1 min; This is a high intensity activity requiring students to be able to sustain their head above water and not have the use of the pool walls.

Acceptable for credit: CSU, UC

Activity class: Introduction to water polo: Basic skills in passing, shooting, and aquatic skills. Includes game strategy and rules. 0835.00

KIN 14C**Water Polo III - Intermediate**

0.5 units, 2 hours laboratory (GR or P/NP)

Recommended preparation: To be deep water safe. Swim 2 laps without stopping and tread water for 1 min; This is a high intensity activity requiring students to be able to sustain their head above water and not have the use of the pool walls.

Acceptable for credit: CSU, UC

Activity class: Development of intermediate water polo skill; including passing, shooting, and other playing skills. Includes game strategy and rules. 0835.00

KIN 19A**Aquatic Exercise I - Fundamentals**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Development of personal fitness with a focus on cardiovascular and muscular fitness through various fundamental vertical aquatic movement exercises utilizing the low impact environment of the pool. 0835.00

KIN 19B**Aquatic Exercise II - Beginning**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Development of personal fitness with a focus on cardiovascular and muscular fitness through various beginning vertical aquatic movements, speed progressions and exercises utilizing the low impact environment of the pool. 0835.00

KIN 19C**Aquatic Exercise III - Intermediate**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Development of personal fitness with a focus on cardiovascular and muscular fitness through various intermediate vertical aquatic skills and vertical movement exercises utilizing the low impact environment of the pool. 0835.00

KIN 19D**Aquatic Exercise IV - Experienced**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Development of personal fitness with a focus on cardiovascular and muscular fitness through various aquatic movement exercises utilizing the low impact environment of the pool. 0835.00

KIN 47A**Stationary Cycling for Fitness I - Fundamentals**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Indoor cycling class designed to improve aerobic fitness and endurance. 0835.00

KIN 47B**Stationary Cycling for Fitness II - Beginning**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Development of cardiovascular fitness: Stationary bicycle pedaling at various speeds and resistances, simulating hill climbing, racing, and other cycling situations. Moderate cardiovascular workout. 0835.00

KIN 47C**Stationary Cycling for Fitness III - Intermediate**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Development of cardiovascular fitness: Stationary bicycle pedaling at various speeds and resistances, simulating hill climbing, racing, and other cycling situations. Intermediate cardiovascular workout. 0835.00

KIN 51A**Yoga I - Fundamentals**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Introduction to yoga stretches and postures, conscious breathing patterns and relaxing techniques. Demonstration of modifications for injuries. 0835.00

KIN 51B**Yoga II - Beginning**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Development of beginning yoga stretches, postures, and relaxation techniques. Increased use of conscious breathing patterns. 0835.00

KIN 51C**Yoga III - Intermediate**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Development of intermediate yoga stretches, postures, core strengthening, relaxation techniques, and personal practice. 0835.00

KIN 58A**Fitness Center Strength Training I – Fundamentals**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Instruction of fundamental techniques for strength training using resistance equipment to improve strength, endurance and size of skeletal muscles. 0835.00

KIN 58B**Fitness Center Strength Training II – Beginning**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Introduction of beginning techniques for strength training using resistance equipment to improve strength, endurance and size of skeletal muscles. 0835.00

KIN 58C**Fitness Center Strength Training III – Intermediate**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Introduction of intermediate techniques for strength training using resistance equipment to improve strength, endurance and size of skeletal muscles. 0835.00

KIN 58D**Fitness Center Strength Training IV – Experienced**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Introduction of experienced techniques for strength training using resistance equipment to improve strength, endurance and size of skeletal muscles. 0835.00

KIN 70A**Speed Training I - Fundamentals**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Fundamental development of an individual's speed and power for applications to athletic activity in various sports. 0835.00

KIN 70B**Speed Training II - Beginning**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Beginning development of an individual's speed and power for applications to athletic activity in various sports. 0835.00

KIN 70C**Speed Training III - Intermediate**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Intermediate development of an individual's speed and power for applications to athletic activity in various sports. 0835.00

KIN 70D**Speed Training IV - Experienced**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Competitive development of an individual's speed and power for applications to athletic activity in various sports. 0835.00

KIN 74A**Badminton I - Fundamentals**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Basic fundamentals and skills in badminton. 0835.00

KIN 74B**Badminton II - Beginning**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Beginning principles and fundamentals in badminton. 0835.00

KIN 74C**Badminton III - Intermediate**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Intermediate fundamentals and skills in badminton. 0835.00

KIN 74D**Badminton IV - Competitive**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Competitive strategies and skills in badminton. 0835.00

KIN 76A**Baseball I - Fundamentals**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Fundamentals and skills in baseball. 0835.00

KIN 76B**Baseball II - Beginning**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Beginning level development of baseball skills. 0835.00

KIN 76C**Baseball III - Intermediate**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Intermediate level development of baseball skills. 0835.00

KIN 76D**Baseball IV - Competitive**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Competitive level development of baseball skills. 0835.00

KIN 80A**Basketball I - Fundamentals**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Basic fundamentals and skills in basketball. 0835.00

KIN 80B**Basketball II - Beginning**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Beginning level of basketball rules and skills, introductory concepts of offense and defense. 0835.00

KIN 80C**Basketball III - Intermediate**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Intermediate introduction of basketball fundamentals, introductory concepts of offense and defense. 0835.00

KIN 80D**Basketball IV - Competitive**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Introduction to competitive level basketball techniques through practice drills. 0835.00

KIN 89A**Football – Offensive I - Fundamentals**

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

Acceptable for credit: CSU, UC

Activity class: Current concepts of offense are examined using game footage, practices, and computer assisted analysis. 0835.00

KIN 89B**Football – Offensive II - Beginning**

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

Acceptable for credit: CSU, UC

Activity class: Current concepts of offense are examined using game footage, practices, and computer assisted analysis. Concepts are examined and applied to attack opponent's offensive strategies. Strategy, techniques, game rules, developmental drills, strength and conditioning programs are covered. 0835.00

KIN 90A**Football – Defensive I - Fundamentals**

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

Acceptable for credit: CSU, UC

Activity class: Current concepts of defense are examined using game footage, practices, and computer assisted analysis. 0835.00

KIN 90B**Football – Defensive II - Beginning**

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

Acceptable for credit: CSU, UC

Activity class: Current concepts of defense are examined using game footage, practices, and computer assisted analysis. Concepts are examined and applied to attack opponent's defensive strategies. Strategy, techniques, game rules, developmental drills, strength and conditioning programs are covered. 0835.00

KIN 93**Football Fundamentals I**

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

Acceptable for credit: CSU, UC

Basic introduction to the knowledge of strategy, rules, and principles of team play in football. 0835.00

KIN 94**Football Fundamentals II**

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

Acceptable for credit: CSU, UC

Advanced knowledge of strategy, rules, and principles of team play in competition football. 0835.00

KIN 95**Football Theory and Practice I**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Basic theory and techniques through lecture and practice drills. 0835.00

KIN 96**Football Theory and Practice II**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Advanced theory and techniques through lecture, practice drills and game situations. 0835.00

KIN 103A**Soccer I - Fundamentals**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Covers the fundamentals techniques of soccer, terminology, rules, and history. Practice, skills, drills, and class competitions are provided to enhance skills development and game strategy. 0835.00

KIN 103B**Soccer II - Beginning**

0.5 units, 2 hours laboratory (GR or P/NP)

Recommended preparation: Fundamental Soccer Skills

Acceptable for credit: CSU, UC

Activity class: Beginning soccer skills and team competition, with emphasis placed upon offensive and defensive tactics and strategies; develop knowledge and understanding of the current collegiate soccer rules and fitness. 0835.00

KIN 103C**Soccer III - Intermediate**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity Class: Intermediate techniques of soccer, terminology, rules, and history; practice, skills drills, and class competitions to enhance skill development and game strategy. 0835.00

KIN 107A**Tennis I - Fundamentals**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Fundamentals and Skills in Tennis. 0835.00

KIN 107B**Tennis II - Beginning**

1 unit, 4 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Fundamentals and Beginning Skills in Tennis. 0835.00

KIN 110A**Track and Field I - Fundamentals**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Fundamentals and skills in track and field. 0835.00

KIN 110B**Track and Field II - Beginning**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Development of beginning level track and field skills including: sprinting, the jumps, the throws, hurdling and middle/long distance running necessary for track and field competition. 0835.00

KIN 110C**Track and Field III - Intermediate**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Intermediate track and field skills; Sprinting, the jumps, the throws, hurdling and middle/long distance running necessary for track and field competition. 0835.00

KIN 110D**Track and Field IV - Experienced**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Experienced level track and field skills; Sprinting, the jumps, the throws, hurdling and middle/long distance running necessary for track and field competition. 0835.00

KIN 111A**Aerobics of Jogging I - Fundamentals**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Development of cardiovascular and respiratory systems of the body through oxygen intake through jogging. 0835.00

KIN 111B**Aerobics of Jogging II - Beginning**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Development of cardiovascular and respiratory systems of the body through oxygen intake; increased tolerance for jogging/running. 0835.00

KIN 111C**Aerobics of Jogging III - Intermediate**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Intermediate level development of the cardiovascular and respiratory system of the body through jogging/running; increase in oxygen intake and fatigue tolerance will be trained through various forms of running and conditioning circuits. 0835.00

KIN 111D**Aerobics of Jogging IV - Experienced**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Competitive level development of the cardiovascular and respiratory system of the body through jogging/running; increase in oxygen intake and fatigue tolerance will be trained through various forms of running and conditioning circuits. 0835.00

KIN 120A**Volleyball I - Fundamentals**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Fundamentals of volleyball rules and skills. 0835.00

KIN 120B**Volleyball II - Beginning**

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Beginning level of volleyball rules and skills, introductory concepts of offense and defense. 0835.00

KIN 120C**Volleyball III - Intermediate**

0.5 units, 2 hours laboratory (GR or P/NP)

Recommended preparation: Club level and/or high school level experience/play.

Acceptable for credit: CSU, UC

Activity class: Intermediate level of volleyball rules and skills. 0835.00

KIN 120D**Volleyball IV - Competitive**

0.5 units, 2 hours laboratory (GR or P/NP)

Recommended preparation: High School or Club level playing experience required.

Acceptable for credit: CSU, UC

Activity class: Beginning level of volleyball rules and skills, introductory concepts of offense and defense. 0835.00

KIN 134**Care and Prevention of Athletic Injuries**

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC

Care and prevention of athletic injuries: Techniques for preventing, identifying, and treating injuries commonly associated with athletics. 0835.00

KIN 141**Personal Trainer – Certification Preparation**

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC

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

Introduction to interdisciplinary approach to the study of human movement: Overview of motor learning/control, motor development, biomechanics, exercise physiology, and social psychology foundations. 0835.00
(C-ID: KIN 100)

LABOR STUDIES CERTIFICATE OF ACHIEVEMENT (CA)

This program is designed to offer both background and current trends in various aspects of labor-management issues and relations.

Career Opportunities in:

Work in labor organizations and private industry, work in state, federal and local government agencies, urban studies, lawyer, job analyst, labor organizer, employee benefits manager, recruiter, arbitrator, affirmative action coordinator, conciliator, dispute resolution specialist

SUGGESTED COURSE SEQUENCE

Core Courses (15 units):

LABST 10 American Labor Movement	3	LABST 14 Grievance Handling and Arbitration	3
LABST 12 Collective Bargaining	3	LABST 30 Labor Law	3
LABST 13 Economics for Labor and Community Leadership	3	Complete 6 additional units in Labor Studies (6 units)	

TOTAL MAJOR UNITS:	21
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PROGRAM LEARNING OUTCOMES

Upon completion of this program a student will be able to:

-
- **Critical Thinking:** Reflect on unfolding current events effecting workplace issues, recognize trends and identify what strategies from labor studies that could be applied.
 - **Utilize Skill Learned:** Utilize negotiation and problem solving skills in labor and employer relations
 - **Communications Skills:** Students will use effective communication, mobilizing and leadership skills in organize, build and strengthen unions
-

LABOR STUDIES ASSOCIATE OF ARTS (AA)

This program is designed to offer both background and current trends in various aspects of labor-management issues and relations.

Career Opportunities in:

Work in labor organizations and private industry, work in state, federal and local government agencies, urban studies, lawyer, job analyst, labor organizer, employee benefits manager, recruiter, arbitrator, affirmative action coordinator, conciliator, dispute resolution specialist

SUGGESTED COURSE SEQUENCE

Core Courses (15 units):

LABST 10 American Labor Movement	3	LABST 14 Grievance Handling and Arbitration	3
LABST 12 Collective Bargaining	3	LABST 30 Labor Law	3
LABST 13 Economics for Labor and Community Leadership	3		

Complete 6 additional units in Labor Studies (6 units)

TOTAL MAJOR UNITS: 21

For Associate Degree General Education requirements, refer to page 115.

PROGRAM LEARNING OUTCOMES

Upon completion of this program a student will be able to:

-
- **Critical Thinking:** Reflect on unfolding current events effecting workplace issues, recognize trends and identify what strategies from labor studies that could be applied.
 - **Utilize Skill Learned:** Utilize negotiation and problem solving skills in labor and employer relations.
 - **Communications Skills:** Students will use effective communication, mobilizing and leadership skills in organize, build and strengthen unions.
-

LABOR STUDIES (LABST)

LABST 10

American Labor Movement

3 units, 3 hours lecture (GR or P/NP)

Also offered as HIST 28 at Berkeley City College. Not open for credit to students who have completed or are currently enrolled HIST 28.

Acceptable for credit: CSU, UC

History of the American labor movement from colonial times to the present: First unions, creation of laws, beginnings of national union structures, rise of the AFL, development of the CIO, and current issues. 0516.00

AA/AS area 2; CSU area D; IGETC area 4

LABST 12

Collective Bargaining

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU

Structure, content, strategies, and relationships between the parties engaged in collective bargaining: Research analysis, computing costs, and simulated bargaining. 0516.00

LABST 13

Economics for Labor and Community Leadership

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU

American and world economic forces which impact on employment, taxation, income distribution, public policy, and collective bargaining: Analysis of such issues as foreign and non-union competition, concession bargaining, plant closings and unemployment, and labor and community strategies to meet these challenges. 0516.00

AA/AS area 2

LABST 14

Grievance Handling and Arbitration

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU

Grievance handling as a continuation of the collective bargaining process: Investigative techniques and procedures, resolving issues at the grievance committee level, and arbitration as a means of resolution. 0516.00

LABST 15

Labor Leadership and Communication Skills

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU

Responsibilities required of today's labor leader: Leadership, planning, organizing, communication and problem solving; development in effective communications; conducting meetings; strategic planning and team building. 0516.00

LABST 16

Right and Discrimination in th Workplace

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU

Practical guide to employee rights and how to protect them through legal channels and grievance procedures: Unjust termination, sexual harassment race and sex discrimination, AIDS discrimination, drug testing, and immigration policy. 0516.00

LABST 19

Health and Safety on the Job

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU

How to identify, evaluate and control job hazards: Protective laws and regulations, and workers' compensation for illness and injury. 0516.00

LABST 21

Workplace Organizing

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU

Comprehensive survey of workplace organizations: Emphasis on legal background and current legal issues; group psychology; employer and union campaign strategies. 0516.00

LABST 22

Labor Research Strategies

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU

Survey of Research strategies and methods for labor and others activists: researching employers and unions; local union and community history. 0516.00

LABST 30**Labor Law**

3 units, 3 hours lecture

Acceptable for credit: CSU

The development of basic legal frameworks governing labor management relations in unions, non-Union and public sectors: Rights to organize and barge collectively; legal framework of grievance/arbitration procedures; overview of protective and income security legislation and agencies. 0516.00

LABST 48GA-MZ**Selected Topics in Labor Studies**

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR or P / NP)

Acceptable for credit: CSU

See section on Selected Topics. 0516.00

LABST 49**Independent Study in Labor Studies**

0.5-5 units, 0.5-5 hours lecture (GR or P / NP)

Acceptable for credit: CSU

See section on Independent Study. 0516.00



LANEY EDUCATIONAL/AFTER-SCHOOL PATHWAYS (LEAP) CERTIFICATE OF PROFICIENCY (CP)

The Laney Educational / After-School Pathways (LEAP) Certificate of Proficiency program prepares students for employment in after school or youth development programs. Additionally, the core Learning Resource classes count toward the AA degree and provide a solid foundation for programs leading to a teaching certificate or career in human services.

SUGGESTED COURSE SEQUENCE

<u>SUGGESTED COURSE SEQUENCE</u>					
		HLTED 1	Exploring Health Issues	3	
			or		
Core Courses (12-14 units):		HLTED 20	Health and Wellness: Personal Change	1	
ENGL 201A*	Preparation for Composition and Reading	4	LRNRE 20	Introduction to Youth Development	3
	or		LRNRE 30	Introduction to Tutoring	1
ENGL 201B*	Preparation for Composition and Reading	4	TOTAL MAJOR UNITS:		12-14

*A more advanced ENGL course may substitute ENGL 201A or 201B.

**A more advanced MATH course may substitute MATH 250 or 253.

PROGRAM LEARNING OUTCOMES

Upon completion of this program a student will be able to:

-
- Student demonstrates readiness to work with K-8 students in math, English, and other academic courses.
 - Student can apply appropriate strategies for target populations and various learning and communication styles.
 - Student demonstrates ability to set personal and community wellness goals.
 - Student employs culturally appropriate practices as they apply to pedagogical themes.
 - Student demonstrates ability to develop an effective lesson plan for youth development program.
-

LANGUAGE ARTS

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.

SUGGESTED COURSE SEQUENCE

Communication 1A, 1B, 2A, 2B, 15A, 15B, 19, 30A, 30B, 44, 45	3 each	Spanish 1A**, 1B**, 2A**, 2B**, 22A**, 22B**, 30A, 30B, 40, 60A, 60B	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	Journalism 21, 55, 58, 62	3 each
Foreign Languages:		TOTAL REQUIRED UNITS:	18
Chinese 1**, 2**, 3**, 4**, 40A, 40B	3 each	*4 units	
French 1A**, 1B**, 2A**, 2B**, 30A, 30B	3 each	**5 units	
Japanese 1A**, 50A, 50B	3 each	For Associate Degree General Education requirements, refer to pagepage 115.	

PROGRAM LEARNING OUTCOMES

Upon completion of this program a student will be able to:

- Communication: Effectively express and exchange ideas through various modes of communication.
- Critical Thinking: Apply the principles of language and rhetoric toward the development of logical thought, precise and effective expression, and critical evaluation.
- Cultural Awareness: Use language in a cultural context to effectively communicate thoughts and ideas while maintaining cultural sensitivity.

LEARNING RESOURCES (LRNRE)**LRNRE 20****Introduction to Youth Development**

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU

Survey of issues and best practices in after school services for a diverse population: Emphasis on youth development theories and practices; identification of quality youth development programs; terminology of the field; cultural competency; career options. 4999.00

LRNRE 30**Introduction to Tutoring**

1 unit, 1 hour lecture (GR or P/NP)

Acceptable for credit: CSU

Introduction to the methods of effective tutoring: Responsibilities, questioning and modeling techniques, learning styles and strategies, study skills and strategies, leading small group sessions, cultural awareness, and tutoring in specific subject areas. 0802.00

LRNRE 31**Advanced Tutor Training**

1 unit, 1 hour lecture (GR or P/NP)

Course study under this section may be repeated three times.

Acceptable for credit: CSU

Methods of effective tutoring: Questioning and modeling techniques, learning styles and strategies, study skills and strategies, leading small group sessions, cultural awareness, tutoring in specific subject areas and problem solving. 0802.00

LRNRE 48GA-MZ**Selected Topics in Learning Resources**

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR or P/NP)

See section on Selected Topics. 4930.00

LRNRE 211**Computer Access**

3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)

Recommended for students with disabilities.

No prior computer experience necessary.

Formerly offered as LRNRE 271A-B.

Course study under this section may be repeated three times.

Word processing for individuals with visual, physical, or learning disabilities: Creating business letters, resumes, reports, and flyers using adaptive programs as appropriate, and use of screen-reading software to assist in editing and proofreading written work; introductory Internet skills, including e-mail, basic research, and locating resources on the web; and introduction to presentation software. 4930.30

AA/AS area 4c

LRNRE 235**Professional Skills for Career Technical Students**

1 unit, 1 hour lecture (GR or P/NP)

Corequisite(s): COUN 207C

Not open for credit to students who have completed or are currently enrolled in WDTEC 271.

Designed for Career Technical Education students, focus on building professional skills: technical reading and writing, English language, customer service, and career-specific research. 4990.00

LRNRE 248GA-MZ**Selected Topics in Learning Resources**

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR or P/NP)

See section on Selected Topics. 4930.00

LRNRE 251**Peer Supportive Services**

1 unit, 1 hour lecture (GR)

Non-degree applicable

Course study under this section may be repeated three times.

Designed to acquaint the peer advisor with the rudiments of counseling and peer advising techniques. 4930.10

LRNRE 269**Job Experience**

1 unit, 1 hour lecture (P/NP)

Non-degree applicable

Course study under this section may be repeated three times.

Vocational Living Skills curriculum for adults with disabilities: Emphasis on job seeking skills and placement. 4930.30

LRNRE 272**Computer Access Projects**

0.5-2 units, 1.5-6 hours laboratory (P/NP)

Open-entry/open-exit course

Recommended for students with disabilities. Enroll through Programs and Services for Students with Disabilities.

Non-degree applicable

Course study under this section may be repeated as necessary per Title 5, Sec 56029.

Introduction to assistive software: Use of screen-reading, image-enlargement, speech-recognition, scan/read or other software appropriate to the student's disability; application of assistive software to complete assignments for mainstream courses. 4930.30

LRNRE 280**Study Skills**

0.5-3 units, 0-3 hours lecture, 0-9 hours laboratory (GR)

Non-degree applicable

Course study under this section may be repeated two times.

Students with learning disabilities may exceed repeat limits with prior Disabled Students Programs and Services Counselor approval.

Systematic approach to understanding principles of learning for all academic disciplines: Effective study techniques to give confidence in coping with the college environment; psychological awareness and self-esteem. 4930.14

LRNRE 294A**Diagnostic Learning**

0.5-1 unit, 0.5-1 hour lecture (GR or P/NP)

Modular course

Non-degree applicable.

Recommended for students with learning disabilities.

Referral by a Disabled Students Programs and Services Counselor is recommended.

Course study under this section may be repeated three times.

Individual assessment to determine eligibility for services as an adult with learning disabilities in California community colleges: Specialized instruction in learning strategies. 4930.32

LRNRE 294B**Learning Strategies in Mathematics**

0.5 units, 0.5 hours lecture (GR or P/NP)

Modular course

Non-degree applicable.

Recommended for students with learning disabilities.

Referral by a Disabled Students Programs and Services Counselor is recommended.

Course study under this section may be repeated three times.

Math strategies and problem solving skills to maximize student success in mathematics classes. 4930.32

LRNRE 294C**Learning Strategies in Writing**

1 unit, 1 hour lecture (GR or P/NP)

Modular course

Non-degree applicable.

Recommended for students with learning disabilities.

Referral by a Disabled Students Programs and Services Counselor is recommended.

Course study under this section may be repeated three times.

Writing skills and writing strategies to maximize student success in all subject areas requiring writing assignments. 4930.32

LRNRE 294D**Learning Strategies in Reading**

0.5 units, 0.5 hours lecture (GR or P/NP)

Modular course

Non-degree applicable.

Recommended for students with learning disabilities.

Referral by a Disabled Students Programs and Services Counselor is recommended.

Course study under this section may be repeated three times.

Reading skills and reading strategies to maximize reading comprehension for college success in all subject areas. 4930.32

LRNRE 501**Supervised Tutoring (Non-Credit)**

0 unit, 1-15 hours laboratory (Not graded)

Course study under this section may be repeated as necessary.

Students may enroll for assistance in more than one college course per semester.

Supervised tutoring, either individually or in small groups, to improve student success in college courses. 4930.09



LEGAL COURT INTERPRETER (SPANISH LANGUAGE) CERTIFICATE OF ACHIEVEMENT CA)

The Legal and Community Interpreting Program provides students an opportunity to prepare for a career in Spanish Legal and Community Interpretation. Courses within the program: 1) provide for the practice and development of the skills required to perform consecutive, simultaneous and sight modes of interpretation in Spanish and English in varied legal environments and situations, both in and out of the courtroom; 2) cover the study of essential English and Spanish legal terminology, the U.S. legal system, courtroom protocol, and court interpreter ethics; 3) provide instruction on the development and use of terminology resources, self-assessment tools and resources, and appropriate study skills and habits; 4) discuss the structure, process, requirements, environment, challenges and scoring criteria, such as California legal and community interpreting exams; 5) provide instruction on the skills required to allow students to immediately enter the job market as interpreters in certain environments until they successfully pass the exam. Students must have college-level proficiency in both Spanish and English to be successful in this program.

SUGGESTED COURSE SEQUENCE

First Semester (6 units):

LCI 201	Introduction to Spanish-Language Legal Interpretation	3
POSCI 21	Overview of the California Court System and State Law	3

Second Semester (6 units):

LCI 202	Sight Translation	3
LCI 203	Consecutive Interpretation	3

Third Semester (6 units):

LCI 204	Simultaneous Interpretation	3
LCI 206	Preparation for the California Court Interpreter Exam	3

Select one course from the following (3-5 units):

ENGL 1A	Composition and Reading	4
POSCI 6	The U.S. Constitution and Criminal Due Process	3
SPAN 22A	Spanish for Bilingual Speakers I	3
SPAN 22B	Spanish for Bilingual Speakers II	3

TOTAL MINIMUM UNITS: 21-22

PROGRAM LEARNING OUTCOMES

Upon completion of this program a student will be able to:

- Demonstrate the ability to use consecutive and simultaneous modes of interpretation and sight translation appropriately and proficiently in various simulated legal settings;
- Use essential legal terminology, tools and resources appropriately and value and recognize court interpreter ethics, basic judicial procedures, precepts and protocol; and
- Create and apply appropriate and effective study skills and habits and self-assessments tools and criteria to adequately prepare for the California (Consortium) Court Interpreter Exam.

LEGAL AND COMMUNITY INTERPRETATION (LCI)

The mission of the LCI Department is to prepare students that are proficient in English and Spanish for careers in legal and community interpreting. The demand for professionals with this training is ever-increasing and this program of study equips students with the communication and legal skills necessary to positively impact language access within our region to and contribute to the social justice mission of the college.

LCI 201

Introduction to Spanish-Language Legal Interpretation

3 units, 3 hours lecture (GR or P/NP)

Recommend preparation: SPAN 1A or 22A

Principles of legal interpretation. Introduction to: the three modes of interpretation (consecutive, simultaneous and sight); essential legal terminology used in court proceedings; the court interpreter code of ethics; courtroom protocol; judicial proceedings; differences between the U.S. and Latin American legal systems; the linguistic, cultural and professional expectations in the field of legal interpreting. 2140.00

LCI 202

Sight Translation

3 units 3 hours lecture (GR or P/NP)

Principles of sight translation (oral), skills and practices, legal terms used in court proceedings. Legal vocabulary development in English and Spanish, practice with documents in English and from a variety of Spanish-speaking countries. 2140.00

LCI 203

Consecutive Interpretation

3 units, 3 hours lecture (GR or P/NP)

Prerequisite(s): LCI 201

Recommended preparation: LCI 202

Introduction to principles of consecutive interpretation; development of oral interpretation skills, legal vocabulary used in court proceedings and examination of lexical characteristics of Spanish used by participants in the legal process. 2140.00

LCI 204

Simultaneous Interpretation

3 units, 3 hours lecture (GR or P/NP)

Prerequisite(s): LCI 201 and 202

Principles of simultaneous interpretation: Skills and practices; legal terms used in court proceedings; lexical characteristics of Spanish used by participants in the legal process 2140.00

LCI 206

Preparation for the California Court Interpreter Exam

3 units, 3 hours lecture (GR or P/NP)

Prerequisite(s): LCI 201

Recommended preparation: LCI 202, 203, 204; POSCI 21

Preparation for the California (Consortium) Court Interpreter Spanish Exam. Review and practice of three modes of interpretation (consecutive, simultaneous and sight translation); legal terminology; court interpreter ethics; English-language skills. Students develop terminology resources and the study and self-assessment skills and tools required to successfully pass the exam. 2140.00

LCI 248GA-MZ

Selected Topics in Legal and Community Interpreting

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

See section on Selected Topics. 2140.00



LIBERAL ARTS: CSU/GE BREADTH CA

(UPDATED ANNUALLY)

(See ASSIST.org for 2017-2018)

If you plan to transfer to the California State University system (CSU), you are encouraged to pursue a **Certificate of Achievement in Liberal Arts**. You should consult with a counselor to develop your own program of study.

CSU Transfer

You are encouraged to pursue this certificate if you plan to apply to transfer to the California State University system and want to complete and have certified the CSU General Education Breadth Requirements. You will select courses that fulfill the CSU General Education Breadth Requirements (completing at least 30 units with a "C" or better to include areas A-1, A-2, A-3 and B-4 and an overall GPA of 2.0), for a total of 39 transferable semester units. Upon completion of these requirements you will file both a "Petition for a Certificate of Achievement" form and a "Request for General Education or IGETC Certification" form with the Admissions and Records Office.

SUGGESTED COURSE SEQUENCE

Complete the following requirements:

Area A: Communication in the English Language, and Critical Thinking

Minimum of 9 semester (12-15 quarter) units, one 3-unit course from each subgroup (A1, A2, and A3) with a grade of "C" or better.

A1: Oral Communication

Communication 1A, 20, 44, 45

A2: Written Communications

English 1A

A3: Critical Thinking*

English 5
Philosophy 10

**For some Engineering majors, exceptions may apply (see a counselor for details).*

Area B: Physical Universe and Its Life Forms

Minimum of 9 semester (12-15 quarter) units, one from Physical Science, one from Life Sciences, and one from Mathematics/Quantitative Reasoning. One lab activity required from either Physical Science or Life Sciences (/L=with Lab)

B1: Physical Science

Astronomy 10
Chemistry 1A/L, 1B/L, 12A/L, 12B/L, 25, 30A/L, 30B/L
Geography 1, 9
Geology 10
Physical Science 15, 20, 22, 25
Physics 3A/L, 3B/L, 4A/L, 4B/L, 4C/L, 10

B2: Life Sciences

Anthropology 1, 21
Biology 1A/L, 1B/L, 2/L, 3/L, 4/L, 10/L, 11, 20A/L, 20B/L, 24/L, 76

B3: Laboratory Activity

One course from either B-1 or B-2 with laboratory (/L), or one of the following:

Anthropology 1L
Geography 1L
Physical Science 20L

B4: Mathematics, Quantitative Reasoning

(Must be completed with a grade of "C" or better.)

Mathematics 1, 2, 3A, 3B, 3C, 3E, 3F, 11, 13, 15, 16A, 16B, 50
Physics 4A, 4B, 4C

Area C: Arts, Literature, Philosophy, and Foreign Languages

Minimum of 9 semester (12-15 quarter) units, with units divided between the C1 and C2 subgroups.

C1: Arts

African American Studies 26
Architecture 107
Art 1, 2, 3, 4, 5, 7
Asian/Asian-American Studies 10
Dance 1, 5
Music 3A, 3B, 4A, 4B, 8A, 8B, 8C, 8D, 10, 14A, 14B, 15A, 15B, 100, 101
Theatre Arts 2, 11

C2: Humanities

African American Studies 29, 45*
Asian/Asian-American Studies 30
Chinese 1, 2, 3, 4
Communication 2A
English 1B, 10A, 10B, 12, 17A, 17B, 20, 30A, 30B, 31, 43
French 1A, 1B, 2A, 2B
Humanities 6, 7, 16, 30A, 30B, 31A, 31B, 40, 45*
Japanese 1A, 1B, 2A
Mexican/Latin-American Studies 30A, 30B, 32, 36
Philosophy 1, 2, 4, 6, 14, 20A, 20B, 30, 37
Spanish 1A, 1B, 2A, 2B, 22A, 22B, 33A, 33B, 40

Area D: Social Sciences – Social, Political, and Economic Institutions and Behavior, and Historical Background

Minimum of 9 semester (12-15 quarter) units from at least two disciplines.

African American Studies 1, 2, 5, 8, 11, 12, 14A, 16, 23, 29, 30, 31, 32, 35**, 38

Anthropology 2, 3, 7, 14, 19

Asian/ Asian-American Studies 22, 26, 29, 32+, 35*, 45A, 45B

Biology 27**++

Communication 19***

Economics 1, 2

Ethnic Studies 1, 3, 12, 13, 14, 30, 50

Geography 1, 2, 3, 18

History 2A, 2B, 3A, 3B, 7A, 7B, 19

Journalism 62***

Labor Studies 10

Mexican/Latin American Studies 12,19, 23, 31, 32, 33, 34, 35*

Native American Studies 1, 2, 35*

Political Science 1, 2, 3, 4, 6, 18

Psychology 1A, 7A, 12**, 21, 24, 28

Sociology 1, 2, 5, 8, 13, 120

Area E: Lifelong Understanding and Self-Development

Minimum of 3 semester (4-5 quarter) units.

For certification, DD-214 documentation will clear this area.

Asian/ Asian-American Studies 32+

Biology 27*++, 28

Counseling 24, 30, 57

Health Education 1

Psychology 6, 12**++, 21+++

TOTAL MINIMUM REQUIRED UNITS:**39**

*or**or*** Students receive credit for and certification for one course only.

+or++or+++ Course will be certified for one area only.

Note: Students must request certification of CSU General Education Requirements from Admissions and Records prior to transfer. For full certification of GE requirements, student must complete 9 units from area A, a minimum of 9 units from areas B, C, and D, and 3 units from area E for a total of 39 units.

PROGRAM LEARNING OUTCOMES

Upon completion of this program a student will be able to:

- Communication: Students will effectively express and exchange ideas through various modes of communication.
- Critical Thinking and Problem Solving: Students will be able to think critically and solve problems by identifying relevant information, evaluating alternatives, synthesizing findings and implementing effective solutions.
- Global Awareness, Ethics and Civil Responsibility: Students will be prepared to practice community engagement that addresses one or more of the following: environmental responsibility, social justice and cultural diversity.

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

(UPDATED ANNUALLY)

(See ASSIST.org for 2017-2018)

If you plan to transfer to the California State University system (CSU) or the University of California system (UC), you are encouraged to pursue a **Certificate of Achievement in Liberal Arts**. You should consult with a counselor to develop your own program of study.

UC or CSU Transfer

You are encouraged to pursue this certificate if you want to apply to transfer to either the University of California system or the California State University system and want to fulfill lower-division general education requirements by completing the Intersegmental General Education Transfer Curriculum (IGETC). You will select courses that fulfill the IGETC requirements (with a grade of "C" or better in each course), to total 37 transferable semester units (with an overall GPA of 2.0). Upon completion of these requirements you will file both a "Petition for a Certificate of Achievement" and a "Request for General Education or IGETC Certification" with the Admissions and Records Office.

SUGGESTED COURSE SEQUENCE

Complete the following requirements:

- You must complete the course requirements for all areas to qualify for the Liberal Arts: IGETC Certificate of Achievement.
- You must complete all courses with grades of "C" or better.

Area 1: English Communication

CSU: Three courses required, one each from Groups A, B and C below.

UC: Two courses required, one each from Groups A and B below.

Group A: English Composition: One course, 3 semester (4-5 quarter) units.

English 1A

Group B: Critical Thinking – English Composition: One course, 3 semester (4-5 quarter) units.

English 5

Group C: Oral Communication (CSU requirement only): One course, 3 semester (4-5 quarter) units.

Communication 1A, 20, 44, 45

Area 2: Mathematical Concepts and Quantitative Reasoning

One course, 3 semester (4-5 quarter) units.

Mathematics 1, 2, 3A, 3B, 3C, 3E, 3F, 11, 13, 15, 16A, 16B

Area 3: Arts and Humanities

At least three courses, with at least one from the Arts and one from the Humanities, 9 semester (12-15 quarter) units.

3A Arts:

African American Studies 26

Architecture 107

Art 1, 2, 3, 4, 5, 7

Asian / Asian-American Studies 10

Dance 1

Music 3A, 3B, 4A, 4B, 8A, 8B, 8C, 8D, 10, 15A, 15B, 100, 101

3B Humanities:

African American Studies 29

Asian / Asian-American Studies 30

Chinese 2+, 3+, 4+

English 1B, 12, 17A, 17B, 20, 30A, 30B, 31, 43

French 1B¹+, 2A+, 2B+

Humanities 6, 7, 16, 30A, 30B, 31A, 31B, 40

Japanese 1B+, 2A+

Mexican / Latin-American Studies 30A, 30B, 32, 36

Philosophy 1, 2, 4, 6, 14, 20A, 20B, 37

Spanish 1B+, 2A+, 2B+, 22B+, 40

Area 4: Social and Behavioral Sciences

At least three courses from at least two disciplines or an interdisciplinary sequence, 9 semester (12-15 quarter) units.

African American Studies 1, 2, 5, 8, 11, 12, 14A#, 16, 23, 30, 31, 32, 35*, 38, 45**

Anthropology 2, 3, 7, 14, 19

Asian / Asian-American Studies 2, 21, 26, 29, 32, 35*, 42, 45A, 45B

Biology 27***

Communication 19^{1****}

Economics 1, 2

Ethnic Studies 1, 3, 12, 13, 14, 30, 50

Geography 2, 3, 18

History 2A, 2B, 3A, 3B, 7A, 7B, 19

Humanities 45**

Journalism 62****

Labor Studies 10

Mexican / Latin American Studies 12, 19, 23, 31, 32, 33, 34, 35*

Native American Studies 1, 2, 35

Political Science 1, 2, 3, 4, 6, 18

Psychology 1A, 6, 7A#, 12***, 21, 24, 28

Sociology 1, 2, 5, 8, 13, 120

Area 5: Physical and Biological Sciences

At least two courses, one from Physical Sciences and one from Biological Sciences; at least one course must include a laboratory (indicated by "L" in parentheses); 7-9 semester (9-12 quarter) units.

5A Physical Sciences:

Astronomy 10#
 Chemistry 1A(L), 1B(L), 12A(L)#, 12B(L)#, 25, 30A(L)#, 30B(L)#
 Geography 1, 1L, 9
 Geology 10
 Physical Science 15#, 20, 20(L), 22
 Physics 3A(L)#, 3B(L)#, 4A(L)#, 4B(L)#, 4C(L)#, 10#

5B Biological Sciences:

Anthropology 1, 1L, 21
 Biology 1A(L), 1B(L), 2(L)#, 3(L), 4(L)#, 10(L)#, 11#, 20A(L)#, 20B(L)#, 24(L)#

Area 6A: Language other than English

(UC Requirement Only) – Completion of one course (4-5 semester units) at college level, that is considered equivalent to 2 years of high school language, with a grade of "C" or better; OR Completion of two years of high school course work in one language other than English with a grade of "C-" or better (official transcript required); OR Completion of two years of formal schooling at the sixth grade level or higher in an institution where the language of instruction is not English (documentation required); OR Satisfactory score on the College Board Subject Test (formerly SAT II) in a language other than English (see a counselor for required scores); OR Score of 3 or better on the College Board Advanced Placement Examination in a language other than English; OR Score of 5 or better on the International Baccalaureate Higher Level Examination in a language other than English; OR Satisfactory completion of a proficiency test administered by a community college or university in a language other than English. Proficiency met by:

At least three courses from at least two disciplines or an interdisciplinary sequence, 9 semester (12-15 quarter) units.

Laney course(s) that meet the proficiency level are:

Chinese: 1
 French: 1A
 Japanese: 1A
 Spanish: 1A, 22A
 or more advanced level.

TOTAL REQUIRED UNITS:**37**

+ Courses designated with an "+" may be counted in Language other than English and one additional area, i.e. Area 3: Humanities.

*or**or***or**** Students receive credit for one course only.

Indicates that transfer credit may be limited by either UC or CSU or both. Please consult with a counselor for complete information on course/unit limitations or check www.assist.org.

(L) Designates courses with a laboratory.

PROGRAM LEARNING OUTCOMES

Upon completion of this program a student will be able to:

- Communication: Students will effectively express and exchange ideas through various modes of communication.
- Critical Thinking and Problem Solving: Students will be able to think critically and solve problems by identifying relevant information, evaluating alternatives, synthesizing findings and implementing effective solutions.
- Global Awareness, Ethics and Civil Responsibility: Students will be prepared to practice community engagement that addresses one or more of the following: environmental responsibility, social justice and cultural diversity.

INDUSTRIAL MAINTENANCE (CERTIFICATE OF ACHIEVEMENT (CA))

The Laney College Machine Technology Industrial Maintenance is a multi-disciplinary career technical education certificate that prepares students for work in a wide range of industries. Based on the precision skill set of the machinist trade the certificate also covers basic electrical and welding skills that play a critical role in the industrial maintenance field. The certificate will provide students with entry level skills into the maintenance field and prepare them for more highly skilled specialized training available in the advanced certificate.

Career Opportunities in

Currently and for the foreseeable future, industrial maintenance is a high demand occupation. Demand is driven by moderate growth in the field and an aging workforce with a high percentage of workers facing retirement over the next five years. A recent study by BayWorks (a consortium of water and wastewater utilities covering the nine bay counties) showed 59% of their workforce in the industrial maintenance machinist/mechanic field will be facing retirement in the next five years. Another study by the Industrial Maintenance Machinist group of the Bay Area CTE Deans showed over 900 job openings a year in the Bay Area with wages ranging from \$190.50 an hour to \$31.50 an hour. Currently there are no industrial maintenance training programs in the Bay Area Community Colleges. For the past two years Laney Machine Technology has been working with BayWorks, Bay Ship & Yacht, Shell and Tesoro refineries, Posco Steel, Leslie Salt, Selway Tool, the International Association of Machinist and other large companies to develop the curriculum for this certificate and an advanced second year program. The high demand and high wages in this career field offer a great career opportunity for Laney graduates.

SUGGESTED COURSE SEQUENCE

First Semester (15.5 units):

E/ET 203	Basic Electricity	3
MACH 205	Engineering Drawings for Machinists, Welders, and Industrial Maintenance Techniques	3
MACH 210	Machine Technology I	5
MATH 220A*	Technical Math with Algebra– Part 1 (Lab)	0.5
MATH 220B*	Technical Math with Algebra– Part 2 (Lab)	0.5
MATH 220C*	Technical Math with Algebra– Part 3 (Lab)	0.5
WELD 205	Introduction to Welding	3

Second Semester (14 units):

E/ET 11	Commercial Electricity for HVAC	2
E/ET 223	CAL-OSHA 30-Hour Construction Industry Training	2
MACH 206	Industrial Hydraulics and Pneumatics	2
MACH 220	Machine Technology II	5
MATH 220D*	Technical Math with Algebra– Part 4 (Lab)	0.5
MATH 220E*	Technical Math with Geometry– Part 1 (Lab)	0.5
MATH 220F*	Technical Math with Geometry– Part 2 (Lab)	0.5
WELD 215	Welding for ECT Technicians	1.5

TOTAL MAJOR UNITS:	29.5
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**A more advanced Mathematics course may be substituted.*

PROGRAM LEARNING OUTCOMES

Upon completion of this program a student will be able to:

-
- Demonstrate safe work procedures while operating and repairing electrical and mechanical systems including use and disposal of hazardous materials.
 - Develop skills that enable precision and productivity in the repair and setup of mechanical systems.
 - Demonstrate technical literacy in reading and writing technical documents, determining required specifications based on engineering drawings and use of mathematics in problem solving.
-

MACHINE TECHNOLOGY CERTIFICATE OF ACHIEVEMENT (CA)

The program prepares students for employment as a machinist apprentice, machinist, maintenance machinist, and CNC operator and/or programmer.

Career Opportunities in:

The Machine Technology Certificate and Degree prepares individuals for a wide range of opportunities including CNC Programmer, Maintenance Machinist, or Precision Inspection.

SUGGESTED COURSE SEQUENCE

First Semester (10 units):

MACH 205	Engineering Drawings for Machinists, Welders, and Industrial Maintenance Techniques	3
MACH 210	Machine Technology I	5
MATH 220A*	Technical Math with Algebra– Part 1 (Lab)	0.5
MATH 220B*	Technical Math with Algebra– Part 2 (Lab)	0.5
MATH 220C*	Technical Math with Algebra– Part 3 (Lab)	0.5
MATH 220D*	Technical Math with Algebra– Part 4 (Lab)	0.5

First Semester (10 units):

MACH 20	CAD Solid Modeling with SolidWorks	4
MACH 220	Machine Technology II	5
MATH 220E*	Technical Math with Geometry– Part 1 (Lab)	0.5
MATH 220F*	Technical Math with Geometry– Part 2 (Lab)	0.5

Third Semester (9 units):

MACH 30	Introduction to CNC Programming and CAD/ CAM Technology	4
MACH 230	Machine Technology III	5

Third Semester (9 units):

MACH 31+	Advanced CNC and CAD/ CAM Programming	4
MATH 220G*+	Technical Math with Trigonometry (Lab)	1
WELD 205	Introduction to Welding	3

TOTAL REQUIRED UNITS:

37

**A more advanced Mathematics course may be substituted.*

PROGRAM LEARNING OUTCOMES

Upon completion of this program a student will be able to:

- Technical Literacy: Students will communicate effectively in the technical language of the machinist trade, including written, verbal, mathematical, and computer skills.
- Safety: Student will rigorously pursue health and safety standards that impact them on a personal level, a workplace level, and in the larger environment.
- Machining Skills: Students will develop a foundation of skills necessary to operate conventional and CNC machine tools that enables them to manufacture and repair parts to meet required engineering specifications.
- Planning: Students will analyze part specifications, material conditions and tooling to develop a plan to successfully manufacture or repair the required part.
- Soft Skills: Students will demonstrate patience, focus, and concentration to successfully and safely complete job assignments.
- Personal and Workplace Responsibilities: Students will display pride, craftsmanship, and ownership in their execution of personal and workplace responsibilities.

MACHINE TECHNOLOGY ASSOCIATE IN SCIENCES (AS)

The program prepares students for employment as a machinist apprentice, machinist, maintenance machinist, and CNC operator and/or programmer.

Career Opportunities in:

The Machine Technology Certificate and Degree prepares individuals for a wide range of opportunities including CNC Programmer, Maintenance Machinist, or Precision Inspection.

SUGGESTED COURSE SEQUENCE

First Semester (10 units):

MACH 205	Engineering Drawings for Machinists, Welders, and Industrial Maintenance Techniques	3
MACH 210	Machine Technology I	5
MATH 220A*+	Technical Math with Algebra– Part 1 (Lab)	0.5
MATH 220B*+	Technical Math with Algebra– Part 2 (Lab)	0.5
MATH 220C*+	Technical Math with Algebra– Part 3 (Lab)	0.5
MATH 220D*+	Technical Math with Algebra– Part 4 (Lab)	0.5

First Semester (10 units):

MACH 20	CAD Solid Modeling with SolidWorks	4
MACH 220	Machine Technology II	5
MATH 220E*+	Technical Math with Geometry– Part 1 (Lab)	0.5
MATH 220F*+	Technical Math with Geometry– Part 2 (Lab)	0.5

Third Semester (9 units):

MACH 30+	Introduction to CNC Programming and CAD / CAM Technology	4
MACH 230	Machine Technology III	5

Third Semester (9 units):

MACH 31+	Advanced CNC and CAD / CAM Programming	4
MATH 220G*+	Technical Math with Trigonometry (Lab)	1
WELD 205	Introduction to Welding	3

TOTAL REQUIRED UNITS: **37**

**A more advanced Mathematics course may be substituted.*

+Course may be applied to Associated Degree General Education requirement.

For Associate Degree General Education requirements, refer to page 115.

PROGRAM LEARNING OUTCOMES

Upon completion of this program a student will be able to:

- Technical Literacy: Students will communicate effectively in the technical language of the machinist trade, including written, verbal, mathematical, and computer skills.
- Safety: Student will rigorously pursue health and safety standards that impact them on a personal level, a workplace level, and in the larger environment.
- Machining Skills: Students will develop a foundation of skills necessary to operate conventional and CNC machine tools that enables them to manufacture and repair parts to meet required engineering specifications.
- Planning: Students will analyze part specifications, material conditions and tooling to develop a plan to successfully manufacture or repair the required part.
- Soft Skills: Students will demonstrate patience, focus, and concentration to successfully and safely complete job assignments.
- Personal and Workplace Responsibilities: Students will display pride, craftsmanship, and ownership in their execution of personal and workplace responsibilities.

MACHINE TECHNOLOGY (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 laboratory (GR or P/NP)

Acceptable for credit: CSU

Fundamentals of computer-aided design (CAD) using SolidWorks software: Application of SolidWorks in creating manufacturing models including solid-part models, assembly models, and engineering drawings. 0956.30

AA/AS area 4c

MACH 30**Introduction to CNC Programming and CAD/CAM Technology**

4 units, 3 hours lecture, 3 hours laboratory (GR)

Prerequisite(s): MACH 210

Acceptable for credit: CSU

Introduction to programming of Computer Numerical Control (CNC) machines using standard programming methods and CAD/CAM software: Emphasis on safety procedures, tool and part setups, and machine and controller operation. 0956.30

AA/AS area 4c

MACH 31**Advanced CNC and CAD/CAM Programming**

4 units, 3 hours lecture, 3 hours laboratory (GR)

Prerequisite(s): MACH 30

Acceptable for credit: CSU

Advanced CNC programming: Emphasis on standard programming language, conversational programming, and CAD/CAM programming using Mastercam; programming covers mill and lathe operations. 0956.30

AA/AS area 4c

MACH 48GA-MZ**Selected Topics in Machine Technology**

0.5-9 units, 0.5-9 hours lecture, 0.5-27 hours laboratory (GR)

Acceptable for credit: CSU

See section on Selected Topics. 0956.30

MACH 75**Geometric Dimensioning and Tolerancing**

2 units, 2 hours lecture (GR or P/NP)

Recommended preparation: MACH 210

Acceptable for credit: CSU

Interpretation of specifications and inspection standards related to ANSI/ASME Y 140.5M Geometric Dimensioning and Tolerancing (GD&T) standards: Demonstration and explanation of the standards in designing, machining, and inspection operations through defining the rules, symbols, and relationships covered by Geometric Dimensioning and Tolerancing. 0956.30

MACH 200**Special Projects Laboratory**

1-4 units, 3-12 hours laboratory (GR)

Course study under this section may be repeated three times.

Open laboratory for working on selected projects: Provides the opportunity for development of individual interests. 0956.30

MACH 205**Engineering Drawings for Machinists, Welders, and Industrial Maintenance Technicians**

3 units, 3 hours lecture (GR or P/NP)

Interpretation of engineering drawings and specification for machinists, welders, and industrial maintenance technicians: Explanation of the rules, symbols, and relationships covered in blueprints, assembly drawings and weldments. Emphasis on ANSI/ASME Y 140.5 Geometric Dimensioning and Tolerancing (GD&T) Standards and use of Coordinate Measuring Machine (CMM) for inspection of GDT specifications. 0956.30

MACH 206**Industrial Hydraulics and Pneumatics**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Introduction to theory and operation of hydraulic systems: Hydraulic principles, components, symbols, and applications from systems development and troubleshooting perspectives. Emphasis on hydraulic components and their operation in hydraulic circuits. Maintenance and troubleshooting procedures for systems, system components and manufacturing assemblies. 0956.30

MACH 208**Theory, Operation, and Maintenance of Industrial Pumps**

3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)

Prerequisite(s): MACH 210 and 205

Introduction to theory, operation, and maintenance of industrial pumps: Repair, seals, and alignment for variety of pump applications for water, wastewater, and industrial applications. 0945.00

MACH 210**Machine Technology I**

5 units, 3 hours lecture, 6 hours laboratory (GR or P/NP)

Introduction to the operation and theory of machine tools focusing on shop safety: Blueprint reading and engineering drawings, precision measurement, layout, tool grinding, speed and feed calculations, drill-press operation, lathe operation (turning and threading), and mill setup and operation. 0956.30

MACH 220**Machine Technology II**

5 units, 3 hours lecture, 6 hours laboratory (GR or P/NP)

Recommended preparation: MACH 210

Continuation of MACH 210: Internal lathe operations; vertical and horizontal mill setup, operation, and use of milling accessories; carbide tooling selection and geometries; surface grinding; introduction to Geometric Dimensioning and Tolerancing and properties of materials associated with machinability, heat treating, and hardness testing. 0956.30

MACH 230**Machine Technology III**

5 units, 3 hours lecture, 6 hours laboratory (GR or P/NP)

Prerequisite(s): MACH 220

Continuation of MACH 220: Advanced topics such as machine tool maintenance, tool and cutter grinding, gear cutting and theory, and shop trigonometry; projects based on multiple machining operations and multiple-part assemblies; more in-depth coverage of properties of materials and Geometric Dimensioning and Tolerancing, including the development of inspection gages. 0956.30

MACH 248GA-MZ**Selected Topics in Machine Technology**

0.5-9 units, 0.5-9 hours lecture, 0.5-27 hours laboratory (GR)

See section on Selected Topics. 0956.30

MACH 255**Survey Course for the Skilled Trades**

0.5 units, 1.5 hours laboratory (P/NP)

Corequisite(s): CARP 255, WDTEC 255, WELD 255

Introduction to the skilled trades Machining: Topics include safety, career opportunities, and hands on experience. Part of a four part series survey class including WELD 255, CARP 255, WDTEC 255. 0956.30

COPED 466L**Occupational Work Experience in Machine Technology**

1-4 units, hours to be arranged (GR) 0956.30



MANAGEMENT AND SUPERVISION CERTIFICATE OF ACHIEVEMENT (CA)

The program of study combines management theory with day-to-day practical application. Classwork provides an opportunity for actual performance as well as the development of supervisorial and management skills

Career Opportunities in
Manufacturing Technician, Production Technician, Laboratory Technician, Quality Control Technician.

SUGGESTED COURSE SEQUENCE

Core Courses (18 units):			M/SVN 64	Organization and Management	3
BUS 5	Human Relations in Business	3	M/SVN 82	Essentials of Managerial Communications	3
BUS 56	Human Resources Management	3			
M/SVN 60	Introduction to Management	3	TOTAL REQUIRED UNITS:		18
M/SVN 61	Psychology of Management	3	<i>For Associate Degree General Education requirements, refer to pagepage 115.</i>		

PROGRAM LEARNING OUTCOMES
Upon completion of this program a student will be able to:

- Contrast effective communication mediums.
- Apply ethical responsibility to a situation in the workplace.
- Create an oral presentation demonstrating effective planning, organizing, and delivering skills using appropriate visual aids.

MANAGEMENT AND SUPERVISION (M/SVN)

The program of study combines management theory with day-to-day practical application. Classwork provides an opportunity for actual performance as well as the development of supervisorial and management skills.

M/SVN 48GA-MZ**Selected Topics in Management and Supervision**

0.5-9 units, 0.5-9 hours lecture, 0.5-27 hours laboratory (GR)

Acceptable for credit: CSU

See section on Selected Topics. 0506.30

M/SVN 60**Introduction to Management**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Introduction to management: Basic responsibilities of management such as directing, planning, controlling, and organizing; labor relations, human relations, performance appraisals, quality control, and employee development. 0506.30

M/SVN 61**Psychology of Management**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Psychological and emotional factors and processes involved in management and supervision. 0506.30

M/SVN 64**Organization and Management**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Organizational theory and its application in today's management: Responsibility in planning, organizing, directing, controlling and coordinating people and activities; management by objectives and evaluation of its strengths and weaknesses; leadership and development of leaders. 0506.30

M/SVN 82**Essentials of Managerial Communications**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Principles and forms of effective written and oral communications: Ability to convey ideas, and generic communications related to supervisory-management problems. 0506.30

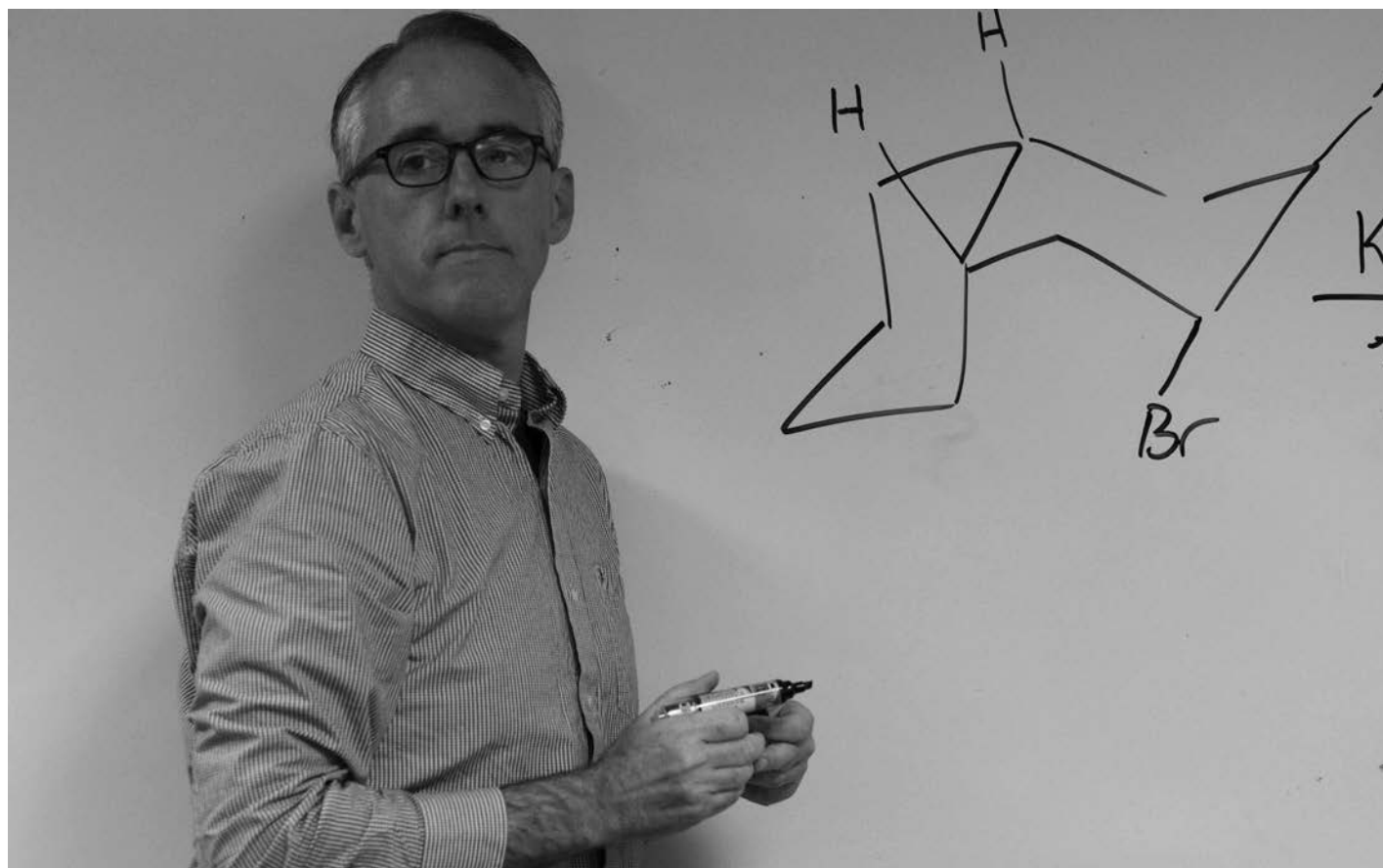
M/SVN 248GA-MZ**Selected Topics in Management and Supervision**

0.5-9 units, 0.5-9 hours lecture, 0-27 hours lecture (GR)

See section on Selected Topics. 0506.30

BUS 456I**Occupational Work Experience in Management and Supervision**

1-4 units, hours to be arranged (GR) 0506.30



MATHEMATICS ASSOCIATE IN SCIENCES (AS)

This associate degree is designed for students who complete the first two years of college math. It differs from our transfer degree in the IGETC or CSU Breadth Requirements. Students interested in this degree should consult with a counselor and the chair of the Mathematics Department. The degree will be awarded upon completion of the major course requirements listed below and the General Education requirements for the Associate in Science Degree.

Career Opportunities in:

Scientists, researchers, mathematics teachers, actuaries, and in general workers in fields that require mathematical knowledge together with a scientific, computing, or business background.

SUGGESTED COURSE SEQUENCE

Core Courses (15 units):

MATH 3A	Calculus I	5
MATH 3B	Calculus II	5
MATH 3C	Calculus III	5

Select one course from the following (3 units):
(if you choose both, other courses are optional)

MATH 3E	Linear Algebra	3
	or	
MATH 3F	Differential Equations	3

Select one course from the following (4 units):
(if necessary to complete 21 units for the major)

MATH 11	Discrete Mathematics	4
	or	
MATH 13	Introduction to Statistics	4

TOTAL MAJOR UNITS 21-22

TOTAL UNITS 60

For Associate Degree General Education requirements, refer to page 115.

PROGRAM LEARNING OUTCOMES

Upon completion of this program a student will be able to:

- **Application Problems:** Students should be able to read word problems, identify the type of problem, synthesize relevant information, create a mathematical relationship (equation) to determine unknown quantities and solve to determine the answer to the question posed.
- **Solving Problems Algebraically:** Students should be able to use algebraic manipulation to find solutions to problems/equations both with and without a calculator
- **Graphs:** Students should be able to analyze, create and solve problems using graphs.

ASSOCIATE IN SCIENCES DEGREE FOR TRANSFER IN MATH (AS-T)

The Associate in Science Degree in Mathematics for Transfer (AS-T) is designed to prepare students for a seamless transfer with junior status and priority admission to their local CSU campus to a program or major in Mathematics or similar major for completion of a baccalaureate degree. Students are required to complete: * a minimum of 21-23 semester units in the major with a grade of C or better while maintaining a minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. * 60 semester CSU-transferable units using the California State University-General Education-Breadth pattern (CSU-GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern. * No more than 60 semester units are required. The Associate in Science Degree in Mathematics for Transfer will also assist Mathematics major students to transfer to a U.C. or other baccalaureate institutions. Students are advised to consult with a counselor to verify transfer requirements.

Career Opportunities in:

In the modern world, there are many fields that need specialists in mathematics. Careers in mathematics include: scientists, researchers, space technicians, mathematics teachers, actuaries and insurance specialists, and people who can contribute mathematical knowledge with a scientific, computer, or business background.

SUGGESTED COURSE SEQUENCE

Core Courses (15 units):

MATH 3A	Calculus I	5
MATH 3B	Calculus II	5
MATH 3C	Calculus III	5

Select one from the following (3 units)

(if you choose both, other courses are optional)

MATH 3E	Linear Algebra	3
	or	
MATH 3F	Differential Equations	3

Select one from the following (if necessary to complete 21-23 units for major)

MATH 11	Discrete Mathematics	4
	or	
MATH 13	Introduction to Statistics	4
	or	
PHYS 4A	General Physics with Calculus	5
	or	
PHYS 4B	General Physics with Calculus	5
	or	
PHYS 4C	General Physics with Calculus	5

TOTAL MAJOR UNITS	21-23
IGTEC or CSU GE-Breadth Education Pattern	37-39
CSU Electives Units	0-2
TOTAL UNITS	60

PROGRAM LEARNING OUTCOMES

Upon completion of this program a student will be able to:

- Solve quantitative problems using numerical, graphical, and algebraic methods.
- Represent functions as power series and test these series for convergence.
- Compute derivatives and integrals of multivariable functions.
- Evaluate integrals using Green's Theorem, Stokes' Theorem and Gauss' Theorem.

MATHEMATICS (MATH)

The Mathematics Department offers a rich curriculum to meet the diverse needs of students at Laney College. Our course offerings include those transferable to four-year colleges/universities, those tailored for programs in career and technical education, along with those designed to help students strengthen their basic skills.

**MATH 1
Pre-Calculus**

4 units, 4 hours lecture (GR)
Prerequisite(s): MATH 203 or 211D
Acceptable for credit: CSU, UC

Preparation for the calculus sequence or other courses requiring a sound algebraic background: Inequalities, theory of equations, sequences and series, matrices, functions and relations, logarithmic and exponential functions; function concept used as a unifying notion. 1701.00
AA/AS area 4b; CSU area B4; IGETC area 2A

**MATH 2
Precalculus with Analytic Geometry**

5 units, 5 hours lecture (GR)
Prerequisite(s): MATH 50 or 52A-C
Acceptable for credit: CSU, UC

Advanced algebra and analytic geometry: Linear, quadratic, polynomial, rational, exponential, logarithmic, and inverse functions; determinants, matrices and linear systems; zeros of polynomials, arithmetic and geometric sequences, mathematical induction; permutations and combinations, binomial theorem, vectors, conic sections, translation and rotation of axes, polar coordinates, lines and surfaces in space, and quadric surfaces. 1701.00
AA/AS area 4b; CSU area B4; IGETC area 2A

**MATH 3A
Calculus I**

5 units, 5 hours lecture (GR)
Prerequisite(s): MATH 1 and 50 or MATH 2
Acceptable for credit: UC, CSU

Theorems on limits and continuous functions, derivatives, differentials and applications: Fundamental theorems of calculus and applications; properties of exponential, logarithmic, and inverse trigonometric functions, and hyperbolic functions. 1701.00
AA/AS area 4b; CSU area B4; IGETC area 2A
(C-ID: MATH 210) (C-ID: MATH 900S when taken with MATH 3B)

**MATH 3B
Calculus II**

5 units, 5 hours lecture (GR)
Prerequisite(s): MATH 3A
Acceptable for credit: CSU, UC

Applications of the definite integral: Methods of integration, polar coordinates, parametric equations, infinite and power series. 1701.00
AA/AS area 4b; CSU area B4; IGETC area 2A
(C-ID: MATH 220) (C-ID: MATH 900S when taken with MATH 3A)

**MATH 3C
Calculus III**

5 units, 5 hours lecture (GR)
Prerequisite(s): MATH 3B
Acceptable for credit: CSU, UC

Partial differentiation: Jacobians, transformations, multiple integrals, theorems of Green and Stokes, differential forms, vectors and vector functions, geometric coordinates, and vector calculus. 1701.00
AA/AS area 4b; CSU area B4; IGETC area 2A
(C-ID: MATH 230)

**MATH 3E
Linear Algebra**

3 units, 3 hours lecture (GR)
Prerequisite(s): MATH 3A
MATH 3E plus 3F are equivalent to MATH 3D.
Not open for credit to students who have completed or are currently enrolled in MATH 3D.
Acceptable for credit: CSU, UC

Linear algebra: Gaussian and Gauss-Jordan elimination, matrices, determinants, vectors in \mathbb{R}^2 and \mathbb{R}^3 , real and complex vector spaces, inner product spaces, linear transformations, eigenvalues, eigenvectors, and applications. 1701.00
AA/AS area 4b; CSU area B4; IGETC area 2A
(C-ID: MATH 250)

**MATH 3F
Differential Equations**

3 units, 3 hours lecture (GR)
Prerequisite(s): MATH 3B and 3E
Recommended preparation: MATH 3C
MATH 3E plus 3F are equivalent to MATH 3D.
Not open for credit to students who have completed or are currently enrolled in MATH 3D.
Acceptable for credit: CSU, UC

Ordinary differential equations: First-order, second-order, and higher-order equations; separable and exact equations, series solutions, Laplace transformations, systems of differential equations. 1701.00
AA/AS area 4b; CSU area B4; IGETC area 2A
(C-ID: MATH 240)

MATH 11**Discrete Mathematics**

4 units, 4 hours lecture (GR or P/NP)

Prerequisite(s): MATH 3B

Acceptable for credit: CSU, UC

Discrete mathematics: Mathematical induction, finite series, sets, relations and functions, introduction to trees, combinatorics, algebraic structures, and probability. 1701.00
AA/AS area 4b; CSU area B4; IGETC area 2A
(C-ID: MATH 160)

MATH 13**Introduction to Statistics**

4 units, 4 hours lecture (GR)

Prerequisite(s): MATH 203 or 211D or 206

Acceptable for credit: CSU, UC

Introduction to theory and practice of statistics. Collecting data: Sampling, observational and experimental studies. Organizing data: Univariate and bivariate tables and graphs, histograms. Describing data: Measures of location, spread, and correlation. Theory: Probability, random variables; binomial and normal distributions. Drawing conclusions from data: Confidence intervals, hypothesis testing, z-tests, t-tests, and chi-square tests; one-way analysis of variance. Regression and non-parametric methods. 1701.00

AA/AS area 4b; CSU area B4; IGETC area 2A

(C-ID: MATH 110)

MATH 15**Mathematics for Liberal Arts Students**

3 units, 3 hours lecture (GR)

Prerequisite(s): MATH 203

Acceptable for credit: CSU, UC

Fundamental ideas underlying modern mathematics: Elements from logic, sets, and number systems; concepts of elementary algebra, geometry, topology, and combinatorics. 1701.00
AA/AS area 4b; CSU area B4; IGETC area 2A

MATH 16A**Calculus for Business and the Life and Social Sciences**

3 units, 3 hours lecture (GR)

Prerequisite(s): MATH 1 or MATH 2

Acceptable for credit: CSU, UC

Introduction to analytic geometry, differential and integral calculus of algebraic function, particular attention paid to simple applications. 1701.00
AA/AS area 4b; CSU area B4; IGETC area 2A
(C-ID: MATH 140)

MATH 16B**Calculus for Business and the Life and Social Sciences**

3 units, 3 hours lecture (GR)

Prerequisite(s): MATH 16A or MATH 3A

Acceptable for credit: CSU, UC

Continuation of differential and integral calculus: Transcendental functions, methods of integration, partial differentiation, and multiple integration with particular attention to applications. 1701.00

AA/AS area 4b; CSU area B4; IGETC area 2A

MATH 48GA-MZ**Selected Topics in Mathematics**

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR)

Acceptable for credit: CSU, UC ♦

See section on Selected Topics. 1701.00

MATH 49**Independent Study in Mathematics**

0.5-5 units, 0.5-5 hours lecture (GR)

Acceptable for credit: CSU, UC ♦

See section on Independent Study. 1701.00

MATH 50**Trigonometry**

3 units, 3 hours lecture (GR)

Prerequisite(s): MATH 202 and MATH 203 or MATH 211D

Acceptable for credit: CSU

Introduction to functional trigonometry: Basic definitions, identities, graphs, inverse functions, trigonometric equations and applications, solution of triangles and applications, polar coordinates, complex numbers, and De Moivre's Theorem. 1701.00

AA/AS area 4b; CSU area B4

MATH 201**Elementary Algebra**

4 units, 5 hours lecture (GR)

Prerequisite(s): MATH 225 or 250 or 253 or appropriate placement through multiple-measures assessment process

Not open for credit to students who have completed or are currently enrolled in MATH 210ABCD.

Eligible for credit by examination.

Basic algebraic operations: Linear equations and inequalities, relations and functions, factoring quadratic polynomials, solving quadratic equations, fractions, radicals and exponents, word problems, graphing, and number systems. 1701.00

MATH 202**Geometry**

3 units, 3 hours lecture (GR)

Prerequisite(s): MATH 201 or 210D or appropriate placement through multiple-measures assessment process

Introduction to plane geometry emphasizing mathematical logic and proofs: Geometric constructions, congruent triangles, parallel lines and parallelograms, proportions, similar triangles, circles, polygons, and area. 1701.00

AA/AS area 4b

MATH 203**Intermediate Algebra**

4 units, 5 hours lecture (GR)

Prerequisite(s): MATH 201 or 210A-D

Recommended preparation: MATH 202

Not open for credit to students who have completed or are currently enrolled in MATH 211ABCD.

Eligible for credit by examination.

Intermediate algebraic operations: Real number properties and operations; solutions and graphs of linear equations in one and two variables; absolute value equations; advanced factoring; complex numbers; quadratic equations and systems of quadratic equations; conics; determinants; solutions and graphs of first-degree, quadratic, and rational inequalities; exponential and logarithmic functions; and sequences and series. 1701.00

AA/AS area 4b

MATH 208**Mathematics for Laboratory Sciences**

3 units, 3 hours lecture (GR)

Recommended preparation: MATH 253

Eligible for credit by examination.

Applications of algebra specific to biology, biomanufacturing, and chemistry: Exponential and scientific notation, logarithms, unit analysis, solving formulas for specific variables, calculations of dosages, using percents and proportions to compute concentrations and dilutions, graphing linear and exponential equations, and descriptive statistics. 1701.00

MATH 210A**Elementary Algebra (Lab)**

1 unit, 3 hours laboratory (GR)

Prerequisite(s): MATH 225 or 250 or 251D or 253 or appropriate placement through multiple measures assessment process.

Modular, open-entry/open-exit course

Not open for credit to students who have completed or are currently enrolled in MATH 201.

Elementary Algebra Lab A: Real number properties, the four basic operations with integers and rational numbers, solutions of linear equations. 1701.00

MATH 210B**Elementary Algebra (Lab)**

1 unit, 3 hours laboratory (GR)

Prerequisite(s): MATH 210A

Modular, open-entry/open-exit course

Not open for credit to students who have completed or are currently enrolled in MATH 201.

Elementary Algebra Lab B: Applications utilizing first-degree equations, the four basic operations with polynomials, integral exponents, factoring. 1701.00

MATH 210C**Elementary Algebra (Lab)**

1 unit, 3 hours laboratory (GR)

Prerequisite(s): MATH 210B

Modular, open-entry/open-exit course

Not open for credit to students who have completed or are currently enrolled in MATH 201.

Elementary Algebra Lab C: Algebraic fractions, graphs of linear equations, solutions of linear systems. 1701.00

MATH 210D**Elementary Algebra (Lab)**

1 unit, 3 hours laboratory (GR)

Prerequisite(s): MATH 210C

Modular, open-entry/open-exit course

Not open for credit to students who have completed or are currently enrolled in MATH 201.

Elementary Algebra Lab D: Solutions of first-degree inequalities, graphs of linear inequalities in two variables, radical expressions, solutions to quadratic equations. 1701.00

MATH 211A**Intermediate Algebra (Lab)**

1 unit, 3 hours laboratory (GR)

Prerequisite(s): MATH 201 or 210D or appropriate placement through multiple-measures assessment process

Recommended preparation: MATH 202

Modular, open-entry/open-exit course

Not open for credit to students who have completed or are currently enrolled in MATH 203.

Intermediate Algebra Lab A: Real number properties and operations, absolute value equations, solutions and graphs of linear equations in one and two variables, various equations of lines. 1701.00

AA/AS area 4b

MATH 211B**Intermediate Algebra (Lab)**

1 unit, 3 hours laboratory (GR)

Prerequisite(s): MATH 211A

Modular, open-entry/open-exit course

Not open for credit to students who have completed or are currently enrolled in MATH 203.

Intermediate Algebra Lab B: Polynomial operations and advanced factoring, rational expressions and equations, exponents and radicals, complex numbers. 1701.00

AA/AS area 4b

MATH 211C**Intermediate Algebra (Lab)**

1 unit, 3 hours laboratory (GR)

Prerequisite(s): MATH 211B

Modular, open-entry/open-exit course

Not open for credit to students who have completed or are currently enrolled in MATH 203.

Intermediate Algebra Lab C: Quadratic equations, conics, systems of linear and quadratic equations, determinants. 1701.00

AA/AS area 4b

MATH 211D**Intermediate Algebra (Lab)**

1 unit, 3 hours laboratory (GR)

Prerequisite(s): MATH 211C

Modular, open-entry/open-exit course

Not open for credit to students who have completed or are currently enrolled in MATH 203.

Intermediate Algebra Lab D: Solutions and graphs of first-degree, quadratic and rational inequalities, exponential and logarithmic functions, sequences and series. 1701.00

AA/AS area 4b

MATH 220A**Technical Mathematics with Algebra - Part 1 (Lab)**

0.5 unit, 1.5 hours laboratory (GR or P/NP)

Recommended preparation: MATH 253 or 250 or math placement exam

Selected topics in algebra useful for the vocations: Signed numbers, exponents, roots, order of operations; applications to the trades. 1701.00

MATH 220B**Technical Mathematics with Algebra - Part 2 (Lab)**

0.5 unit, 1.5 hours laboratory (GR or P/NP)

Prerequisite(s): MATH 220A

Selected topics in algebra useful for the vocations: Algebraic expressions, solving linear equations, formulas, ratio and proportion, word problems; applications to the trades. 1701.00

MATH 220C**Technical Mathematics with Algebra - Part 3 (Lab)**

0.5 unit, 1.5 hours laboratory (GR or P/NP)

Prerequisite(s): MATH 220B

Selected topics in algebra useful for the vocations: Systems of equations, solving by substitution, solving by elimination, word problems; applications to the trades. 1701.00

AA/AS area 4b

MATH 220D**Technical Mathematics with Algebra - Part 4 (Lab)**

0.5 unit, 1.5 hours laboratory (GR or P/NP)

Prerequisite(s): MATH 220C

Selected topics in algebra useful for the vocations: Multiplying and dividing simple algebraic expressions, negative exponents, scientific notation, quadratic equations, word problems; applications to the trades. 1701.00

AA/AS area 4b

MATH 220E**Technical Mathematics with Geometry–Part 1 (Lab)**

0.5 unit, 1.5 hours laboratory (GR or P/NP)

Prerequisite(s): MATH 220D

Practical plane geometry: Angles, polygons, types of triangles, Pythagorean Theorem, circles, perimeter and area of plane figures; examples and problems drawn from the trades. 1701.00

AA/AS area 4b

MATH 220F**Technical Mathematics with Geometry–Part 2 (Lab)**

0.5 unit, 1.5 hours laboratory (GR or P/NP)

Prerequisite(s): MATH 220E

Practical solid geometry and geometric constructions: Definitions, surface area; volumes of prisms, pyramids, cylinders, cones, spheres; constructions of specific lines, angles, and triangles. 1701.00

AA/AS area 4b

MATH 220G**Technical Mathematics with Trigonometry (Lab)**

1 unit, 3 hours laboratory (GR or P/NP)

Prerequisite(s): MATH 220E

Trigonometry useful for the vocations: Right triangle trigonometry, angle measurement in degrees and radians, basic trigonometric functions of acute and obtuse angles, solving triangles; applications to the trades. 1701.00

AA/AS area 4b

MATH 221**Technical Mathematics**

4 units, 4 hours lecture (GR)

Prerequisite(s): MATH 250 or 251ABCD

Not open for credit to students who have completed or are currently enrolled in MATH 220A-G.

Selected topics in algebra useful for the vocations: signed numbers, exponents, roots, order of operations. Applications to the trades. 1701.00

AA / AS area 4b

MATH 240**Elementary and Intermediate Algebra for Liberal Arts and Social Science**

6 units, 6 hours lecture (GR)

Prerequisite(s): MATH 225 or 250 or 253

Topics from Elementary and Intermediate Algebra: Systems of equations, inequalities, graphs and functions, radicals, quadratic polynomials, rational expressions, exponential and logarithmic functions, and problem solving for liberal arts and social science majors. 1701.00

AA / AS area 4b

MATH 248GA-MZ**Selected Topics in Mathematics**

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR)

See section on Selected Topics. 1701.00

MATH 250**Arithmetic**

3 units, 3 hours lecture (GR)

Not open for credit to students who have completed or are currently enrolled in MATH 251ABCD.

Non-degree applicable.

Refresher course in the fundamental processes of arithmetic: Whole numbers, fractions, decimals and percents; metric system introduced and incorporated throughout the arithmetic material. 1702.00

MATH 253**Pre-Algebra**

3 units, 3 hours lecture (GR)

Recommended preparation: MATH 250 or appropriate placement through multiple measures assessment process

Non-degree applicable

Fundamentals of pre-algebra: Properties of real numbers, factoring and multiples, ratio and proportion, signed numbers, linear equations and formulas, powers and roots, percents and averages, and English and metric measurements. 1701.00

MATH 503**Supervised Tutoring in Mathematics (Non-Credit)**

0 unit, 1-72 hours laboratory (Not graded)

Open entry / Open exit

Course study under this section may be repeated as necessary.

Supervised tutoring, 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 need. 4930.09



AUDIO PRODUCTION FOR VIDEO, BROADCAST AND DIGITAL CINEMATOGRAPHY CERTIFICATE OF PROFICIENCY (CP)

The Media Communications program offers courses in HD and 4K video production, broadcasting, and post-production for digital video, film, radio and the broadcast arts. There are two major degrees and four certificates which offer entry into the industry or transfer to a four-year institution. The courses cover the gamut of authoring, producing, and editing creative content for the continually evolving communications technologies.

Students must complete the Core Curriculum as well as courses listed under each of the two major options.

SUGGESTED COURSE SEQUENCE

<u>SUGGESTED COURSE SEQUENCE</u>			<u>Second Semester (7 units)</u>		
First Semester (9 units)			MEDIA 104	Beginning Digital Video Production	3
MEDIA 111	Basic Audio Production	3	MEDIA 129	Portfolio Development	1
MEDIA 150	Pro Tools: Sound Design/ Aesthetics For Video, Broadcast and Digital Cinematography	3	MEDIA 156	Advanced Music Video Production III: Mixing and Mastering	3
MEDIA 155	Advanced Music Video Production: Basic Recording	3	<u>TOTAL REQUIRED UNITS:</u>		16

PROGRAM LEARNING OUTCOMES

Upon completion of this program a student will be able to:

-
- Evaluate and apply the basic principles of post production digital audio editing, mixing and mastering for final. Distribution.
 - Demonstrate and employ operation of recording studio hardware and software.
 - Create advanced level digital audio mixes utilizing plug-ins and audio codes for multiple distribution streams.
-

AV INSTALLATION TECHNICIAN CERTIFICATE OF PROFICIENCY (CP)

AV installation skills for entry level jobs: Video production and systems, audio production and systems, AV essentials including rack building and cabling, control and connectivity, signal flow, troubleshooting, IP connectively and customer relations.

Career Opportunities in:

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.

SUGGESTED COURSE SEQUENCE

Core Courses (16 units)

MEDIA 104	Beginning Digital Video Production	3	MEDIA 160	AudioVisual Essentials I	2
MEDIA 111	Basic Audio Production	3	MEDIA 161	AudioVisual Essentials I	2
MEDIA 115	Media-based Computing: iLife and Mac OSX	3			
MEDIA 121	Event Videography: Sports Video Production	3			
TOTAL REQUIRED UNITS:					16

PROGRAM LEARNING OUTCOMES

Upon completion of this program a student will be able to:

- Employ the fundamentals of AV technology used in current industry best practices.
- Practice team cooperative skills in performance of AV installation.
- Test, troubleshoot and repair AV systems.

PERFORMANCE AND PRODUCTION FOR VIDEO, BROADCAST AND DIGITAL CINEMATOGRAPHY CERTIFICATE OF ACHIEVEMENT (CA)

The major in Performance and Production for Video, Broadcast and Digital Cinematography offers the student a wide variety of acting, directing and producing for the digital screen arts, including experience in announcing, interactive journalism and reporting for broadcast, the web and other emerging digital communications, podcasting, scriptwriting, drama, voice-overs, news and sportscasting.

Career Opportunities in:

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

SUGGESTED COURSE SEQUENCE

Core Courses (10 units):

MEDIA 104	Beginning Digital Video Production	3
MEDIA 111	Basic Audio Production	3
MEDIA 115	Media-based Computing: iLife and Mac OSX	3
MEDIA 129	Portfolio Development	1

Writing and Performing Courses (12 units):

MEDIA 100A	Broadcast Media Announcing and Performance	3
MEDIA 101A	Acting/Directing for the Camera	3
MEDIA 102A	Broadcast Journalism A	3
MEDIA 125	Scriptwriting for Video, Broadcast, and Digital Cinematography	3

Select one of the following (2-3 units):

MEDIA 100B	Broadcast Media Announcing and Performance	3
MEDIA 101B	Acting/Directing for the Camera	3
MEDIA 112	Media Freelancing and Entrepreneurship	3
MEDIA 121	Event Videography: Sports Video Production	3
MEDIA 150	Pro Tools: Sound Design/ Aesthetics for Video, Broadcast and Digital Cinematography	3
MEDIA 151	Making Podcasts – The New Wave of Broadcasting	2

TOTAL REQUIRED UNITS:	24-25
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PROGRAM LEARNING OUTCOMES

Upon completion of this program a student will be able to:

-
- Write and perform PSA's, commercials, news scripts and scenes for radio, television, web and film.
 - Analyze scripts to develop a performance which integrates appropriate vocal technique, characterization and emotional interpretation.
 - Apply appropriate critical and creative problem solving skills to analyze the aesthetic and production elements of television and other interactive media.
 - Develop industry awareness that demonstrates understanding of the importance of teamwork and collaboration, balancing creative skills with issues surrounding the medium, and the necessity to pursue lifelong learning.
 - Create a coherent, industry relevant show reel of work and integrate studies toward professional aspirations.
-

VIDEO PRODUCTION FOR VIDEO, BROADCAST AND DIGITAL CINEMATOGRAPHY CERTIFICATE OF ACHIEVEMENT (CA)

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 in:

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.

SUGGESTED COURSE SEQUENCE

Core Courses (10 units):

MEDIA 104	Beginning Digital Video Production	3
MEDIA 111	Basic Audio Production	3
MEDIA 115	Media-based Computing: iLife and Mac OSX	3
MEDIA 129	Portfolio Development	1

Writing and Editing Courses (6 units):

MEDIA 125	Scriptwriting for Video, Broadcast, and Digital Cinematography	3
MEDIA 130	Introduction to Nonlinear Editing for Video, Broadcast and Digital Cinematography	3

Select two of the following (6 units):

MEDIA 120	Making Documentaries	3
MEDIA 121	Event Videography: Sports Video Production	3
MEDIA 122	Music Video Production	3

Select one of the following: (2-3 units)

MEDIA 112	Media Freelancing and Entrepreneurship	3
MEDIA 131	Final Cut Pro II: Nonlinear Editing for Video, Broadcast and Digital Cinematography	3
MEDIA 140	After Effects: Motion Graphics for Video, Broadcast and Digital Cinematography	3
MEDIA 150	Pro Tools: Sound Design/ Aesthetics for Video, Broadcast and Digital Cinematography	3
MEDIA 151	Making Podcasts – The New Wave of Broadcasting	2

TOTAL REQUIRED UNITS:	24-25
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PROGRAM LEARNING OUTCOMES

Upon completion of this program a student will be able to:

- Design and create digital media projects using state-of-the-art technology and skill sets, incorporating digital video/ audio, aesthetic theory, interactivity, effects graphics and current distribution formats.
- Apply appropriate critical and creative problem solving skills to analyze the aesthetic and production elements of vide, television and other interactive media.
- Develop industry awareness of the necessity and importance of teamwork and collaboration.
- Articulate ideas in verbal and written forms that translate into practical media projects.
- Create a coherent, industry relevant show reel of work.

PERFORMANCE AND PRODUCTION FOR VIDEO, BROADCAST AND DIGITAL CINEMATOGRAPHY ASSOCIATE OF ARTS (AA)

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 in:

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

SUGGESTED COURSE SEQUENCE

Core Courses (10 units):

MEDIA 104	Beginning Digital Video Production	3
MEDIA 111	Basic Audio Production	3
MEDIA 115	Media-based Computing: iLife and Mac OSX	3
MEDIA 129	Portfolio Development	1

Writing and Performing Courses (12 units):

MEDIA 100A	Broadcast Media Announcing and Performance	3
MEDIA 101A	Acting/Directing for the Camera	3
MEDIA 102A	Broadcast Journalism A	3
MEDIA 125	Scriptwriting for Video, Broadcast, and Digital Cinematography	3

Select one of the following (2-3 units):

MEDIA 100B	Broadcast Media Announcing and Performance	3
MEDIA 101B	Acting/Directing for the Camera	3
MEDIA 112	Media Freelancing and Entrepreneurship	3
MEDIA 121	Event Videography: Sports Video Production	3
MEDIA 150	Pro Tools: Sound Design/ Aesthetics for Video, Broadcast and Digital Cinematography	3
MEDIA 151	Making Podcasts – The New Wave of Broadcasting	2

TOTAL REQUIRED UNITS: 24-25

For Associate Degree General Education requirements, refer to page 115.

PROGRAM LEARNING OUTCOMES

Upon completion of this program a student will be able to:

-
- Write and perform PSA's, commercials, news scripts and scenes for radio, television, web and film.
 - Analyze scripts to develop a performance which integrates appropriate vocal technique, characterization and emotional interpretation.
 - Apply appropriate critical and creative problem solving skills to analyze the aesthetic and production elements of television and other interactive media.
 - Develop industry awareness that demonstrates understanding of the importance of teamwork and collaboration, balancing creative skills with issues surrounding the medium, and the necessity to pursue lifelong learning.
 - Create a coherent, industry relevant show reel of work and integrate studies toward professional aspirations.
-

VIDEO PRODUCTION FOR VIDEO, BROADCAST AND DIGITAL CINEMATOGRAPHY ASSOCIATE OF ARTS (AA)

The major in Video Production for Video, Broadcast and Digital Cinematography covers the entire range of digital video media production, from script development, hands-on professional HD production equipment, current editing and other post-production applications, distribution, and media business management. Production of creative content for video, film, sports and broadcast TV, radio, cable, web, mobile technology, and other emerging communications utilizing video and audio.

Career Opportunities in:

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.

SUGGESTED COURSE SEQUENCE

Core Courses (10 units):

MEDIA 104	Beginning Digital Video Production	3
MEDIA 111	Basic Audio Production	3
MEDIA 115	Media-based Computing: iLife and Mac OS X	3
MEDIA 129	Portfolio Development	1

Writing and Editing Courses (6 units):

MEDIA 125	Scriptwriting for Video, Broadcast, and Digital Cinematography	3
MEDIA 130	Introduction to Nonlinear Editing for Video, Broadcast and Digital Cinematography	3

Select two of the following (6 units):

MEDIA 120	Making Documentaries	3
MEDIA 121	Event Videography: Sports Video Production	3
MEDIA 122	Music Video Production	3

Select one of the following: (2-3 units)

MEDIA 112	Media Freelancing and Entrepreneurship	3
MEDIA 131	Final Cut Pro II: Nonlinear Editing for Video, Broadcast and Digital Cinematography	3
MEDIA 140	After Effects: Motion Graphics for Video, Broadcast and Digital Cinematography	3
MEDIA 150	Pro Tools: Sound Design/ Aesthetics for Video, Broadcast and Digital Cinematography	3
MEDIA 151	Making Podcasts – The New Wave of Broadcasting	2

TOTAL REQUIRED UNITS: **24-25**

For Associate Degree General Education requirements, refer to page 115.

PROGRAM LEARNING OUTCOMES

Upon completion of this program a student will be able to:

- Design and create digital media projects using state-of-the-art technology and skill sets, incorporating digital video/audio, aesthetic theory, interactivity, effects graphics and current distribution formats.
- Apply appropriate critical and creative problem solving skills to analyze the aesthetic and production elements of vide, television and other interactive media.
- Develop industry awareness of the necessity and importance of teamwork and collaboration.
- Articulate ideas in verbal and written forms that translate into practical media projects.
- Create a coherent, industry relevant show reel of work.

MEDIA COMMUNICATIONS (MEDIA)

The Media Communications program offers courses in HD and 4K video production, broadcasting, and post-production for digital video, film, radio and the broadcast arts. There are two major degrees and four certificates which offer entry into the industry or transfer to a four-year institution. The courses cover the gamut of authoring, producing, and editing creative content for the continually evolving communications technologies.

MEDIA 48GA-MZ

Selected Topics in Media Communications

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR)

Acceptable for credit: CSU

See section on Selected Topics. 0604.20

MEDIA 49

Independent Study in Media Communications

0.5-5 units, 0.5-5 hours lecture (GR)

Acceptable for credit: CSU

See section on Independent Study. 0604.20

MEDIA 100A

Broadcast Media Announcing and Performance

3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)

Eligible for credit by examination

Acceptable for credit: CSU

Techniques of voice and movement for television broadcasting, video/audio production: Development of broadcast styles; preparation of programs; rehearsal and performance; evaluating work of others. 0604.20

AA/AS area 4d

MEDIA 100B

Broadcast Media Announcing and Performance

3 units, 2 hours lecture, 3 hours laboratory (GR)

Prerequisite(s): MEDIA 100A

Acceptable for credit: CSU

Continuation of MEDIA 100A: Communicating from a written script to the television medium, and introduction to studio machinery; laboratory emphasis on wardrobe, props, music, sound effects, and lighting. 0604.20

AA/AS area 4d

MEDIA 101A

Acting/Directing for the Camera

3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)

Recommended preparation: ENGL 201A or ESL 201A

Eligible for credit by examination

Acceptable for credit: CSU, UC

Introduction to acting and directing techniques for the screen performance environment: Development of media analysis and criticism skills; creation of an acting and directing performance reel. 0604.20

MEDIA 101B

Acting/Directing for the Camera

3 units, 2 hours lecture, 3 hours laboratory (GR)

Prerequisite(s): MEDIA 101A

Acceptable for credit: CSU, UC

Continuing practice of acting and directing techniques for the screen performance environment: Development of media analysis and criticism skills; creation of an acting and directing performance reel; expanding the performer's range of emotional, intellectual, physical, and vocal expressiveness for the camera. 0604.20

MEDIA 102A

Broadcast Journalism A

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Study of television and digital news production: Research and practice in the creative writing, reporting and production of current news. 0604.20

MEDIA 102B

Broadcast Journalism B

3 units, 3 hours lecture (GR or P/NP)

Prerequisite(s): MEDIA 102A

Acceptable for credit: CSU

Continuation of MEDIA 102A, with emphasis on writing and performance of news stories. 0604.20

MEDIA 104

Beginning Digital Video Production

3 units, 2 hours lecture, 3 hours laboratory (GR)

Recommended preparation: MEDIA 115

Not open for credit to students who have completed or are currently enrolled in MEDIA 104A or 104B.

Eligible for credit by examination.

Acceptable for credit: CSU

Introduction to single camera digital video production techniques and terms: Camerawork; audio; scriptwriting; lighting; graphics; editing skills; producing and directing video programs; creative and safe operation of digital video equipment. 0604.20

MEDIA 108

Studio Production

3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)

Recommended preparation: MEDIA 104

Acceptable for credit: CSU

Digital video studio production: Producing and directing; audio; technical director and graphics; camerawork and lighting; other studio and control room positions; post production of live, live-to-tape, or post edited programming. 0604.20

MEDIA 111**Basic Audio Production**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Eligible for credit by examination.

Acceptable for credit: CSU

Theory and operation of audio production equipment for media professionals: Theoretical and aesthetic aspects of sound and acoustics; recording, editing and mixing as they pertain to broadcast, film, DVD, and other media production. 0604.20

MEDIA 112**Media Freelancing and Entrepreneurship**

3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)

Recommended preparation: MEDIA 104 and MEDIA 111

Eligible for credit by examination

Acceptable for credit: CSU

Overview of the legal, professional, and personal requirements for a successful career as a media entrepreneur or freelancer: Completion of a customer-focused start-up business project. 0604.20

MEDIA 115**Media-based Computing: iLife and Mac OS X**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Recommended preparation: MEDIA 110

Acceptable for credit: CSU

Introduction to the creation and use of digital media: Digital video, digital music, digital photography, and DVD creation; provides a basic level introduction to operating and maintaining a media-based computer system using Mac OS X and iLife. 0604.20

AA/AS area 4c

MEDIA 120**Making Documentaries**

3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)

Recommended preparation: MEDIA 104 and MEDIA 115

Acceptable for credit: CSU

Produce, direct, and edit a documentary project: Hands-on production, history of documentary film in the United States designed for the advanced student. 0604.20

MEDIA 121**Event Videography: Sports Video Production**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Prerequisite(s): MEDIA 104

Recommended preparation: MEDIA 130

Acceptable for credit: CSU

Exploration of production styles related to sports videography: Attention to camerawork, lighting, sound, engineering, editing, writing and announcement specific to the genre. 0604.20

MEDIA 122**Music Video Production**

3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)

Recommended preparation: MEDIA 104 and 115

Acceptable for credit: CSU

Completion of a quality music video: Pre-production, production, and post-production skills; emphasis on professional attitude and meeting deadlines. 0604.20

MEDIA 125**Scriptwriting for Video, Broadcast and Digital Cinematography**

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU

Scriptwriting techniques for screen in areas of broadcasting, film, Internet, and other forms of digital media: Specific formats; character and plot development; writing techniques and grammar. 0604.20

MEDIA 129**Portfolio Development**

1 unit, 1 hour lecture (GR)

Prerequisite(s): MEDIA 104, 120 and 130

Acceptable for credit: CSU

Independent planning, production, shooting, scripting, editing, and completion of a long format video project: Review and critique of project by students, staff and video professionals throughout semester, with completed project suitable for inclusion in portfolio. 0604.20

MEDIA 130**Introduction to Nonlinear Editing for Video, Broadcast and Digital Cinematography**

3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)

Recommended preparation: English language reading comprehension and writing skills at level ENGL 201A or ESL level 3 reading and writing; Computer literacy or MEDIA 115; Some media production experience will enhance students' success in course.

Acceptable for credit: CSU

Practical, aesthetic and conceptual digital video editing: Full scope of basic editing techniques; introduction to the aesthetics of editing; survey of companion applications in titling animation, music arrangement and compression; emphasis on portfolio development in a hands-on, digital production environment; using Final Cut Pro on a Macintosh platform. 0604.20

MEDIA 131**Final Cut Pro II: Nonlinear Editing for Video, Broadcast and Digital Cinematography**

3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)

Prerequisite(s): MEDIA 130

Acceptable for credit: CSU

Intermediate fluency and skill level in Final Cut Pro: Increasingly complex exercises and projects as found in professional situations, with emphasis on portfolio development for students with a working knowledge of the application. 0604.20

MEDIA 132**Final Cut Studio Editing Workflow**

3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)

Prerequisite(s): MEDIA 130

Acceptable for credit: CSU

Final Cut Studio: Optimizing the Final Cut workflow using the suite of FCStudio applications. 0604.20

MEDIA 140**After Effects: Motion Graphics for Video, Broadcast and Digital Cinematography**

3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)

Recommended preparation: MEDIA 115

Acceptable for credit: CSU

Creation of professional motion graphics and special effects using Adobe After Effects: Conceptual compositing skills in digital photography, sound, the Web and video; emphasis on hands-on training and presentation of final Mac-based product. 0604.20

MEDIA 150**Pro Tools: Sound Design/Aesthetics for Video, Broadcast and Digital Cinematography**

3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)

Recommended preparation: MEDIA 115

Acceptable for credit: CSU

Introduction to the digital audio process (Pro Tools): Basic techniques and equipment currently used in digital audio production and editing; skills necessary for entertainment (radio, television, film), communications, multimedia and WEB-based industries; uses a Macintosh-based platform. 0604.20

MEDIA 151**Making Podcasts—The New Wave of Broadcasting**

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR or P/NP)

Acceptable for credit: CSU

Creating podcasts (audio and video) for personal and professional use: Podcasting defined, equipment needed, planning, scripting, recording, mixing, editing, compressing, uploading, subscription, publicizing, copyrights. The Macintosh platform will be used, but much of the software in the course is also used in Windows. 0604.20

AA/AS area 4c

MEDIA 155**Advanced Music Video Production: Basic Recording**

3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)

Recommended preparation: MEDIA 111

Acceptable for credit: CSU

Analog and digital multi-track techniques in professional sound recording and music videos: Professional studio environment workflows; basic tracking; overdubbing; mixing. 0604.20

MEDIA 156**Advanced Music Video Production III: Mixing and Mastering**

3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)

Recommended preparation: MEDIA 111 and 155

Acceptable for credit: CSU

Advanced analog and digital mixing and mastering techniques for final audio output to multiple streams of distribution: Workflow in the professional studio environment. 0604.20

MEDIA 160**AudioVisual Essentials I**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU

Essentials for AV installation technicians: Signal flow, rack installation of audio, video, and IT components, cable construction, basic low voltage electrical systems and requirements. 0604.00

MEDIA 161**AudioVisual Essentials II**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Prerequisite(s): MEDIA 160

Acceptable for credit: CSU

Essentials for AV installation technicians: Continuation of signal flow, rack installation of audio, video, and IT components, cable construction, basic low voltage electrical systems and requirements; troubleshooting, IP connectivity and customer relations. 0604.00

MEDIA 180**HD/SLR Workflow for Digital Photography and Cinematography**

3 units, 2 hour lecture, 3 hours laboratory (GR)

Acceptable for credit: CSU

Advanced HD/SLR camera exploration of still and motion video: Intermediate to advanced techniques of shooting high resolution stills and full HD video, exploration of the HD/SLR aesthetic, emphasis on low cost alternatives to video production popular with indie filmmakers. 0604.00

MEDIA 181**Digital Cinema Production in 4K**

3 units, 2 hour lecture, 3 hours laboratory (GR or P/NP)
Recommended preparation: MEDIA 104 and MEDIA 180
Acceptable for credit: CSU

Advanced digital cinema techniques in 4k production and postproduction workflows: Use of the Scarlet-X camera from Red Digital Cinema, use of other cameras in 4K mode. 0604.00

MEDIA 248GA-MZ**Selected Topics in Media Communications**

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR)
See section on Selected Topics. 0604.20

COPED 460A**Occupational Work Experience in Media Communications**

1-4 units, hours to be arranged (GR) 0604.20



MEXICAN/LATIN-AMERICAN STUDIES ASSOCIATE OF ARTS (AA)

Career Opportunities:
Education, law, social services, public administration, community organizing, non-profit leadership, business, health, journalism, the arts, and more.

SUGGESTED COURSE SEQUENCE

Core Courses (12 units):			Select two courses from the following (6 units):		
HIST 17	History of the Mexican-American	3	M/LAT 20	Civic Engagement in Latino Communities	3
M/LAT 12	United States Relations with Mexico and Latin America	3	M/LAT 30A	Survey of Latin American Films	3
M/LAT 20	Civil Engagement in Latino Communities	3	M/LAT 30B	Survey of Latin American Films	3
M/LAT 23	Introduction to Psychology of the Mexican-American	3	TOTAL REQUIRED UNITS:		18
			<i>Courses may be applied to Associate Degree General Education requirement.</i>		
			<i>For Associate Degree General Education requirements, refer to pagepage 115.</i>		

PROGRAM LEARNING OUTCOMES

Upon completion of this program a student will be able to:

- **Research:** Evaluate the development of the field of Mexican/Latin American Studies, and utilize research methodologies and scholarship within the field to produce research papers.
- **Analysis of issues:** Effectively employ social science methodologies in the analysis of issues related to Mexican/Latin American Studies.
- **History:** Identify and describe the general history of Mexican/Latin American people in the U.S.

MEXICAN/LATIN-AMERICAN STUDIES (M/LAT)

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.

M/LAT 12

United States Relations with Mexico and Latin America

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC

Analysis of United States relations with Mexico and Latin America from colonial times to the present: U.S. involvement as it relates to the economic, cultural, and political situations of Mexico and Latin America through the years. 2203.00

AA/AS area 2, 5; CSU area D; IGETC area 4

M/LAT 19

History of the Mexican American

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC

People of Mexican descent from colonial times to the present: Contemporary status and problems of Mexican Americans in the United States. 2203.00

AA/AS area 2, 5; CSU area D; IGETC area 4

M/LAT 23

Psychology of Latinas and Latinos

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC

Principles of psychology as they relate to the Latina/o community: Selected social problems such as prejudice, racial conflict, and trauma in the Latina/o community from a Latina/o perspective. 2203.00

AA/AS area 2, 5; CSU area D; IGETC area 4

M/LAT 30A

Survey of Latin-American Films

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC

Critical examination of historical and contemporary film images of Latinos/Americanos as a result of cultural encounters within the United States: Traditional and emerging objectives of film makers and producers; and common themes and cultural elements in films by and about Latinos in the United States. 2203.00

AA/AS area 3, 5; CSU area C2; IGETC area 3B

M/LAT 30B

Survey of Latin-American Films

3 units, 3 hours lecture (GR or P/NP)

M/LAT 30A is not prerequisite to M/LAT 30B.

Acceptable for credit: CSU, UC

Critical examination of cinema from throughout Latin America and Spain that relate to Latino cultural experiences: Emphasis on those films that educate viewers about Latino encounters with majority and minority cultures within Latin America. 2203.00

AA/AS area 3; CSU area C2; IGETC area 3B

M/LAT 31

Survey of Chicana/Latina Women

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Introduction to Chicana/Latina Studies: Comparative historical examination of immigration, race, intermarriage, motherhood, health, language, education, sexuality, and family structure among women of Mexican/Latin-American origins in the United States. 2203.00

AA/AS area 2, 5; CSU area D; IGETC area 4

M/LAT 32

African Heritage of Latin America

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Survey of the influence of African people throughout Latin America: Culture; music, language, religion and dance; examination of slavery, colonialism, resistance and independence movements in the region. 2203.00

AA/AS area 2, 3; CSU area C2, D; IGETC area 3B, 4

M/LAT 33

Introduction to Chicana/o and Latina/o Studies

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC

Overview of the field of Chicana/o and Latina/o Studies: History, literature, the arts and material culture, as well as sociological, political, economic, public policy, and philosophical perspectives on the experience of Latinos in the United States. 2203.00

AA/AS area 2, 5; CSU area D; IGETC area 4

M/LAT 34**History of Latinos in the United States: 1800 to Present**

3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

History of United States from 1800 to present with emphasis on the Latina/o Diaspora: Survey of diverse experiences of Latina/o communities and their impact on culture, identity and politics in United States. 2203.00

AA/AS area 2, 5; CSU area D; IGETC area 4

M/LAT 35**Women of Color**

3 units, 3 hours lecture (GR or P/NP)
Also offered as AFRAM 35, ASAME 35, and NATAM 35.
Not open for credit to students who have completed or are concurrently enrolled in AFRAM 35, ASAME 35, or NATAM 35.
Acceptable for credit: CSU, UC

Interdisciplinary examination of the lives of women of color in the U.S.: Exploration of the intersection of gender, class, ethnicity, and race in the lives of African American, Asian-American, Chicana/Latina, and Native-American women in the U.S. 2203.00

AA/AS area 2, 5; CSU area D; IGETC area 4

M/LAT 36**Survey of Latina/o Literature**

3 units, 3 hours lecture (GR)
Recommended Preparation: ENGL 1A
Acceptable for credit: CSU, UC

Major works in contemporary Latina/o literature: Survey of prose, poetry, short stories, memoirs, and fiction by U.S. Latinos and Latinas in English and in hybrid forms of Spanglish. 2203.00
AA/AS area 3, 4d, 5; CSU area C2; IGETC area 3B

M/LAT 48GA-MZ**Selected Topics in Mexican/Latin-American Studies**

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR)
Acceptable for credit: CSU, UC ♦
See section on Selected Topics. 2203.00

M/LAT 49**Independent Study in Mexican/Latin-American Studies**

0.5-5 units, 0.5-5 hours lecture (GR)
Acceptable for credit: CSU, UC ♦
See section on Independent Study. 2203.00

M/LAT 248GA-MZ**Selected Topics in Mexican/Latin-American Studies**

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR)
See section on Selected Topics. 2203.00



MUSIC ASSOCIATE OF ARTS (AA)

Courses in the Music Department are designed to fulfill the needs of music majors, professional musicians, and those whose interest is vocational. Students are encouraged to contact the department chairperson for specific guidance when planning to transfer to a four-year institution in this major. For the latest information, visit: <http://www.laney.edu/wp/music/>.

Career Opportunities in:

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.

SUGGESTED COURSE SEQUENCE

Group 1: Music Theory – All of the following (18 units):

MUSIC 3A	Harmony	3
MUSIC 3B	Harmony	3
MUSIC 101	Music Theory and Culture I	3
MUSIC 102	Music Theory and Culture II	3
MUSIC 103	Music Theory and Culture III	3
MUSIC 104	Music Theory and Culture IV	3

Group 2: Musicianship (Music Skills) – All of the following (4 units):

MUSIC 121	Music Skills I	1
MUSIC 122	Music Skills II	1
MUSIC 123	Music Skills III	1
MUSIC 124	Music Skills IV	1

Group 3: Music History – Select a minimum of two from the following (6 units):

MUSIC 8A	Music History: Antiquity Through the Renaissance	3
MUSIC 8B	Music History: The Baroque and Classical Eras	3
MUSIC 8C	Music History: The Romantic Era	3
MUSIC 8B	Music History: The Twentieth Century Through the Present	3

Group 4: Applied Music – Select a minimum of 4 units from the following (4 units):

MUSIC 105	Classic Guitar I	1
MUSIC 106	Classic Guitar II	1
MUSIC 107	Classic Guitar III	1
MUSIC 108	Classic Guitar IV	1
MUSIC 109	Beginning Winds I	1
MUSIC 110	Beginning Winds II	1
MUSIC 111	Beginning Winds III	1

MUSIC 112	Beginning Winds IV	1
MUSIC 113	Beginning Percussion I	1
MUSIC 114	Beginning Percussion II	1
MUSIC 115	Beginning Percussion III	1
MUSIC 116	Beginning Percussion IV	1
MUSIC 117	Voice I	1
MUSIC 118	Voice II	1
MUSIC 119	Voice III	1
MUSIC 120	Voice IV	1
MUSIC 125	Chorus	1
MUSIC 126	Jazz Orchestra	1
MUSIC 127	Jazz Combos	1
MUSIC 128	Choral Repertoire	1
MUSIC 129	Jazz Orchestra Repertoire	1
MUSIC 130	Elementary Piano Method I	1
MUSIC 131	Elementary Piano Method II	1
MUSIC 132	Elementary Piano Method III	1
MUSIC 133	Elementary Piano Method IV	1
MUSIC 134	Intermediate Piano Literature I	1
MUSIC 135	Intermediate Piano Literature II	1
MUSIC 136	Intermediate Piano Literature III	1
MUSIC 137	Intermediate Piano Literature IV	1
MUSIC 138	Jazz Piano I	1
MUSIC 139	Jazz Piano II	1
MUSIC 140	Jazz Piano III	1
MUSIC 141	Jazz Piano IV	1
MUSIC 142	Instrumental Ensemble	1
MUSIC 143	String Ensemble	1
MUSIC 144	Intermediate Jazz Combos	1
MUSIC 145	Advanced Jazz Combos	1

TOTAL MAJOR UNITS: 32

Courses may be applied to Associate Degree General Education requirement.

For Associate Degree General Education requirements, refer to page 115.

PROGRAM LEARNING OUTCOMES

Upon completion of this program a student will be able to:

- Synthesize knowledge of performance skills, theory, and music history into an informed performance of music.
- Demonstrate performance skills.
- Analyze musical examples for their formal and harmonic structure.
- Demonstrate a knowledge of basic music theory.
- Identify and discuss elements of music history.

ASSOCIATE OF ARTS DEGREE FOR TRANSFER IN MUSIC (AA-T)

The Associate in Arts Degree in Communication Studies for Transfer is designed to prepare students for a seamless transfer with junior status and priority admission to their local CSU campus to a program or major in Communication Studies or similar major for completion of a baccalaureate degree. Students are required to complete: * a minimum of 19 semester units in the major with a grade of C or better while maintaining a minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. * 60 semester CSU-transferable units using the California State University-General Education-Breadth pattern (CSU-GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern. * No more than 60 semester units are required. The Associate in Arts Degree in Communication Studies for Transfer will also assist Communication Studies major students to transfer to a U.C. or other baccalaureate institutions. Students are advised to consult with a counselor to verify transfer requirements.

Career Opportunities in:

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.

SUGGESTED COURSE SEQUENCE

Group 1: Music Theory – All of the following (12 units):

MUSIC 101	Music Theory and Culture I	3
MUSIC 102	Music Theory and Culture II	3
MUSIC 103	Music Theory and Culture III	3
MUSIC 104	Music Theory and Culture IV	3

Group 2: Musicianship (Music Skills) – All of the following (4 units):

MUSIC 121	Music Skills I	1
MUSIC 122	Music Skills II	1
MUSIC 123	Music Skills III	1
MUSIC 124	Music Skills IV	1

Group 3: Performance Ensemble – Select a minimum of 4 units from the following (4 units):

MUSIC 125	Chorus	1
MUSIC 126	Jazz Orchestra	1
MUSIC 127	Jazz Combos	1
MUSIC 128	Choral Repertoire	1
MUSIC 129	Jazz Orchestra Repertoire	1
MUSIC 142	Instrumental Ensemble	1
MUSIC 143	String Ensemble	1
MUSIC 144	Intermediate Jazz Combos	1
MUSIC 145	Advanced Jazz Combos	1

Group 4: Applied Music – Select a minimum of 4 units from the following (4 units):

MUSIC 105	Classic Guitar I	1
MUSIC 106	Classic Guitar II	1
MUSIC 107	Classic Guitar III	1
MUSIC 108	Classic Guitar IV	1
MUSIC 109	Beginning Winds I	1
MUSIC 110	Beginning Winds II	1
MUSIC 111	Beginning Winds III	1
MUSIC 112	Beginning Winds IV	1
MUSIC 117	Voice I	1
MUSIC 118	Voice II	1
MUSIC 119	Voice III	1
MUSIC 120	Voice IV	1

TOTAL MAJOR UNITS:	24
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IGTEC or CSU GE-Breadth Education Pattern	37-39
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CSU Transferrable General Elective Courses to meet 60 units

TOTAL UNITS	60
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PROGRAM LEARNING OUTCOMES

Upon completion of this program a student will be able to:

- Synthesize knowledge of performance skills, theory, and music history into an informed performance of music.
- Demonstrate performance skills.
- Analyze musical examples for their formal and harmonic structure.
- Demonstrate a knowledge of basic music theory.
- Identify and discuss elements of music history.

MUSIC (MUSIC)

Courses in the Music Department are designed to fulfill the needs of music majors, professional musicians, and those whose interest is vocational. Students are encouraged to contact the department chairperson for specific guidance when planning to transfer to a four-year institution in this major.

MUSIC 3A**Harmony**

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC

Study of harmony: Primary and secondary triads and their inversions, seventh chords and cadences, resolution of dissonant intervals. 1004.00

CSU area C1; IGETC area 3A

MUSIC 3B**Harmony**

3 units, 3 hours lecture (GR or P/NP)

Recommended preparation: MUSIC 3A

Acceptable for credit: CSU, UC

Study of harmony: Melodic enharmonics, extended tonality modal considerations, augmented sixth chords, modulation. 1004.00

CSU area C1; IGETC area 3A

MUSIC 4A**Jazz Arranging and Composition**

3 units, 3 hours lecture (GR or P/NP)

Corequisite(s): MUSIC 3B

Acceptable for credit: CSU, UC

Study of jazz arranging and composition: Specialized course for the advanced music student in arranging and composing jazz idioms for large and small ensembles; creative music writing with emphasis on the various elements of block writing techniques and rhythm and melody. 1004.00

CSU area C1; IGETC area 3A

MUSIC 4B**Jazz Arranging and Composition**

3 units, 3 hours lecture (GR or P/NP)

Recommended preparation: MUSIC 4A

Acceptable for credit: CSU, UC

Study of jazz arranging and composition: Specialized course for the advanced music student in arranging and composing jazz idioms for large and small ensembles; creative music writing with emphasis on the various elements of accompaniment and harmony. 1004.00

CSU area C1; IGETC area 3A

MUSIC 8A**Music History: Antiquity Through the Renaissance**

3 units, 3 hours lecture (GR or P/NP)

Recommended preparation: MUSIC 1B

Acceptable for credit: CSU, UC

History of Western Art Music: Development of music and musical thought from Mesopotamia to early 1600s. Audio recordings accompany discussion of evolving music theory, style, and form. 1004.00

AA/AS area 3; CSU area C1; IGETC area 3A

MUSIC 8B**Music History: The Baroque and Classical Eras**

3 units, 3 hours lecture (GR or P/NP)

Recommended preparation: MUSIC 1B

Acceptable for credit: CSU, UC

History of Western Art Music: Development of music and musical thought from the birth of Opera to the end of the Classical Era. Audio recordings accompany discussion of evolving music theory, style, and form. 1004.00

AA/AS area 3; CSU area C1; IGETC area 3A

MUSIC 8C**Music History: The Romantic Era**

3 units, 3 hours lecture (GR or P/NP)

Recommended preparation: MUSIC 1B

Acceptable for credit: CSU, UC

History of Western Art Music: Development of music and musical thought in the Nineteenth Century. Audio recordings accompany discussion of evolving music theory, style, and form. 1004.00

AA/AS area 3; CSU area C1; IGETC area 3A

MUSIC 8D**Music History: The Twentieth Century Through the Present**

3 units, 3 hours lecture (GR or P/NP)

Recommended preparation: MUSIC 1B

Acceptable for credit: CSU, UC

History of Western Art Music: Development of music and musical thought from 1900 to the present. Audio recordings accompany discussion of evolving music theory, style, and form. 1004.00

AA/AS area 3; CSU area C1; IGETC area 3A

MUSIC 10**Music Appreciation**

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC

Survey designed to enhance the enjoyment of music with emphasis on listening: Historical overview of the development of musical form through the centuries. 1004.00

AA/AS area 3; CSU area C1; IGETC area 3A

MUSIC 14A**Chinese Opera**

2 units, 2 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC

Introduction to provincial and stylistic characteristics of Chinese Opera: From the Tang Dynasty, 618 A.D., through the Yuan Dynasty, 1402 A.D. 1004.00

CSU area C1

MUSIC 15A**Jazz, Blues and Popular Music in the American Culture**

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC

Historical and critical analysis of unique American music: Focus on environments from which its many forms have emerged and its role in social history; development of blues, folk, jazz, rock and other popular music forms in the twentieth century. 1004.00
AA/AS area 3, 5; CSU area C1; IGETC area 3A

MUSIC 15B**Jazz, Blues and Popular Music in the American Culture**

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC

Continuation of MUSIC 15A. Contemporary music scene with in-depth investigation of trends in artistic expression: Music as a revolutionary force; role of music industry; analysis of performances and interviews. 1004.00
AA/AS area 3, 5; CSU area C1; IGETC area 3A

MUSIC 26**Choral Ensemble**

1 unit, 1 hour lecture, 2 hours laboratory (GR or P/NP)

Prerequisite(s): Ability to sing acceptably determined by instructor through audition; must be a member of a musical activity group

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

Small singing group for study and performance of unaccompanied song literature and the madrigal style of composition. Participation in public performances required. 1004.00

MUSIC 30**College Orchestra**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Recommended preparation: Ability to play an orchestral instrument

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

Study and performance of orchestral music: Selections from standard works of the classics and modern schools leading to public performance. 1004.30

MUSIC 32**Chinese Orchestra**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

Introduction to theory, practice, and historical background of Chinese music: Study and performance of Chinese orchestral instruments leading to public performance. 1004.00

MUSIC 48GA-MZ**Selected Topics in Music**

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR)

Acceptable for credit: CSU, UC ♦

See section on Selected Topics. 1004.00

MUSIC 49**Independent Study in Music**

0.5-5 units, 0.5-5 hours lecture (GR)

Acceptable for credit: CSU, UC ♦

See section on Independent Study. 1004.00

MUSIC 100**Music Fundamentals and Culture**

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC

Introduction to the notion and primary elements of tonal music of music from history and global culture: Example from music literature will demonstrate staff notation in treble and bass clefs, rhythm, and meter; basic properties of sound; intervals; diatonic scales and triads; and diatonic chords. Development of skills in handwritten notation is expected. History and social context of the above concepts will be discussed. 1004.00
AA/AS area 3; CSU area C1; IGETC area 3A
(C-ID: MUSIC 110)

MUSIC 101**Music Theory and Culture I**

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC

Introduction to the notion and primary elements of tonal music of music from history and global culture: Example from music literature will demonstrate staff notation in treble and bass clefs, rhythm, and meter; basic properties of sound; intervals; diatonic scales and triads; and diatonic chords. Development of skills in handwritten notation is expected. History and social context of the above concepts will be discussed. 1004.00
AA/AS area 3; CSU area C1; IGETC area 3A
(C-ID: MUSIC 120)

MUSIC 102**Music Theory and Culture II**

3 units, 3 hours lecture (GR or P/NP)

Recommended preparation: MUSIC 101 and 121. Recommended concurrent enrollment in MUSIC 122 and one of the following: MUSIC 130-133, MUSIC 134-137 or MUSIC 138-141.

Acceptable for credit: CSU, UC

Continuation of MUSIC 101: Composition and analysis of music from history and world music cultures; Introduction to two-part counterpoint; voice leading involving four-part chorale writing; diatonic harmony; and an introduction to secondary/applied chords and modulation. History of notation and practice will be discussed as students develop skills in handwritten notation. 1004.00

AA/AS area 3

(C-ID: MUSIC 130)

MUSIC 103**Music Theory and Culture III**

3 units, 3 hours lecture (GR or P/NP)

Recommended preparation: MUSIC 102 and 122. Recommended concurrent enrollment in MUSIC 123 and one of the following: MUSIC 130-133, MUSIC 134-137 or MUSIC 138-141.

Acceptable for credit: CSU, UC

Continuation of MUSIC 102: Composition and analysis of music from history and world music cultures; chromatic harmony; secondary/applied chords; modulation; borrowed chords; introduction to Neapolitan and augmented-sixth chords. History of notation and practice will be discussed as students develop skills in handwritten notation. 1004.00

AA/AS area 3

(C-ID: MUSIC 140)

MUSIC 104**Music Theory and Culture IV**

3 units, 3 hours lecture (GR or P/NP)

Recommended preparation: MUSIC 103 and 123. Recommended concurrent enrollment in MUSIC 124 and one of the following: MUSIC 130-133, MUSIC 134-137 or MUSIC 138-141.

Acceptable for credit: CSU, UC

Continuation of MUSIC 103: Composition and analysis of music from history and world music cultures; Post-Romantic techniques borrowed chords and modal mixture, chromatic 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: MUSIC 150)

MUSIC 105**Classic Guitar I**

1 unit, 2 hours lecture, 2 hours laboratory (GR or P/NP)

Prerequisite(s): Audition required

Recommended preparation: Concurrent participation in at least one of the following ensembles: 125, 126, 127, 128, 129, or 144; and enrollment in at least one of the following major preparation courses: 101, 102, 103, 104, 121, 122, 123, or 124.

Acceptable for credit: CSU, UC

Individualized study of acoustical guitar: Classical finger style techniques, reading music, basic chord symbols, strums, and simple song accompaniments; emphasis on the progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance. 1004.00

(C-ID: MUSIC 160)

MUSIC 106**Classic Guitar II**

1 unit, 2 hours lecture, 2 hours laboratory (GR or P/NP)

Prerequisite(s): Audition required

Recommended preparation: MUSIC 105; Concurrent participation in at least one of the following ensembles: 125, 126, 127, 128, 129, or 144; and enrollment in at least one of the following major preparation courses: 101, 102, 103, 104, 121, 122, 123, or 124.

Acceptable for credit: CSU, UC

Individualized study of acoustical guitar: Classical finger style techniques, reading music, basic chord symbols, strums, and simple song accompaniments; emphasis on the progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance. 1004.00

(C-ID: MUSIC 160)

MUSIC 107**Classic Guitar III**

1 unit, 2 hours lecture, 2 hours laboratory (GR or P/NP)

Prerequisite(s): Audition required

Recommended preparation: MUSIC 106; Concurrent participation in at least one of the following ensembles: 125, 126, 127, 128, 129, or 144; and enrollment in at least one of the following major preparation courses: 101, 102, 103, 104, 121, 122, 123, or 124.

Acceptable for credit: CSU, UC

Individualized study of acoustical guitar: Classical finger style techniques, reading music, basic chord symbols, strums, and simple song accompaniments; emphasis on the progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance. 1004.00

(C-ID: MUSIC 160)

MUSIC 108**Classic Guitar IV**

1 unit, 2 hours lecture, 2 hours laboratory (GR or P/NP)

Prerequisite(s): Audition required

Recommended preparation: MUSIC 107; Concurrent participation in at least one of the following ensembles: 125, 126, 127, 128, 129, or 144; and enrollment in at least one of the following major preparation courses: 101, 102, 103, 104, 121, 122, 123, or 124.

Acceptable for credit: CSU, UC

Individualized study of acoustical guitar: Classical finger style techniques, reading music, basic chord symbols, strums, and simple song accompaniments; emphasis on the progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance. 1004.00

(C-ID: MUSIC 160)

MUSIC 109**Beginning Winds I**

1 unit, 1 hour lecture, 2 hours laboratory (GR or P/NP)

Prerequisite(s): Audition required; Students must provide their own instruments.

Recommended preparation: Concurrent participation in at least one of the following ensembles: 125, 126, 127, 128, 129, or 144; and enrollment in at least one of the following major preparation courses: 101, 102, 103, 104, 121, 122, 123, or 124.

Acceptable for credit: CSU, UC

Individualized study of level I Woodwind technique and theory: Instrument assembly, breath support, instrument position, embouchure, tone production, articulation, and lip slurs. Emphasis on the progressive development of skills needed for solo performance. 1004.00

(C-ID: MUSIC 160)

MUSIC 110**Beginning Winds II**

1 unit, 1 hour lecture, 2 hours laboratory (GR or P/NP)

Prerequisite(s): Audition required; Students must provide their own instruments.

Recommended preparation: MUSIC 109; Concurrent participation in at least one of the following ensembles: 125, 126, 127, 128, 129, or 144; and enrollment in at least one of the following major preparation courses: 101, 102, 103, 104, 121, 122, 123, or 124.

Acceptable for credit: CSU, UC

Individualized study of level II Woodwind technique and theory: Balance and blending, basic improvisation, tone production, embouchure, instrument position, and basic woodwind technique. Emphasis on the progressive development of skills needed for solo performance. 1004.00

(C-ID: MUSIC 160)

MUSIC 111**Beginning Winds III**

1 unit, 1 hour lecture, 2 hours laboratory (GR or P/NP)

Prerequisite(s): Audition required; Students must provide their own instruments.

Recommended preparation: MUSIC 110; Concurrent participation in at least one of the following ensembles: 125, 126, 127, 128, 129, or 144; and enrollment in at least one of the following major preparation courses: 101, 102, 103, 104, 121, 122, 123, or 124.

Acceptable for credit: CSU, UC

Individualized study of level III Woodwind technique and theory: Efficient practice strategies, introduction to pedagogy, performance issues, instrumental technique. Emphasis on the progressive development of skills needed for solo performance. 1004.00

(C-ID: MUSIC 160)

MUSIC 112**Beginning Winds IV**

1 unit, 1 hour lecture, 2 hours laboratory (GR or P/NP)

Prerequisite(s): Audition required; Students must provide their own instruments.

Recommended preparation: MUSIC 111; Concurrent participation in at least one of the following ensembles: 125, 126, 127, 128, 129, or 144; and enrollment in at least one of the following major preparation courses: 101, 102, 103, 104, 121, 122, 123, or 124.

Acceptable for credit: CSU, UC

Individualized study of level IV Woodwind technique and theory: Doubling, performance issues, pedagogy, solo repertoire. Emphasis on the progressive development of skills needed for solo performance. 1004.00

(C-ID: MUSIC 160)

MUSIC 113**Beginning Percussion I**

1 unit, 1 hour lecture, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Individualized study of level I percussion techniques and theory: Rhythmic notation, fundamentals of snare performance, fundamentals of 3-line notational instruments, introduction to keyboard-percussion instruments, introduction to world percussion instruments, introduction to orchestra percussion. The emphasis is on the progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance. 1004.00

MUSIC 114**Beginning Percussion II**

1 unit, 1 hour lecture, 2 hours laboratory (GR or P/NP)

Recommended preparation: MUSIC 113

Acceptable for credit: CSU, UC

Individualized study of level II percussion techniques and theory: basic hand technique, foot technique, reading percussion notation, improvisation, and introduction to World Music drumming styles. Emphasis on the progressive development of skills needed for solo performance. 1004.00

MUSIC 115**Beginning Percussion III**

1 unit, 1 hour lecture, 2 hours laboratory (GR or P/NP)

Recommended preparation: MUSIC 114

Acceptable for credit: CSU, UC

Individualized study of level III percussion techniques and theory: advanced level solos for snare drum, and keyboard-mallet percussion instruments, advanced meter precision and rhythmic skills, advanced techniques for performing hand percussion instruments, rhythmic accompanying. Emphasis on the progressive development of skills needed for solo performance. 1004.00

MUSIC 116**Beginning Percussion IV**

1 unit, 1 hour lecture, 2 hours laboratory (GR or P/NP)

Recommended preparation: MUSIC 115

Acceptable for credit: CSU, UC

Individualized study of level IV percussion techniques and theory: odd meters, Brazilian, Cuban, Caribbean, brush technique. Emphasis on the progressive development of skills needed for solo performance. 1004.00

MUSIC 117**Voice I**

1 unit, 1 hour lecture, 2 hours laboratory (GR or P/NP)

Prerequisite(s): Audition required;

Recommended preparation: Concurrent participation in at least one of the following ensembles: 125, 126, 127, 128, 129, or 144; and enrollment in at least one of the following major preparation courses: 101, 102, 103, 104, 121, 122, 123, or 124.

Acceptable for credit: CSU, UC

Individualized study of beginning vocal techniques and theory: Posture, breathing, phonation, resonance, and preparation of lyrics. Emphasis is on the progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance. 1004.00

(C-ID: MUSIC 160)

MUSIC 118**Voice II**

1 unit, 1 hour lecture, 2 hours laboratory (GR or P/NP)

Prerequisite(s): Audition required

Recommended preparation: MUSIC 117; Concurrent participation in at least one of the following ensembles: 125, 126, 127, 128, 129, or 144; and enrollment in at least one of the following major preparation courses: 101, 102, 103, 104, 121, 122, 123, or 124.

Acceptable for credit: CSU, UC

Individualized study of level II vocal techniques and theory: Posture other than standing, vowel color, vocal range, intonation, and changes of register. Emphasis is on the progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance. 1004.00

(C-ID: MUSIC 160)

MUSIC 119**Voice III**

1 unit, 1 hour lecture, 2 hours laboratory (GR or P/NP)

Prerequisite(s): Audition required

Recommended preparation: MUSIC 118; Concurrent participation in at least one of the following ensembles: 125, 126, 127, 128, 129, or 144; and enrollment in at least one of the following major preparation courses: 101, 102, 103, 104, 121, 122, 123, or 124.

Acceptable for credit: CSU, UC

Individualized study of level III vocal techniques and theory: Anatomy of registers and pitch, consonants, pharyngeal adjustment, vibrato, and special registers in women and men. Emphasis is on the progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance. 1004.00

(C-ID: MUSIC 160)

MUSIC 120**Voice IV**

1 unit, 1 hour lecture, 2 hours laboratory (GR or P/NP)

Prerequisite(s): Audition required

Recommended preparation: MUSIC 119; Concurrent participation in at least one of the following ensembles: 125, 126, 127, 128, 129, or 144; and enrollment in at least one of the following major preparation courses: 101, 102, 103, 104, 121, 122, 123, or 124.

Acceptable for credit: CSU, UC

Individualized study of level IV vocal techniques and theory: Vocal initiation and glottal tension, vowel placement, preparing songs in German or French, voice classification, and ensemble singing. Emphasis is on the progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance. 1004.00

(C-ID: MUSIC 160)

MUSIC 121**Music Skills I**

1 unit, 4 hours laboratory (GR or P/NP)

Recommended concurrent enrollment in MUSIC 101 and one of the following: MUSIC 130-133, MUSIC 134-137 or MUSIC 138-141.

Acceptable for credit: CSU, UC

Application and development of rhythmic, melodic, and harmonic materials of Music Theory I: Ear training, sight singing, analysis, and dictation. 1004.00

(C-ID: MUSIC 125)

MUSIC 122**Music Skills II**

1 unit, 4 hours laboratory (GR or P/NP)

Recommended preparation: MUSIC 101 and 121; Recommended concurrent enrollment in MUSIC 102 and one of the following: MUSIC 130-133, MUSIC 134-137 or MUSIC 138-141.

Acceptable for credit: CSU, UC

Continuation of MUSIC 121: Application and development of rhythmic, melodic, and harmonic materials of Music Theory II: ear training, sight singing, analysis, and dictation. 1004.00

(C-ID: MUSIC 135)

MUSIC 123**Music Skills III**

1 unit, 4 hours laboratory (GR or P/NP)

Recommended preparation: MUSIC 102 and 122; Recommended concurrent enrollment in MUSIC 103 and one of the following: MUSIC 130-133, MUSIC 134-137 or MUSIC 138-141.

Acceptable for credit: CSU, UC

Continuation of MUSIC 122: Application and development of rhythmic, melodic, and harmonic materials of Music Theory III: ear training, sight singing, analysis, and dictation. 1004.00 (C-ID: MUSIC 145)

MUSIC 124**Music Skills IV**

1 unit, 4 hours laboratory (GR or P/NP)

Recommended preparation: MUSIC 103 and 123; Recommended concurrent enrollment in MUSIC 104 and one of the following: MUSIC 130-133, MUSIC 134-137 or MUSIC 138-141.

Acceptable for credit: CSU, UC

Continuation of MUSIC 123: Application and development of rhythmic, melodic, and harmonic materials of Music Theory IV: ear training, sight singing, analysis, and dictation. 1004.00 (C-ID: MUSIC 155)

MUSIC 125**Chorus**

1 unit, 4 hours laboratory (GR or P/NP)

Prerequisite(s): Ability to sing acceptably, determined by instructor through audition.

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

Study and interpretation of a wide variety of accompanied and unaccompanied choral literature. Participation in public performance is required. 1004.00 (C-ID: MUSIC 180)

MUSIC 126**Jazz Orchestra**

1 unit, 4 hours laboratory (GR or P/NP)

Prerequisite(s): Ability to play a jazz-oriented instrument proficiently and some knowledge of improvisation as determined by instructor.

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

Study and performance of Jazz Orchestra literature. Participation in public performance is required. 1004.00 (C-ID: MUSIC 180)

MUSIC 127**Jazz Combos**

1 unit, 4 hours laboratory (GR or P/NP)

Prerequisite(s): Ability to play a jazz-oriented instrument proficiently and some knowledge of improvisation as determined by instructor.

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

Study and performance of Jazz literature and arrangements: Designed for jazz-oriented instrumentalists interested in performing in small jazz ensembles. 1004.00 (C-ID: MUSIC 180)

MUSIC 128**Choral Repertoire**

1 unit, 4 hours laboratory (GR or P/NP)

Prerequisite(s): Ability to sing acceptably, determined by instructor through audition.

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

Study and performance of advanced choral literature. 1004.00 (C-ID: MUSIC 180)

MUSIC 129**Jazz Orchestra Repertoire**

1 unit, 4 hours laboratory (GR or P/NP)

Prerequisite(s): Ability to play a jazz-oriented instrument proficiently and some knowledge of improvisation as determined by instructor.

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

Performance in and management of the Jazz Orchestra for the advanced instrumental student: Study and analysis of advanced repertoire, conducting and rehearsal techniques, literature selection, and organizing public performances. 1004.00 (C-ID: MUSIC 180)

MUSIC 130**Elementary Piano Method I**

1 unit, 1 hour lecture, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Individualized study of level I beginning piano techniques and theory: Five-finger technique in C Major and D Minor, elementary rhythm, legato, staccato, coordination of both hands, beginning theory related to keyboard music, progressive development of skills needed for solo performance. Performance evaluation by music faculty. 1004.00

MUSIC 131**Elementary Piano Method II**

1 unit, 1 hour lecture, 2 hours laboratory (GR or P/NP)

Recommended preparation: MUSIC 130

Acceptable for credit: CSU, UC

Individualized study of level II beginning piano techniques and theory: Five-finger technique in G Major, F Major and E Minor extending to a sixth, finger crossing and chord playing, use of damper pedal, meters with half note and eighth note beats, beginning theory related to level II keyboard music, progressive development of skills needed for solo performance. Performance evaluation by music faculty. 1004.00

MUSIC 132**Elementary Piano Method III**

1 unit, 1 hour lecture, 2 hours laboratory (GR or P/NP)

Recommended preparation: MUSIC 131

Acceptable for credit: CSU, UC

Individualized study of level III beginning piano techniques and theory: Scale playing and performance in C, G, F and D Major, level III finger technique including intervals of the seventh and octave, techniques for changing positions, recognition and performance of primary triads and seventh chords, progressive development of skills needed for solo performance. Performance evaluation by music faculty. 1004.00

MUSIC 133**Elementary Piano Method IV**

1 unit, 1 hour lecture, 2 hours laboratory (GR or P/NP)

Prerequisite(s): MUSIC 132

Acceptable for credit: CSU, UC

Individualized study of level IV beginning piano techniques and theory: Scale-playing, reading of notation, and performance in Bb and A Major; A, E, B, D, and G Minor; introduction to chromaticism, diminished, and augmented triads; reading and performance of rhythms including sixteenth notes and triplets; Music History relating to keyboard music; progressive development of skills needed for solo performance. Performance evaluation by music faculty. 1004.00

MUSIC 134**Intermediate Piano Literature I**

1 unit, 1 hour lecture, 2 hours laboratory (GR or P/NP)

Recommended preparation: MUSIC 133

Acceptable for credit: CSU, UC

Individualized study of level I intermediate piano literature, techniques and theory: All major scales, keyboard history of Renaissance and Baroque Eras; level I intermediate rhythms, including syncopation, simple and compound meters, sixteenth notes, and triplets; playing duets; progressive development of skills needed for solo performance. Performance evaluation by music faculty. 1004.00

MUSIC 135**Intermediate Piano Literature II**

1 unit, 1 hour lecture, 2 hours laboratory (GR or P/NP)

Recommended preparation: MUSIC 134

Acceptable for credit: CSU, UC

Individualized study of level II intermediate piano literature, techniques and theory: All harmonic minor scales, keyboard history pertaining to the Classical Era; triad inversions, and seventh chords; cadences and basic chord progressions; duets; progressive development of skills needed for solo performance. Performance evaluation by music faculty. 1004.00

MUSIC 136**Intermediate Piano Literature III**

1 unit, 1 hour lecture, 2 hours laboratory (GR or P/NP)

Recommended preparation: MUSIC 135

Acceptable for credit: CSU, UC

Individualized study of level III intermediate piano literature, techniques and theory: All melodic minor scales, keyboard history pertaining to the Romantic Era; ornamentation; interpretation and execution of triplets, duets; progressive development of skills needed for solo performance. Performance evaluation by music faculty. 1004.00

MUSIC 137**Intermediate Piano Literature IV**

1 unit, 1 hour lecture, 2 hours laboratory (GR or P/NP)

Recommended preparation: MUSIC 136

Acceptable for credit: CSU, UC

Individualized study of level IV intermediate piano literature, techniques and theory: Chromatic, octatonic, and whole-tone scales; Twentieth Century piano literature; piano voicing; interpretation and execution odd and changing meter, duets; progressive development of skills needed for solo performance. Performance evaluation by music faculty. 1004.00

MUSIC 138**Jazz Piano I**

1 unit, 1 hour lecture, 2 hours laboratory (GR or P/NP)

Recommended preparation: MUSIC 133

Acceptable for credit: CSU, UC

Individualized study of level I jazz piano literature, techniques and theory: Overview of jazz piano styles, beginning approaches to comping, major 7, dominant 7, and minor 7 chords as well as 3-note voicings, introduction to improvisation-the blues scale, class performances. Progressive development of skills needed for solo performance. Performance evaluation by music faculty. 1004.00

MUSIC 139**Jazz Piano II**

1 unit, 1 hour lecture, 2 hours laboratory (GR or P/NP)

Recommended preparation: MUSIC 138

Acceptable for credit: CSU, UC

Individualized study of level II jazz piano literature, techniques and theory: Mixolydian and dorian scales, overview of jazz piano styles from 1925 to 1940, intermediate comping, basic jazz theory including 9th chords and 4-note voicings, improvisation on simple chord progressions; class performances. Progressive development of skills needed for solo performance. Performance evaluation by music faculty. 1004.00

MUSIC 140**Jazz Piano III**

1 unit, 1 hour lecture, 2 hours laboratory (GR or P/NP)

Recommended preparation: MUSIC 139

Acceptable for credit: CSU, UC

Individualized study of level III jazz piano literature, techniques and theory: Phrygian dominant scales, overview of jazz piano styles from 1940 to 1960, advanced approaches to comping, jazz theory including minor ii-V-I's, improvisation on standard jazz songs, class performances. Progressive development of skills needed for solo performance. Performance evaluation by music faculty. 1004.00

MUSIC 141**Jazz Piano IV**

1 unit, 1 hour lecture, 2 hours laboratory (GR or P/NP)

Recommended preparation: MUSIC 140

Acceptable for credit: CSU, UC

Individualized study of level IV jazz piano literature, techniques and theory: all altered and Lydian dominant scales; Jazz piano styles from 1960 to the present; advanced approaches to comping-group interaction, melodic minor harmony; two-hand voicing's, improvisation on standard jazz songs, class performances. Progressive development of skills needed for solo performance. Performance evaluation by music faculty. 1004.00

MUSIC 142**Instrumental Ensemble**

1 unit, 4 hours laboratory (GR or P/NP)

Prerequisite(s): Ability to read and perform the standard chamber music repertoire on a brass, percussion, string, or woodwind instrument as determined by the instructor.

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

Study of instrumental ensemble literature: Ensemble playing devoted to the performance of small chamber works for brass, percussion, strings, and woodwind instruments. 1004.00
(C-ID: MUSIC 180)

MUSIC 143**String Ensemble**

1 unit, 4 hours laboratory (GR or P/NP)

Prerequisite(s): Ability to play string instruments proficiently as determined by the instructor.

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

Study and performance of string and chamber literature: Designed for string players interested in performing the standard repertoire of string quartets and other small chamber ensembles. 1004.00

(C-ID: MUSIC 180)

MUSIC 144**Intermediate Jazz Combos**

1 unit, 4 hours laboratory (GR or P/NP)

Prerequisite(s): Ability to play a jazz-oriented instrument proficiently and some knowledge of improvisation as determined by the instructor.

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

Study and performance of Intermediate Jazz literature and arrangements: Designed for jazz-oriented instrumentalists interested in performing in small jazz ensembles. 1004.00

(C-ID: MUSIC 180)

MUSIC 145**Advanced Jazz Combos**

1 unit, 4 hours laboratory (GR or P/NP)

Prerequisite(s): Ability to play a jazz-oriented instrument proficiently and some knowledge of improvisation as determined by the instructor.

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

Advanced study and performance of Jazz literature and arrangements: Designed for jazz-oriented instrumentalists interested in performing in small jazz ensembles. 1004.00

(C-ID: MUSIC 180)

MUSIC 146**Advanced Choral Repertoire**

1 unit, 4 hours laboratory (GR or P/NP)

Prerequisite(s): Completion of a successful audition demonstrating ability to sing in tune in high, middle and low registers using sufficient pharyngeal resonance to blend with other singers. Instructor approval is required.

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

Advanced level study and interpretation of accompanied and unaccompanied choral literature. 1004.00

MUSIC 150**Applied Music**

1 unit, 1 hour lecture, 2 hours laboratory (GR)

Prerequisite(s): Successful audition required.

Recommended preparation: Concurrent participation in an appropriate ensemble and enrollment in appropriate-level major preparation courses (Theory, Musicianship, Keyboard, etc.)

Course study under this section may be repeated three times.

Acceptable for credit: CSU, UC

Individualized study of the appropriate techniques and repertoire for the specific instrument or voice being studied: Progressive development of skills needed for solo performance. Advancement is evaluated through a juried performance. 1004.00 (C-ID: MUSIC 160)

MUSIC 210**Summer Orchestra**

1 unit, 4 hours laboratory (P/NP)

Prerequisite(s): Ability to play an instrument and instructor approval

Course study under this section may be repeated three times.

Intensive two-week (daily) instrumental program: Group rehearsals for performance skill level improvement, intonation and pitch, related theory and repertoire, leading to performance by all participants. 1004.00

MUSIC 211**Summer Band**

1 unit, 4 hours laboratory (P/NP)

Prerequisite(s): Ability to play an instrument and instructor approval

Course study under this section may be repeated three times.

Intensive two-week (daily) instrumental program: Group rehearsals for performance skill level improvement, intonation and pitch, related theory and repertoire, leading to performance by all participants. 1004.00

MUSIC 225**Choral Repertoire**

1 unit, 4 hours laboratory (GR or P/NP)

Prerequisite(s): Ability to sing acceptably, determined by instructor through audition.

Course study under this section may be repeated three times.

Advanced level study and interpretation of accompanied and unaccompanied choral literature. Participation in public performance required. 1004.00

MUSIC 226**Jazz Orchestra Repertoire**

1 unit, 4 hours laboratory (GR or P/NP)

Prerequisite(s): Ability to play a jazz-oriented instrument proficiently and some knowledge of improvisation as determined by instructor.

Course study under this section may be repeated three times.

Performance in and management of the Jazz Orchestra for the advanced instrumental student: Conducting and rehearsal techniques, literature, selection and organizing public performances. 1004.00

MUSIC 232A**Chinese Orchestra - Introduction**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Introduction to theory, practice, and historical background of Chinese music: Study and performance of Chinese orchestral instruments leading to public performance. 1004.00

MUSIC 232B**Chinese Orchestra - Beginning**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Continuation of MUSIC 232A: Beginning theory, practice, and historical background of Chinese music; study and performance of Chinese orchestral instruments leading to public performance. 1004.00

MUSIC 232C**Chinese Orchestra - Intermediate**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Continuation of MUSIC 232B: Intermediate theory, practice, and historical background of Chinese music; study and performance of Chinese orchestral instruments leading to public performance. 1004.00

MUSIC 232D**Chinese Orchestra - Advanced**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Continuation of MUSIC 232C: Advanced theory, practice, and historical background of Chinese music; study and performance of Chinese orchestral instruments leading to public performance. 1004.00

MUSIC 248GA-MZ**Selected Topics in Music**

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR)

See section on Selected Topics. 1004.00

NATIVE AMERICAN STUDIES (NATAM)

Instruction in Native American Studies is interdisciplinary and comparative in scope. The main goals of this program are to introduce all students to the unique historical experience of America's indigenous peoples, to promote understanding of their contributions to world civilization, and to provide insight into their recent social and political developments.

This program offers essential courses for students who wish to continue in Native American Studies on transfer to four-year institutions and provides basic information for those whose careers will bring them in contact with Native people.

NATAM 1

History of the American Indian: Frontier Wars to Present

3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

Survey of histories and cultures of American Indian peoples in North America from pre-contact to the present. An analysis of the political, cultural, legal and military relationships that developed between American Indians and foreign nations. 2203.00
AA / AS area 2, 5; CSU area D; IGETC area 4

NATAM 2

Native American Indians in Contemporary Society

3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

The socio-cultural development of American Indian populations in modern times with emphasis upon the United States. American Indian economic, political, and legal changes in the 20th and 21st centuries and issues of identity, the role of the federal government, gaming and self-determination. 2203.00

AA / AS area 2, 5; CSU area D; IGETC area 4

NATAM 35

Women of Color

3 units, 3 hours lecture (GR)
Also offered as AFRAM 35, ASAME 35, and M/LAT 35. Not open for credit to students who have completed or are concurrently enrolled in AFRAM 35, ASAME 35, or M/LAT 35.
Acceptable for credit: CSU, UC

Interdisciplinary examination of the lives of women of color in the U.S.: Exploration of the intersection of gender, class, ethnicity, and race in the lives of African American, Asian-American, Chicana/Latina, and Native-American women in the U.S. 2203.00

AA / AS area 2, 5; CSU area D; IGETC area 4

NATAM 48GA-MZ

Selected Topics in Native American Studies

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR)
Acceptable for credit: CSU, UC ♦
See section on Selected Topics. 2203.00



ASSOCIATE OF ARTS DEGREE FOR TRANSFER IN PHILOSOPHY (AA-T)

The Associate in Arts Degree in Philosophy for Transfer is designed to prepare students for a seamless transfer with junior status and priority admission to their local CSU campus to a program or major in Philosophy or similar major for completion of a baccalaureate degree. Students are required to complete: * a minimum of 19 semester units in the major with a grade of C or better while maintaining a minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. * 60 semester CSU-transferable units using the California State University-General Education-Breadth pattern (CSU-GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern. * No more than 60 semester units are required. The Associate in Arts Degree in Philosophy for Transfer will also assist Philosophy major students to transfer to a U.C. or other baccalaureate institutions. Students are advised to consult with a counselor to verify transfer requirements.

Career Opportunities in:

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.

SUGGESTED COURSE SEQUENCE

Core Courses (9 units):			Select three of the following (9 units):		
HUMAN 30A	Human Values/Ethics	3	(can use any of the above courses not already used)		
	or		PHIL 2	Social and Political Philosophy	3
PHIL 1	Introduction to Philosophy	3	PHIL 4	Philosophy of Religion	3
PHIL 10	Logic	3	PHIL 37	Introduction to Asian Philosophy	3
PHIL 20A	History of Ancient Greek Philosophy	3			
	or		TOTAL MAJOR UNITS:		
PHIL 20B	History of Modern European Philosophy	3			18
			IGTEC or CSU GE-Breadth Education Pattern		
			37-39		
			CSU Transferrable General Elective Courses to meet 60 units		
			Total Units		
			60		

PROGRAM LEARNING OUTCOMES
Upon completion of this program a student will be able to:

- Demonstrate an ability to articulate and critically engage with core philosophical positions.
- Demonstrate an ability to conduct philosophical research using primary and secondary sources.
- Demonstrate an ability to conduct a cogent argument with clear thesis that anticipates and responds to key objections.
- Demonstrate knowledge of core areas of the discipline as represented by required courses in the major.

PHILOSOPHY (PHIL)

The study of Philosophy is concerned with timeless questions arising from human experience. Philosophy examines human nature and the nature of reality, morality and epistemology. Courses in the Philosophy program examine the inherent assumptions, methodologies and the consequences of the physical and social sciences as well as the arts, history and religion. Philosophy courses offered at Laney College provide students with an opportunity to develop their critical thinking skills as well as improve their writing skills.

PHIL 1

Introduction to Philosophy

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Study of selected classic examples of original works of philosophers: Literature of the discipline and analytical methods, aims, goals, and types of problems peculiar to philosophers and philosophical inquiry; metaphysics, epistemology, valuing and axiology, aesthetics, and religion. 1509.00
AA/AS area 3; CSU area C2; IGETC area 3B
(C-ID: PHIL 100)

PHIL 2

Social and Political Philosophy

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Focus on classic examples of social and political philosophy in Western civilization: Original writings by classic Greeks (Plato and Aristotle), Americans (Hamilton, Madison, and Jefferson), modern Europeans (Marx and Mills), and appropriate contemporary philosophers. 1509.00
AA/AS area 3; CSU area C2; IGETC area 3B

PHIL 4

Philosophy of Religion

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Philosophy of religion from both an existential and historical perspective: Existentially, through an examination of "religion" as personal, social and theological; and historically, through an examination of common doctrines in the Semitic, Vedic and East Asian religions. 1509.00
AA/AS area 3; CSU area C2; IGETC area 3B

PHIL 6

Introduction to the Philosophy of Self and Emotions

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Introduction to the nature of self and emotions: Philosophical and religious perspectives on personal identity and emotions. 1509.00
AA/AS area 3

PHIL 10

Logic

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Consideration of logical problems of language: Deduction and induction, fallacies, theory of argument and the scientific method, and study of correct reasoning in Aristotelian and modern logic. 1509.00
AA/AS area 3; CSU area A3
(C-ID: PHIL 110)

PHIL 14

Introduction to the Philosophy of Death

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Analysis of the concepts of life, death and meaning as expressed in classical East and West, modern and contemporary perspectives. 1509.00
AA/AS area 3; CSU area C2; IGETC area 3B

PHIL 20A

History of Ancient Greek Philosophy

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Chronological development of leading philosophical perspectives of Ancient Greece from the Ionians to the Scholastics. 1509.00
AA/AS area 3; CSU area C2; IGETC area 3B
(C-ID: PHIL 130)

PHIL 20B

History of Modern European Philosophy

3 units, 3 hours lecture (GR)

PHIL 20A is not prerequisite to PHIL 20B.

Acceptable for credit: CSU, UC

Chronological development of leading philosophical perspectives of Modern Europe from the Renaissance to present. 1509.00
AA/AS area 3; CSU area C2; IGETC area 3B
(C-ID: 140)

PHIL 37

Introduction to Asian Philosophy

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Major philosophies and religions of Asia: Emphasis on the origins, myths, and basic teachings of Hinduism, Jainism, Buddhism, Taoism, Confucianism, and Shinto; special attention to current influences of Eastern philosophy and religion on Western culture. 1509.00
AA/AS area 3; CSU area C2; IGETC area 3B

PHIL 48GA-MZ

Selected Topics in Philosophy

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR)

Acceptable for credit: CSU, UC ♦

See section on Selected Topics. 1509.00

PHIL 248GA-MZ

Selected Topics in Philosophy

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR)

Acceptable for credit: CSU, UC ♦

See section on Selected Topics. 1509.00

PHOTOGRAPHY ASSOCIATE IN ARTS (AA)

Photography provides students with the basic knowledge, and technical and aesthetic skills necessary for employment in various occupations in photography. Preparation for employment in commercial, industrial, technical, and scientific fields is emphasized. Intermediate and advanced classes include both film and digital applications.

SUGGESTED COURSE SEQUENCE

Core Courses (34 units):

PHOTO 10	Basic Photography	2
PHOTO 20*	Photojournalism I	3
PHOTO 30A	Photographic Art and Design	3
PHOTO 220A-D	Beginning Professional Photography	8
PHOTO 230A-D	Intermediate Professional Photography	8
PHOTO 240A	Introduction to Career Skills for Professional Photography	2
PHOTO 240B	Workplace Applications for Professional Photography	2
PHOTO 240C	Portfolio Development for Professional Photography	2
PHOTO 240D	Marketing, Promotion and Business Development for Photography	2
PHOTO 241A	Color Photography	2

Recommended Courses:

PHOTO 30B	Intermediate Photographic Art and Design	3
PHOTO 30C	Advanced Photographic Art and Design	3
PHOTO 31A	Photojournalism II	3

TOTAL REQUIRED UNITS: **36**

**May be taken any semester after completion of prerequisite.
For Associate Degree General Education requirements, refer to page 115.*

PROGRAM LEARNING OUTCOMES

Upon completion of this program a student will be able to:

- Demonstrate appropriate self-management skills.
- Model professional and ethical behavior.
- Create a self-promotion/self-marketing plan.
- Communicate effectively with clients, vendors, management and team members.
- Apply computer and web skills to develop and use appropriate electronic resources.
- Demonstrate technical problem solving skills to determine the best solutions to creative challenges.
- Demonstrate technical proficiency and application of photographic skills.
- Demonstrate technical proficiency and application of basic digital imaging skills.

PHOTOGRAPHY CERTIFICATE OF ACHIEVEMENT (CA)

Photography provides students with the basic knowledge, and technical and aesthetic skills necessary for employment in various occupations in photography. Preparation for employment in commercial, industrial, technical, and scientific fields is emphasized. Intermediate and advanced classes include both film and digital applications.

SUGGESTED COURSE SEQUENCE

Core Courses (34 units):

PHOTO 10	Basic Photography	2	PHOTO 240C	Portfolio Development for Professional Photography	2
PHOTO 20*	Photojournalism I	3	PHOTO 240D	Marketing, Promotion and Business Development for Photography	2
PHOTO 30A	Photographic Art and Design	3	PHOTO 241A	Color Photography	2
PHOTO 220A-D	Beginning Professional Photography	8			
PHOTO 230A-D	Intermediate Professional Photography	8			
PHOTO 240A	Introduction to Career Skills for Professional Photography	2	TOTAL REQUIRED UNITS:		36
PHOTO 240B	Workplace Applications for Professional Photography	2	Recommended:		
			PHOTO 30B, 30C, 31A		

PROGRAM LEARNING OUTCOMES

Upon completion of this program a student will be able to:

-
- Demonstrate appropriate self-management skills.
 - Model professional and ethical behavior.
 - Create a self-promotion/self-marketing plan.
 - Communicate effectively with clients, vendors, management and team members.
 - Apply computer and web skills to develop and use appropriate electronic resources.
 - Demonstrate technical problem solving skills to determine the best solutions to creative challenges.
 - Demonstrate technical proficiency and application of photographic skills.
 - Demonstrate technical proficiency and application of basic digital imaging skills.
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PHOTOGRAPHY (PHOTO)

Photography provides students with the basic knowledge, and technical and aesthetic skills necessary for employment in various occupations in photography. Preparation for employment in commercial, industrial, technical, and scientific fields is emphasized. Intermediate and advanced classes include both film and digital applications.

PHOTO 10**Basic Photography**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Students must supply their own 35 mm adjustable camera.

Acceptable for credit: CSU, UC

Basic introduction to black and white and color photography: Theory and practical application, equipment and accessories; complete laboratory facilities available in which to develop film and produce photographic enlargements. 1012.00

PHOTO 20**Photojournalism I**

3 units, 2 hours lecture, 5 hours laboratory (GR)

Prerequisite(s): PHOTO 10 or 70

Students must supply their own digital single-lens reflex (DSLR) camera

Acceptable for credit: CSU

Components of photojournalism: Focus on theory and practice in press and online publications, using the camera as reporting and communications tool, emphasizing photographic composition for impact, clarity and creativity. 1012.00
(C-ID: JOUR 160)

PHOTO 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)

Prerequisite(s): PHOTO 10 or 70

Students must supply their own 35mm film camera and have an instruction manual or working knowledge of the camera operations.

Acceptable for credit: CSU

Production of images on a variety of subjects to be viewed and evaluated on techniques, composition, lighting, and color harmony emphasizing the concepts of Point, Line and Plane: Either digital or traditional film cameras may be used. 1012.00

PHOTO 30B**Intermediate Photographic Art and Design**

3 units, 3 hours lecture (GR)

Prerequisite(s): PHOTO 30A

Students must supply their own 35mm film camera and have an instruction manual or working knowledge of the camera operations.

Acceptable for credit: CSU

Production of images on a variety of subjects to be viewed and evaluated on techniques, composition, lighting, and color harmony: Study of selected images to determine how those characteristics create the statement: Either digital or traditional film cameras may be used. 1012.00

PHOTO 30C**Advanced Photographic Art and Design**

3 units, 3 hours lecture (GR)

Prerequisite(s): PHOTO 30B

Students must supply their own 35mm film camera and have an instruction manual or working knowledge of the camera operations.

Acceptable for credit: CSU

Production of images on a variety of subjects to be viewed and evaluated on techniques, composition, lighting, and color harmony: Study of selected images to determine how those characteristics create the statement: Marketing research for sale of images. 1012.00

PHOTO 31A**Photojournalism II**

3 units, 2 hours lecture, 5 hours laboratory (GR)

Prerequisite(s): PHOTO 20

Acceptable for credit: CSU

Picture story concepts: Photo editing skills, and use of color. 1012.00

PHOTO 48GA-MZ**Selected Topics in Photography**

0.5-9 units, 0.5-9 hours lecture, 0.5-27 hours laboratory (GR)

Acceptable for credit: CSU ♦

See section on Selected Topics. 1012.00

PHOTO 70**Introduction to Digital Photography**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Acceptable for credit: CSU, UC

Introduction to digital photography: Theory and practical application, camera operation, image adjustment and file management, use of standard industry editing software. 1012.00

PHOTO 180**HDSLR Workflow for Digital Photography and Cinematography**

3 units, 2 hour lecture, 3 hours laboratory (GR)

Not open for credit to students who have completed or are enrolled in MEDIA 180.

Acceptable for credit: CSU

Advanced HDSLR camera exploration of still and motion video: Intermediate to advanced techniques of shooting high resolution stills and full HD video, exploration of the HDSLR aesthetic, emphasis on low cost alternatives to video production popular with indie filmmakers. 1012.00

PHOTO 182**Introduction to Lighting for Video and Video Equipped DSLR**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Acceptable for credit: CSU

Lighting basics for cinema/still photographers and videographers: Fundamental applications of lighting in both studio and location settings; use of artificial and available light for both video-equipped DSLR and video-camera cinematography: aesthetic style, evaluation, setup and recording of light for professional production. 1012.00

PHOTO 220A**Beginning Professional Photography**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Prerequisite(s): PHOTO 10 or 70

Open-entry/open-exit, modular course

Student must supply their own professional quality 35 mm film or DSLR camera.

Introduction to professional level camera and processing skills: Production of photos for commercial-industrial, portraiture, photojournalism, editorial, and fine art. 1012.00

PHOTO 220B**Beginning Professional Photography**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Prerequisite(s): PHOTO 220A

Open-entry/open-exit, modular course

Student must supply their own professional quality 35 mm film or DSLR camera.

Introduction to professional level camera and processing skills: Production of photos for commercial-industrial, portraiture, photojournalism, editorial, and fine art. Emphasis on shooting in a group environment. 1012.00

PHOTO 220C**Beginning Professional Photography**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Prerequisite(s): PHOTO 220B

Open-entry/open-exit, modular course

Student must supply their own professional quality 35 mm film or DSLR camera.

Development of camera and processing skills: Production of photos for commercial-industrial, portraiture, photojournalism, editorial, and fine art. Operate effectively on solo shooting assignments. Develop a critical eye for composition, lighting, posing and professional techniques and standards. 1012.00

PHOTO 220D**Beginning Professional Photography**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Prerequisite(s): PHOTO 220C

Open-entry/open-exit, modular course

Student must supply their own professional quality 35 mm film or DSLR camera.

Development of camera and processing skills: Production of photos for commercial-industrial, portraiture, photojournalism, editorial, and fine art. Function effectively as Team Leader in group shooting environments, applying learned skills to select the appropriate technique, equipment, lighting, moment or other variables in photography. 1012.00

PHOTO 230A**Intermediate Professional Photography**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Prerequisite(s): PHOTO 220D

Open-entry/open-exit, modular course

Student must supply any additional equipment, materials, and resource materials related to the course.

Intermediate level technical assignments: Use of view camera, studio lighting, and colored filters for fashion-portraiture, photojournalism; editorial photography; techniques for manipulation of the photographic image in the camera and output process. 1012.00

PHOTO 230B**Intermediate Professional Photography**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Prerequisite(s): PHOTO 230A

Open-entry/open-exit, modular course

Student must supply any additional equipment, materials, and resource materials related to the course.

Intermediate level technical assignments: Use of view camera, studio lighting, and colored filters for fashion-portraiture, photojournalism; editorial photography; techniques for manipulation of the photographic image in the camera and output process. Emphasis on developing skills in all phases of group shooting. 1012.00

PHOTO 230C**Intermediate Professional Photography**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Prerequisite(s): PHOTO 230B

Open-entry/open-exit, modular course

Student must supply any additional equipment, materials, and resource materials related to the course.

Intermediate level technical assignments: Extensive use of digital media with studio strobe lights for fashion-portraiture, and editorial photography; techniques for intermediate level manipulation of the photographic image in the camera and output process. 1012.00

PHOTO 230D**Intermediate Professional Photography**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Prerequisite(s): PHOTO 230C

Open-entry/open-exit, modular course

Student must supply any additional equipment, materials, and resource materials related to the course.

Intermediate level technical assignments: Extensive use of digital media, proper color balance with mixed lighting sources and colored filters for fashion-portraiture, photojournalism; and editorial photography; work efficiently with post capture software to edit, file and manipulate images. 1012.00

PHOTO 240A**Introduction to Career Skills for Professional Photography**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Prerequisite(s): PHOTO 230D

Open-entry/open-exit, modular course

Practical application of photographic skills: Introduction to problem solving, lighting and shooting in unusual and difficult situations, lighting simplified techniques. 1012.00

PHOTO 240B**Workplace Applications for Professional Photography**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Prerequisite(s): PHOTO 240A

Open-entry/open-exit, modular course

Application of acquired skills for varied workplace environments: Problem-solving, capturing quality images in challenging situations. Continued skill development for professional photography. 1012.00

PHOTO 240C**Portfolio Development for Professional Photography**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Prerequisite(s): PHOTO 240B

Open-entry/open-exit, modular course

Creation of a self-promoting portfolio in area of photographic interest: Display of photographic and processing skills, creation of promotional material and development of interviewing skills. 1012.00

PHOTO 240D**Marketing, Promotion and Business Development for Photography**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Prerequisite(s): PHOTO 240C

Open-entry/open-exit, modular course

Marketing and promotion, estimations and proposals: Creating business, marketing and promotional plans. Continued development of practical application of photographic skills. 1012.00

PHOTO 248GA-MZ**Selected Topics in Photography**

0.5-9 units, 0.5-9 hours lecture, 0.5-27 hours laboratory (GR)

See section on Selected Topics. 1012.00

PHOTO 251**Special Projects Laboratory**

1-4 units, 3-12 hours laboratory (GR)

Non-degree applicable

Course study under this section may be repeated three times.

Open laboratory for working on selected projects: Provides the opportunity for development of expertise in specialized area(s). 1012.00

PHYSICAL SCIENCE (PHYSC)**PHYSC 15****Introduction to the Earth Sciences**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Introduction to interdisciplinary earth sciences: Composition, structure and evolution of the earth, including the atmosphere and oceans; relations of geological, ocean, and atmospheric systems; hazards and resources and the human environment. 1930.00

AA/AS area 1; CSU area B1; IGETC area 5A

PHYSC 20**Introduction to the Marine Environment**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Introduction to the oceans: History and topography; physical and chemical properties of sea water; causes and effects of currents, tides, and waves; ocean life, distribution and management of marine resources, marine pollution, sea floor sediments; tectonics and paleomagnetism. 1919.00

AA/AS area 1; CSU area B1; IGETC area 5A



PHYSICS (PHYS)

The Physics Program at Laney College provides university-transferable physics courses. Whether you are preparing to transfer to a four-year institution with a major in one of the sciences, fulfilling a science requirement, or are just curious about the physical world around you, the right class is here for you.

PHYS 3A**General Physics**

5 units, 4 hours lecture, 3 hours laboratory (GR)

Prerequisite(s) or corequisite(s): MATH 3A

Acceptable for credit: CSU, UC

Comprehensive study of major topics of physics: Motion, forces, gravity, energy, momentum, rotation, equilibrium, fluids, oscillations, waves, sound, heat, and thermodynamics for students majoring in the biological and medical sciences. 1902.00
AA/AS area 1; CSU area B1, B3; IGETC area 5A, 5C
(C-ID: PHYS 105) (C-ID: PHYS 100S when taken with PHYS 3B)

PHYS 3B**General Physics**

5 units, 4 hours lecture, 3 hours laboratory (GR)

Prerequisite(s): PHYS 3A

Acceptable for credit: CSU, UC

Comprehensive study of major topics of physics: Electric and magnetic forces, fields, and energy; DC and AC circuits, light, optics, relativity, quantum physics, atoms, molecules, nuclei, particles, and astrophysics for students majoring in the biological and medical sciences. 1902.00

AA/AS area 1; CSU area B1, B3; IGETC area 5A, 5C

(C-ID: PHYS 110) (C-ID: PHYS 100S when taken with PHYS 3A)

PHYS 4A**General Physics with Calculus**

5 units, 4 hours lecture, 3 hours laboratory (GR)

Prerequisite(s): MATH 3A

Recommended preparation: PHYS 10

Acceptable for credit: CSU, UC

Comprehensive study of major topics of physics: Motion, forces, gravity, energy, momentum, rotation, equilibrium, fluids, oscillations, waves, and sound. 1902.00

AA/AS area 1; CSU area B1, B3, B4; IGETC area 5A

(C-ID: PHYS 205) (C-ID: PHYS 200S when taken with PHYS 4B+ 4C)

PHYS 4B**General Physics with Calculus**

5 units, 4 hours lecture, 3 hours laboratory (GR)

Prerequisite(s): PHYS 4A and MATH 3B

Acceptable for credit: CSU, UC

Comprehensive study of major topics of physics: Thermodynamics, electric forces and fields, magnetic forces and fields, electricity, and AC and DC circuits. 1902.00

AA/AS area 1; CSU area B1, B3, B4; IGETC area 5A

(C-ID: PHYS 210) (C-ID: PHYS 200S when taken with PHYS 4A+ 4C)

PHYS 4C**General Physics with Calculus**

5 units, 4 hours lecture, 3 hours laboratory (GR)

Prerequisite: PHYS 4B and MATH 3C

Acceptable for credit: CSU, UC

Comprehensive study of major topics of physics: Light, interference, relativity, quantum physics, atoms, molecules, and nuclei. 1902.00

AA/AS area 1; CSU area B1, B3, B4; IGETC area 5A

(C-ID: PHYS 215) (C-ID: PHYS 200S when taken with PHYS 4A+ 4B)

PHYS 10**Introduction to Physics**

4 units, 4 hours lecture (GR)

Not open for credit to students who have completed or are currently enrolled in PHYS 2A-2B or 4A-4B-4C.

Recommended preparation: MATH 201 or 202

Acceptable for credit: CSU, UC

Elementary study of major topics of physics: Motion, forces, energy, momentum, rotation, oscillation, sound, electromagnetics, light, quantum physics, atoms, nuclei, and relativity. 1902.00

AA/AS area 1; CSU area B1; IGETC area 5A

PHYS 48GA-MZ**Selected Topics in Physics**

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR)

Acceptable for credit: CSU, UC♦

See section on Selected Topics. 1902.00

PHYS 99**Physics for Building Science**

4 units, 3 hours lecture, 3 hours laboratory (GR)

Not open for credit to students who have completed or are currently enrolled in ECT 1.

Recommended preparation: MATH 201 or 210A-D

Acceptable for credit: CSU

Principles of physics relevant to environmental control technologies: Thermodynamics, electricity and power conversion, and properties of light; emphasis on laboratory applications and safe practices for working with chemicals, electrical devices, and compressed gases. 1902.00

AA/AS area 1;

PHYS 248GA-MZ**Selected Topics in Physics**

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR)

See section on Selected Topics. 1902.00

ASSOCIATE OF ARTS DEGREE FOR TRANSFER IN POLITICAL SCIENCE (AA-T)

The Associate in Arts Degree in Political Science 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 Political Science 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 Political Science for Transfer 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 in

Political Activist, Public Administration, Campaign Organizer, Community Organizer

SUGGESTED COURSE SEQUENCE

Core Courses (3 units):

POSCI 1 Government and Politics in the United States 3

Select three of the following (9-10 units):

MATH 13 Introduction to Statistics 4

POSCI 2 Comparative Government 3

POSCI 3 International Relations 3

POSCI 4 Political Theory 3

Select two of the following (6 units):

POSCI 6 The U.S. Constitution and Criminal Due Process 3

SOC 1 Introduction to Sociology 3

SOC 2 Social Problems 3

TOTAL MAJOR UNITS: **18-19**

IGETC or CSU GE-Breadth Education Pattern **37-39**

CSU Transferable General Elective Courses to meet 60 units

TOTAL UNITS: **60**

PROGRAM LEARNING OUTCOMES

Upon completion of this program a student will be able to:

- Define the core concepts of political science (government, regime, state, institutions, sovereignty, constitution, democracy, authoritarianism, and globalization).
- Identify, compare, and contrast the major theoretical perspectives in the discipline.
- Interpret political science research through a working knowledge of qualitative and quantitative research designs.
- Discuss the constitutional, institutional, cultural and institutional structures that produce and maintain political, social and ethnic inequalities.

POLITICAL SCIENCE (POSCI)

Political Science concerns itself with the study of government and politics at the local, state, national and international levels. It examines such important phenomena as power, political parties, voting and political behavior, international relations, bureaucratic administration and public policy. Through political science courses at Laney College, students learn about the interaction of individuals and institutions within political systems.

POSCI 1**Government and Politics in the United States**

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC

Introduction to principles and the political process of national, state, and local government: Emphasis on national government and the Constitution. 2207.00

AA / AS area 2; CSU area D; IGETC area 4

(C-ID: POLS 110)

POSCI 2**Comparative Government**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Comparative analysis in government and politics: Political leadership, citizenship participation, centers of power, and political problems of selected governments. 2207.00

AA / AS area 2; CSU area D; IGETC area 4

(C-ID: POLS 130)

POSCI 3**International Relations**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Nature of relations among nation-states: Analysis of basic forces affecting the formulation of foreign policy, dynamics of international politics, survey of rise and development of the nation-state system, problems of nationalism and imperialism with emphasis on development since World War II, and evolution and operation of the United Nations. 2207.00

AA / AS area 2; CSU area D; IGETC area 4

(C-ID: POLS 140)

POSCI 4**Political Theory**

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC

Examination of various theoretical approaches that explore basic political problems and proposed solutions: Analysis of selected theories and their relevance to contemporary socio-political concerns. 2207.00

AA / AS area 2; CSU area D; IGETC area 4

(C-ID: POLS 120)

POSCI 6**The U.S. Constitution and Criminal Due Process**

3 units, 3 hours lecture (GR)

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 21**Overview of the California State Court System and State Law**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Introduction to functions of the California State Court System: Trial Courts, Appellate Courts, the Supreme Court. Review of federal judicial branch history, selected state laws, courtroom personnel and protocol, due process protections and legal terminology. 2207.00

AA / AS area 2

POSCI 48GA-MZ**Selected Topics in Political Science**

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR)

Acceptable for credit: CSU, UC ♦

See section on Selected Topics. 2207.00

POSCI 49**Independent Study in Political Science**

0.5-5 units, 0.5-5 hours lecture (GR)

Acceptable for credit: CSU, UC ♦

See section on Independent Study. 2207.00

POSCI 248GA-MZ**Selected Topics in Political Science**

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR)

See section on Selected Topics. 2207.00

ASSOCIATE OF ARTS DEGREE FOR TRANSFER IN PSYCHOLOGY (AA-T)

The Associate in Arts Degree in Psychology for Transfer is designed to prepare students for a seamless transfer with junior status and priority admission to their local CSU campus to a program or major in Psychology or similar major for completion of a baccalaureate degree. Students are required to complete: * a minimum of 19 semester units in the major with a grade of C or better while maintaining a minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. * 60 semester CSU-transferable units using the California State University-General Education-Breadth pattern (CSU-GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern. * No more than 60 semester units are required. The Associate in Arts Degree in Psychology for Transfer will also assist Psychology major students to transfer to a U.C. or other baccalaureate institutions. Students are advised to consult with a counselor to verify transfer requirements.

SUGGESTED COURSE SEQUENCE

Core Courses (14 units):

BIOL 10	Introduction to Biology	4	PSYCH 21	Lifespan Human Development	3
MATH 13	Introduction to Statistics	4	PSYCH 24	Abnormal Psychology	3
PSYCH 1A	Introduction to General Psychology	3	SOC 1	Introduction to Sociology	3
PSYCH 28	Introduction to Research Methods in Psychology	3			
TOTAL MAJOR UNITS					20

Select two courses from the following (6 units):

PSYCH 6	Social Psychology	3	IGTEC or CSU GE-Breadth Education Pattern			37-39
PSYCH 7A	Psychology of Childhood	3	CSU Transferrable General Elective Courses to meet 60 units			
PSYCH 12	Human Sexuality	3				
	or					
BIOL 27	Human Sexuality	3	TOTAL UNITS			60

PROGRAM LEARNING OUTCOMES

Upon completion of this program a student will be able to:

-
- Read critically and write effective essays.
 - Analyze and utilize empirical findings.
 - Analyze major psychological theories and concepts.
-

PSYCHOLOGY (PSYCH)

The discipline of Psychology is concerned with defining, explaining, predicting and influencing human behavior. The Psychology Department at Laney College offers a rich variety of courses that support our state-approved Associate of Arts for Transfer (AA-T) degree, which guarantees students who earn the degree AND who meet the minimum eligibility requirements admission to a California State University, but not necessarily to a particular program or major. Course offerings include Introduction to General Psychology, Psychology of Childhood, Lifespan Development, Human Sexuality, Social Psychology, Abnormal Psychology, and Introduction to Research Methods in Psychology. Through these courses, students acquire a solid foundation of knowledge about human behavior and the manifold influences of environmental, biological, social and cultural factors and forces.

PSYCH 1A**Introduction to General Psychology**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Scientific principles of psychology: Application of scientific research in understanding learning, human development, biological processes, personality, behavior disorders, social psychology, and adjustment of the human organism. 2001.00

AA/AS area 2; CSU area D; IGETC area 4

(C-ID: PSY 110)

PSYCH 6**Social Psychology**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Psychological aspects of human social life involved in the relationship between identity and social structure: Human behavior in the context of the individual as an acting and interacting member of various groups in society. 2001.00

AA/AS area 2; CSU area E; IGETC area 4

PSYCH 7A**Psychology of Childhood**

3 units, 3 hours lecture (GR)

Not open for credit to students who have completed or are currently enrolled in PSYCH 7L.

Acceptable for credit: CSU, UC

Physical, intellectual, and emotional growth of children from conception to puberty: Factors of heredity and environment as determinants of this development. 2001.00

AA/AS area 2; CSU area D; IGETC area 4

PSYCH 12**Human Sexuality**

3 units, 3 hours lecture (GR)

Also offered as BIOL 27 and HLTED 27. Not open for credit to students who have completed or are currently enrolled in BIOL 27 or HLTED 27.

Acceptable for credit: CSU, UC

Exploration and analysis of the multifaceted aspects of human sexuality: Physiological, psychological, anatomical, sociological, legal, medical, educational, cultural; urogenital system of both sexes, birth control devices, and pregnancy. 2001.00

AA/AS area 2; CSU area D, E; IGETC area 4

(C-ID: PSY 130)

PSYCH 21**Lifespan Human Development**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Human development from conception to death: Theories of development, research methods; physical, cognitive, social, and emotional changes of the life span with developmental issues; nature vs. nurture, continuity vs. discontinuity, stability vs. instability. 2001.00

AA/AS area 2; CSU area D, E; IGETC area 4

PSYCH 24**Abnormal Psychology**

3 units, 3 hours lecture (GR)

Prerequisite(s): PSYCH 1A

Recommended preparation: ENGL 1A

Acceptable for credit: CSU, UC

Survey of major psychological disorders: Historical perspectives of various theoretical models (biological, psychodynamic, behavioral, cognitive, humanistic, existential, socio-cultural); review of research for understanding of origins and most promising treatments. 2001.00

AA/AS area 2; CSU area D; IGETC area 4

(C-ID: PSY 120)

PSYCH 28**Introduction to Research Methods in Psychology**

3 units, 3 hours lecture (GR or P/NP)

Prerequisite(s): PSYCH 1A, MATH 13

Acceptable for credit: CSU, UC

Introduction to research methods for psychology: Research design; experimental procedures; descriptive methods; instrumentation; collection, analysis, and reporting of research data; review of research design and methodology in various sub-disciplines of psychology. 2001.00

AA/AS area 2; CSU area D; IGETC area 4

(C-ID: PSY 200)

PSYCH 48GA-MZ

Selected Topics in Psychology

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR)

Acceptable for credit: CSU, UC♦

See section on Selected Topics. 2001.00

PSYCH 248GA-MZ

Selected Topics in Psychology

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR)

See section on Selected Topics. 2001.00

PSYCH 49

Independent Study in Psychology

0.5-5 units, 0.5-5 hours lecture (GR)

Acceptable for credit: CSU, UC♦

See section on Independent Study. 2001.00



REAL ESTATE (RLEST)**RLEST 2A****Principles of Real Estate**

3 units, 3 hours lecture (GR or P/NP)

Required for those preparing for the real estate salesperson's licensing examination.

Acceptable for credit: CSU

Basic laws and principles of California real estate: Provides understanding, background, and terminology necessary for advanced study in specialized courses; preparation for the real estate salesperson's licensing examination. 0511.00



SCIENCE ASSOCIATE IN SCIENCES (AS)

Science courses emphasize problem solving, critical thinking and synthesis of information. Students will practice laboratory safety, carry out experimental procedures, and identify possible sources of error. Students will learn to apply principles of scientific inquiry, differentiate a theory from a hypothesis, and differentiate fact from opinion in regard to sciences. Students will develop the connection of the relevance of science to everyday events and circumstances in a broad interdisciplinary context. For the Associate of Science, students must complete the General Education pattern and elective courses for an additional 40 units. As this degree alone may not be complete preparation for transfer, students wishing to continue at the UC or CSU system should meet with a counselor to develop a transfer plan which addresses all general education and lower-division transfer requirements.

Career Opportunities in

This degree will help students transfer, focus on pre-allied health courses and develop basic skills in science.

SUGGESTED COURSE SEQUENCE

Select at least two courses from at least two of the following areas (18-19 units):

Biology:

BIOL 1A	General Biology	5
BIOL 1B	General Biology	5
BIOL 2	Human Anatomy	5
BIOL 3	Microbiology	5
BIOL 4	Human Physiology	5
BIOL 20A	Human Anatomy and Physiology	5
BIOL 20B	Human Anatomy and Physiology	5

Chemistry:

CHEM 1A	General Chemistry	5
CHEM 1B	General Chemistry	5
CHEM 30A	Introductory General Chemistry	4

Mathematics:

MATH 3A	Calculus I	5
MATH 3B	Calculus II	5
MATH 13	Introduction to Statistics	4

Physics:

PHYS 3A	General Physics	5
PHYS 3B	General Physics	5
PHYS 4A	General Physics with Calculus	5
PHYS 4B	General Physics with Calculus	5
PHYS 4C	General Physics with Calculus	5

TOTAL REQUIRED UNITS:	18-20
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For Associate Degree General Education requirements, refer to page 115.

PROGRAM LEARNING OUTCOMES

Upon completion of this program a student will be able to:

-
- Analyze and critically evaluate scientific information
 - Synthesize multiple concepts, integrating and connecting scientific information
 - Properly use scientific equipment, following appropriate safety guidelines
-

SOCIAL SCIENCES ASSOCIATE OF ARTS (AA)

These courses emphasize a multidisciplinary approach to the understanding and study of human behavior and social organization. Students study and analyze human societies; the institutions, organizations and groups that comprise them; and the way individuals and groups relate to one another. Students develop an understanding of the various theories and methodologies of the disciplines, as well as skills in applying their knowledge in critical and useful ways as they navigate their own lives within a constantly changing and complex social world.

For the Associate of Social Sciences, students must complete the General Education pattern and elective courses for an additional 42 units. Students must complete 18 units in the area of emphasis courses with a grade of "C" or better, 19 units of general education requirements, and an additional 23 units of elective courses for a total 60 units. As this degree alone may not be complete preparation for transfer, students wishing to continue at the UC or CSU system should meet with a counselor to develop a transfer plan which addresses all general education and lower-division transfer requirements.

SUGGESTED COURSE SEQUENCE

Select 18 units from at least TWO discipline areas (18 units):			Labor Studies 10, 13, 20, 21, 22, 30	3 each
African-American Studies 1, 2, 5, 8, 9, 11, 12, 14A,	3 each		Mexican and Latin-American Studies 12, 17*, 20, 23,	3 each
14B, 15, 16, 17*, 20, 23, 30, 31, 32, 35***, 38, 45****			30A, 30B, 31, 35****	
Anthropology 2, 3, 5, 7, 14, 16	3 each		Native American Studies 1, 17*, 35***	3 each
Asian/ Asian-American Studies 17*, 21, 26, 29, 30, 32,	3 each		Political Science 1, 2, 3, 6, 16, 18	3 each
35***, 45A, 45B			Psychology 1A, 1B, 6, 7A, 7B, 8, 12**, 24,30, 33, 237+	3 each
Biology 27**	3		Sociology 1, 2, 5, 13, 30, 45	3 each
Business 5	3			
Economics 1, 2	3 each		TOTAL REQUIRED UNITS:	18
Geography 2, 3, 8	3 each		* or ** or *** or **** Students will receive credit for one course only.	
Health Education 1	3		+1 unit	
History 2A, 2B, 3, 5, 7A, 7B, 17, 19, 32	3 each			
Journalism 62	3		For Associate Degree General Education requirements, refer to pagepage	
			115.	

ASSOCIATE OF ARTS DEGREE OF TRANSFER IN SOCIOLOGY (AA-T)

The Associate in Arts Degree in Sociology for Transfer is designed to prepare students for a seamless transfer with junior status and priority admission to their local CSU campus to a program or major in Sociology or similar major for completion of a baccalaureate degree. Students are required to complete: * a minimum of 19 semester units in the major with a grade of C or better while maintaining a minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. * 60 semester CSU-transferable units using the California State University-General Education-Breadth pattern (CSU-GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern. * No more than 60 semester units are required. The Associate in Arts Degree in Sociology for Transfer will also assist Sociology major students to transfer to a U.C. or other baccalaureate institutions. Students are advised to consult with a counselor to verify transfer requirements.

Career Opportunities in:

International Relations, Health Care, Urban Social Work, City Management, Business, Criminal Justice, Community-based Research and Social Activism, Local and State Agencies, Education / Administration.

SUGGESTED COURSE SEQUENCE

Core Course (3 units):

SOC 1	Introduction to Sociology	3
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Select two courses from the following (6-7 units):

MATH 13	Introduction to Statistics	4
SOC 2	Social Problems	3
SOC 120	Introduction to Research Methods	3

Select two courses from the following (6 units):

SOC 5	Minority Groups	3
SOC 13	Sociology of the Family	3

Select one course from the following (3 units):

ANTHR 3	Introduction to Social and Cultural Anthropology	3
PSYCH 1A	Introduction to General Psychology	3

TOTAL MAJOR UNITS:	18-19
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IGTEC or CSU GE-Breadth Education Pattern	37-39
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CSU Transferrable General Elective Courses to meet 60 units	
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TOTAL UNITS	60
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PROGRAM LEARNING OUTCOMES

Upon completion of this program a student will be able to:

-
- Outline the research process and describe the different methods used within the discipline of sociology.
 - Distinguish among, and describe, different systems of social stratification, and analyze how these systems create social inequality.
 - Observe, describe, and sociologically analyze contemporary social problems, their causes, and solutions.
-

SOCIOLOGY (SOC)

Sociology is the systematic study of human societies. It focuses on social organization, human interaction, institutions and culture. Sociology is built on the premise that understanding how societies function is a necessary prerequisite for creating social change. At Laney College, students learn how to use a Sociological Perspective to analyze many topics including group relations, inequality, contemporary social issues, as well as considering possibilities for creating deeper social justice.

SOC 1

Introduction to Sociology

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Basic concepts, theoretical approaches, and methods of sociology: Analysis and explanation of social structure, group dynamics, socialization and the self, social stratification, culture and diversity, social change and global dynamics. 2208.00

AA / AS area 2; CSU area D; IGETC area 4

(C-ID: SOCI 110)

SOC 2

Social Problems

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Study of society through the application of sociological principles and critical thinking skills to the identification and analysis of selected social problems: Poverty, racism/sexism, drug abuse, crime, and population control. 2208.00

AA / AS area 2; CSU area D; IGETC area 4

(C-ID: SOCI 115)

SOC 5

Minority Groups

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Analysis of racial, religious, and ethnic minority groups: General principles of dominant-minority group relations. 2208.00

AA / AS area 2; CSU area D; IGETC area 4

(C-ID: SOCI 150)

SOC 8

Crime and Deviance

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Sociological exploration of the nature, extent, and causes of crime and deviance: Corporate crime, property and violent crime, drug culture, sex work, the criminal justice system, stigmatization, and the socio-political impact of crime and deviance. 2208.00

AA / AS area 2; CSU area D; IGETC area 4

SOC 13

Sociology of the Family

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Social forces and emotional factors which contribute to marriage and family ties: The changing economy and values on the relationships between men and women, parents and children. 2208.00

AA / AS area 2; CSU area D; IGETC area 4

(C-ID: SOCI 130)

SOC 48GA-MZ

Selected Topics in Sociology

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR)

Acceptable for credit: CSU, UC♦

See section on Selected Topics. 2208.00

SOC 49

Independent Study in Sociology

0.5-5 units, 0.5-5 hours lecture (GR)

Acceptable for credit: CSU

See section on Independent Study. 2208.00

SOC 120

Introduction to Research Methods

3 units, 3 hours lecture (GR)

Prerequisite(s): SOC 1

Recommended preparation: MATH 13

Acceptable for credit: CSU, UC

Introduction to empirical research for the social sciences: Nature of theory, hypotheses, variables, ethics of research; application of qualitative analytic tools including survey, observational, experimental, case study, and comparative historical research. 2208.00

AA / AS area 2; CSU area D; IGETC area 4

(C-ID: SOCI 120)

SOC 248GA-MZ

Selected Topics in Sociology

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR)

See section on Selected Topics. 2208.00

SPANISH (SPAN)

The Spanish language curriculum offers a selection of courses designed to prepare students for further studies in humanities and liberal arts, and in professional careers which requires knowledge of the Spanish language and culture.

SPAN 1A

Elementary Spanish

5 units, 5 hours lecture (GR or P/NP)

This course is equivalent to two years of high school study.

Eligible for credit by examination.

Acceptable for credit: CSU, UC

Development and application of language skills and cultural exploration of the Spanish speaking world: Study and practice in understanding, speaking, reading and writing Spanish; readings in Spanish and Latin-American life and culture; course conducted with Spanish as the primary language of instruction. 1105.00
AA/AS area 3; CSU area C2; IGETC area 6A

SPAN 1B

Elementary Spanish

5 units, 5 hours lecture (GR or P/NP)

Prerequisite(s): SPAN 1A

Eligible for credit by examination.

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

SPAN 2A

Intermediate Spanish

5 units, 5 hours lecture (GR or P/NP)

Prerequisite(s): SPAN 1B

Acceptable for credit: CSU, UC

Conversation, analysis and composition based on selected readings from short stories and articles on culture and history of the Spanish-speaking world: Exploration of culturally relevant topics; grammar review of indicative tenses, imperative and subjunctive mood; expansion of vocabulary and idioms; course conducted in Spanish. 1105.00
AA/AS area 3; CSU area C2; IGETC area 3B, 6A

SPAN 2B

Intermediate Spanish II

5 units, 5 lecture hours

Prerequisite(s): SPAN 2A

Course is conducted entirely in Spanish

Acceptable for credit: CSU, UC

Analysis and composition based on selected readings from Spanish and Latin American literature, articles on culture and history of the Spanish-speaking world: Exploration of culturally relevant topics; continued grammar review with emphasis on past subjunctive and sequence of tenses; advanced conversation; expansion of vocabulary and idioms. 1105.00
AA/AS area 3; CSU area C2; IGETC area 6A

SPAN 22A

Spanish for Bilingual Speakers I

5 units, 5 hours lecture (GR or P/NP)

Prerequisite(s): SPAN 1B

Course is equivalent to two years of high school study.

Course is conducted entirely in Spanish.

Acceptable for credit: CSU, UC

Elementary and intermediate Spanish for students whose native language is Spanish. Critical reading and discussion of selected readings in Spanish with emphasis on reading development, spelling (orthography), grammar, lexical expansion, and composition. 1105.00

AA/AS area 3; CSU area C2; IGETC area 6A

SPAN 22B

Spanish for Bilingual Speakers II

5 units, 5 hours lecture (GR or P/NP)

Prerequisite(s): SPAN 22A

Course is conducted entirely in Spanish.

Acceptable for credit: CSU, UC

Continuation of SPAN 22A: Intermediate and advanced intermediate Spanish for students whose native language is Spanish; critical reading and discussion of selected readings in Spanish with emphasis on reading development, orthography, grammar, lexical expansion and composition. 1105.00
AA/AS area 3; CSU area C2; IGETC area 3B, 6A

SPAN 30A

Beginning Conversational Spanish

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU

Introduction to conversational Spanish: Use of modern colloquial Spanish in conversation, and elementary grammar. 1105.00

SPAN 30B

Beginning Conversational Spanish

3 units, 3 hours lecture (GR or P/NP)

Recommended preparation: SPAN 30A

Acceptable for credit: CSU

Continuation of SPAN 30A: Use of modern colloquial Spanish in conversation, and elementary grammar. 1105.00

SPAN 33A**Beginning Conversational Nautl**

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC

Development of Nautl language conversational and oral skills: Study and understanding of the Nautl language applied to cultural practices. 1101.00

AA/AS area 3; CSU area C2

SPAN 33B**High Beginning Conversational Nautl**

3 units, 3 hours lecture (GR or P/NP)

Prerequisite(s): SPAN 33A

Acceptable for credit: CSU, UC

Continuation of SPAN 33A: Development of Nautl language conversational and oral skills: Study and understanding of the Nautl language applied to cultural practices. 1101.00

AA/AS area 3; CSU area C2

SPAN 48GA-MZ**Selected Topics in Spanish**

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC♦

See section on Selected Topics. 1105.00

SPAN 49**Independent Study in Spanish**

0.5-5 units, 0.5-5 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC♦

See section on Independent Study. 1105.00

SPAN 248GA-MZ**Selected Topics in Spanish**

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR or P/NP)

See section on Selected Topics. 1105.00



SPORTS FITNESS (SPFT)

The Kinesiology and Athletics Department offers Sports Fitness curriculum in a wide variety of fitness activity courses to accommodate a variety of fitness levels, interests, and abilities. Courses are geared toward activities to improve cardiovascular and muscular fitness and preparation for sports conditioning. Sports fitness courses encompass: aerobic exercise courses, core training, strength training, and some sports conditioning. Class participation should generate a higher level of fitness for each student.

SPFT 33 Aerobics

0.5 units, 2 hours laboratory (GR or P/NP)

Not open for credit to students who have completed or are currently enrolled in KIN 33.

Acceptable for credit: CSU, UC

Activity class: Development of personal fitness with a focus on cardiovascular and respiratory fitness through various group exercise activities. 0835.00

SPFT 34 Step Aerobics

0.5 units, 2 hours laboratory (GR or P/NP)

Not open for credit to students who have completed or are currently enrolled in KIN 34.

Acceptable for credit: CSU, UC

Activity class: Development of personal fitness using a step platform and step combinations that focus on developing the cardiovascular system. 0835.00

SPFT 35 Bootcamp

0.5 units, 2 hours laboratory (GR or P/NP)

Not open for credit to students who have completed or are currently enrolled in KIN 35.

Acceptable for credit: CSU, UC

Activity class: Physical fitness through flexibility routines, resistance training, core strengthening and cardiovascular exercise. Benefits of physical fitness as an aspect of overall well-being. 0835.00

SPFT 36 Aerobic Circuits

0.5 units, 2 hours laboratory (GR or P/NP)

Not open for credit to students who have completed or are currently enrolled in KIN 36.

Acceptable for credit: CSU, UC

Activity class: Development of personal fitness with an emphasis on the cardiovascular, muscular and respiratory systems through a variety of exercise activities. 0835.00

SPFT 37A

Core and Restore I - Fundamentals

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Development of fundamental abdominal and core strength and stability in conjunction with using a roller to decrease stress and muscle tension throughout the body, as well as providing muscular rehabilitation. 0835.10

SPFT 37B

Core and Restore II - Beginning

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Development of beginning abdominal and core strength and stability in conjunction with using a roller to decrease stress and muscle tension throughout the body, as well as providing muscular rehabilitation. 0835.10

SPFT 37C

Core and Restore III - Intermediate

0.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Development of intermediate level abdominal and core strength and stability in conjunction with using a roller to decrease stress and muscle tension throughout the body, as well as providing muscular rehabilitation. 0835.00

SPFT 54A

Cross Fitness I - Fundamentals

1 unit, 3 hours laboratory (GR or P/NP)

Not open for credit to students who have completed or are currently enrolled in KIN 54A.

Acceptable for credit: CSU, UC

Activity class: Basic introduction to an individualized program for achieving muscle tone and endurance. 0835.00

SPFT 54B

Cross Fitness II - Beginning

1 unit, 3 hours laboratory (GR or P/NP)

Not open for credit to students who have completed or are currently enrolled in KIN 54B.

Acceptable for credit: CSU, UC

Activity class: Moderate introduction to an individualized program for achieving muscle tone and endurance. 0835.00

SPFT 54C

Cross Fitness III - Intermediate

1 unit, 3 hours laboratory (GR or P/NP)

Not open for credit to students who have completed or are currently enrolled in KIN 54C.

Acceptable for credit: CSU, UC

Activity class: Intermediate training that employs resistive exercises which will improve lifetime fitness and overall body fitness with an emphasis on weights. 0835.00

SPFT 54D**Cross Fitness IV - Experienced**

1 unit, 3 hours laboratory (GR or P/NP)

Not open for credit to students who have completed or are currently enrolled in KIN 54D.

Acceptable for credit: CSU, UC

Activity class: Experienced training that employs an advanced principle of resistive exercises which will improve lifetime fitness and overall body fitness with an emphasis on weights. 0835.00

SPFT 59A**Strength Training for Sports I - Fundamentals**

0.5 units, 2 hours laboratory (GR or P/NP)

Not open for credit to students who have completed or are currently enrolled in KIN 59A.

Acceptable for credit: CSU, UC

Activity class: Fundamental introduction to strength training for a specific sport. 0835.00

SPFT 59B**Strength Training for Sports II - Beginning**

0.5 units, 2 hours laboratory (GR or P/NP)

Not open for credit to students who have completed or are currently enrolled in KIN 59B.

Acceptable for credit: CSU, UC

Activity class: Beginning level strength training for a specific sport. 0835.00

SPFT 59C**Strength Training for Sports III - Intermediate**

0.5 units, 2 hours laboratory (GR or P/NP)

Not open for credit to students who have completed or are currently enrolled in KIN 59C.

Acceptable for credit: CSU, UC

Activity class: Intermediate level strength training for a specific sport. 0835.00

SPFT 59D**Strength Training for Sports IV - Competition**

0.5 units, 2 hours laboratory (GR or P/NP)

Not open for credit to students who have completed or are currently enrolled in KIN 59D.

Acceptable for credit: CSU, UC

Activity class: Competitive level strength training for a specific sport. 0835.00

SPFT 67A**Sports Training I - Fundamentals**

0.5 units, 2 hours laboratory (GR or P/NP)

Not open for credit to students who have completed or are currently enrolled in KIN 67A.

Acceptable for credit: CSU, UC

Activity class: Fundamental level of sport specific fitness training to increase sport performance. 0835.00

SPFT 67B**Sports Training II - Beginning**

0.5 units, 2 hours laboratory (GR or P/NP)

Not open for credit to students who have completed or are currently enrolled in KIN 67B.

Acceptable for credit: CSU, UC

Activity class: Beginning level of sport specific fitness training to increase sport performance. 0835.00

SPFT 67C**Sports Training III - Intermediate**

0.5 units, 2 hours laboratory (GR or P/NP)

Not open for credit to students who have completed or are currently enrolled in KIN 67C.

Acceptable for credit: CSU, UC

Activity class: Intermediate level of sport specific fitness training to increase sport performance. 0835.00

SPFT 67D**Sports Training IV - Experienced**

0.5 units, 2 hours laboratory (GR or P/NP)

Not open for credit to students who have completed or are currently enrolled in KIN 67A.

Acceptable for credit: CSU, UC

Activity class: Competition level of sport specific fitness training to increase sport performance. 0835.00

SPFT 86A**Flag Football I - Fundamentals**

1 unit, 3 hours laboratory (GR or P/NP)

Not open for credit to students who have completed or are currently enrolled in KIN 86A.

Acceptable for credit: CSU, UC

Activity class: Basic introduction to flag football skills. 0835.00

SPFT 86B**Flag Football II - Beginning**

1 unit, 3 hours laboratory (GR or P/NP)

Not open for credit to students who have completed or are currently enrolled in KIN 86B.

Acceptable for credit: CSU, UC

Activity class: Fundamental introduction to flag football skills. 0835.00

SPFT 86C**Flag Football III - Intermediate**

1 unit, 3 hours laboratory (GR or P/NP)

Not open for credit to students who have completed or are currently enrolled in KIN 86C.

Acceptable for credit: CSU, UC

Activity class: Intermediate level of introduction to flag football skills. 0835.00

SPFT 86D

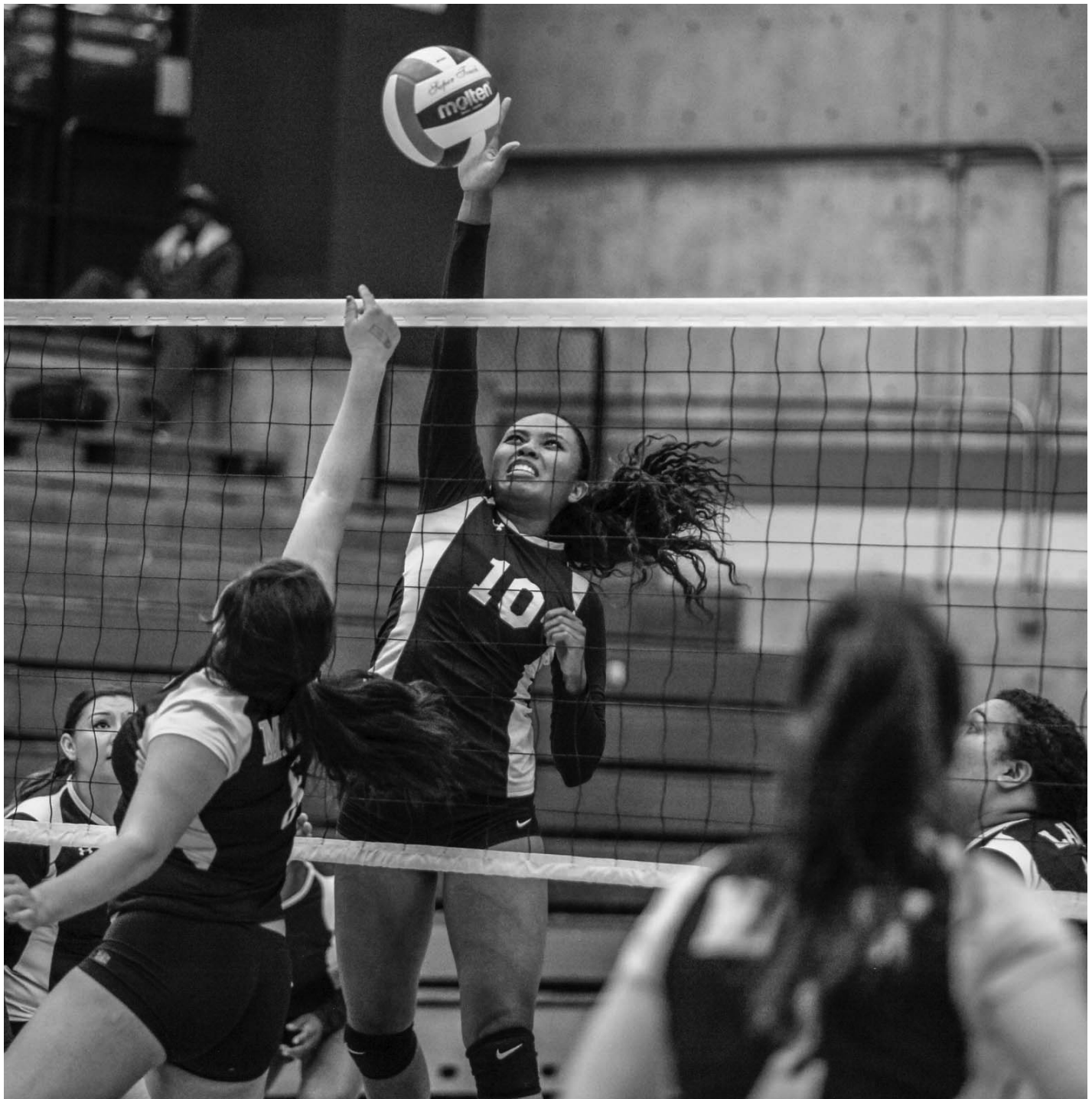
Flag Football IV - Competitive

1 unit, 3 hours laboratory (GR or P/NP)

Not open for credit to students who have completed or are currently enrolled in KIN 86D.

Acceptable for credit: CSU, UC

Activity class: Advanced level of competition in flag football skills. 0835.00



THEATRE ARTS ASSOCIATE OF ARTS (AA)

The Theatre Arts Department provides students the opportunity to broaden their liberal arts education, gain practical experience for professional and community theater work, and prepare for continued higher education. One major production is offered each year utilizing Laney’s outstanding theater facility.

The Theatre Arts major offers the fundamental study and understanding of the theater. This allows students to develop their practical skills and talents as well as their intellectual ability to think creatively and critically.

Career Opportunities in:
Acting, Directing, Stage Managing, Crew, Lighting design.

SUGGESTED COURSE SEQUENCE

Core Courses (21 units):			Select three courses from the following (9 units):		
THART 2	Introduction to the Theatre Arts	3	THART 33	Rehearsal and Production III	3
THART 11	Principles and Theory of Improvisation	3	THART 34	Rehearsal and Production IV	3
THART 20	Script Analysis	3	THART 40	Stagecraft	3
THART 21	Acting I	3	THART 41	Introduction to Stage Lighting	3
THART 22	Acting II	3			
THART 31	Rehearsal and Production I	3	TOTAL MAJOR UNITS:		30
THART 32	Rehearsal and Production II	3	<i>For Associate Degree General Education requirements, refer to pagepage 115.</i>		

PROGRAM LEARNING OUTCOMES

Upon completion of this program a student will be able to:

- Demonstrate the fundamental performance and technical production processes for the theatre arts.
- Demonstrate knowledge of the historical and cultural dimensions of theatre, including the works of leading playwrights, actors, directors, and designers, past and present.
- Develop a clear understanding of the interaction between script, actor, and audience and the areas of scenery, lighting, sound, and costume.

ASSOCIATE OF ARTS DEGREE FOR TRANSFER IN THEATRE ARTS (AA-T)

The Associate in Arts Degree in Theatre Arts for Transfer is designed to prepare students for a seamless transfer with junior status and priority admission to their local CSU campus to a program or major in Theatre Arts or similar major for completion of a baccalaureate degree. Students are required to complete: * a minimum of 19 semester units in the major with a grade of C or better while maintaining a minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. * 60 semester CSU-transferable units using the California State University-General Education-Breadth pattern (CSU-GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern. * No more than 60 semester units are required. The Associate in Arts Degree in Theatre Arts for Transfer will also assist Theatre Arts major students to transfer to a U.C. or other baccalaureate institutions. Students are advised to consult with a counselor to verify transfer requirements.

Career Opportunities in:

Acting, Directing, Stage Managing, Crew, Lighting design.

SUGGESTED COURSE SEQUENCE

Core Courses (9 units):

THART 2	Introduction to the Theatre Arts	3
THART 21	Acting I	3
THART 31	Rehearsal and Production I	3

Select three courses from the following (9 units):

THART 20	Script Analysis	3
THART 22	Acting II	3
THART 40	Stagecraft	3
THART 41	Introduction to Stage Lighting	3

TOTAL MAJOR UNITS: **18**

IGTEC or CSU GE-Breadth Education Pattern **37-39**

CSU Transferrable General Elective Courses to meet 60 units

TOTAL UNITS **60**

PROGRAM LEARNING OUTCOMES

Upon completion of this program a student will be able to:

-
- Demonstrate the fundamental performance and technical production processes for the theatre arts.
 - Demonstrate knowledge of the historical and cultural dimensions of theatre, including the works of leading playwrights, actors, directors, and designers, past and present.
 - Develop a clear understanding of the interaction between script, actor, and audience and the areas of scenery, lighting, sound, and costume.
-

THEATRE ARTS (THART)

The Theatre Arts Department provides students the opportunity to broaden their liberal arts education, gain practical experience for professional and community theater work, and prepare for continued higher education. Several major productions are offered each year utilizing Laney's outstanding theater facility.

The Theatre Arts major offers the fundamental study and understanding of the theater. This allows students to develop their practical skills and talents as well as their intellectual ability to think creatively and critically.

THART 2

Introduction to the Theatre Arts

3 units, 2 hours lecture (GR)

Acceptable for credit: CSU, UC

Introduction to the relationship of theatre to various cultures throughout history, and on the contributions of significant individual artists: Elements of the production process including playwriting, acting, directing, design, and criticism. Survey of different periods, styles and genres of theatre through play reading, discussion, films and viewing and critiquing live theatre, including required attendance of theatre productions. 1007.00

AA/AS area 3; CSU area C1, IGTEC area 3A

(C-ID: THTR 111)

THART 11

Principles and Theory of Improvisation

3 units, 2 hours lecture, 3 hours laboratory (GR)

Acceptable for credit: CSU, UC

Introduction to the principles and theory of improvisation: Improvised acting and development of dramatic imagination, problem solving, and communicative potential through increasing grasp of dramatic processes. 1007.00

AA/AS area 3; CSU area C1

THART 20

Script Analysis

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Principles, theories and techniques of play script analysis for theatrical production. 1007.00

(C-ID: THTR 114)

THART 21

Acting I

3 units, 2 hours lecture, 3 hours laboratory (GR)

Acceptable for credit: CSU, UC

Application basic acting theory to performance and develops the skills of interpretation of drama through acting: Skills for performance including line-learning, stage movement, vocal production, and interpretation of text. 1007.00

(C-ID: THTR 151)

THART 22

Acting II

3 units, 2 hours lecture, 3 hours laboratory (GR)

Prerequisite(s): THART 21

Acceptable for credit: CSU, UC

Continuation of Acting I: Exploration of theories and techniques used in preparation for the interpretation of drama through acting. Emphasis placed on deepening the understanding of the acting process through character analysis, monologues, and scenes. 1007.00

(C-ID: THTR 151)

THART 31

Rehearsal and Production I

3 units, 9 hours laboratory (GR)

Acceptable for credit: CSU, UC

Practical and creative experience in the work and art of producing a performance for an audience. 1007.00

AA/AS area 3

(C-ID: THTR 191)

THART 32

Rehearsal and Production II

3 units, 9 hours laboratory (GR)

Prerequisite(s): Audition; THART 31

Acceptable for credit: CSU, UC

Continuation of THART 31. More extensive practical and creative experience in the work and art of producing a performance for an audience at an intermediate level. 1007.00

THART 33

Rehearsal and Production III

3 units, 9 hours laboratory (GR)

Prerequisite(s): Audition; THART 32

Acceptable for credit: CSU, UC

Continuation of THART 32. More extensive practical and creative experience in the work and art of producing a performance for an audience at an advanced level. 1007.00

THART 34

Rehearsal and Production IV

3 units, 9 hours laboratory (GR)

Prerequisite: Audition; THART 33

Acceptable for credit: CSU, UC

Continuation of THART 33: Practical and creative experiences in the work and art of producing a performance for an audience at a professional level. 1007.00

THART 40**Stagecraft**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Acceptable for credit: CSU, UC

Practical experience in various phases of technical theatre: Scene design, lighting, sounds, costumes, set construction, painting; organizing a production. 1007.00

(C-ID: THTR 171)

THART 41**Introduction to Stage Lighting**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Acceptable for credit: CSU, UC

Study and execution stage lighting; Emphasis on equipment, control, color and their relationship to design. 1007.00

(C-ID: THTR 173)

THART 48GA-MZ**Selected Topics in Theatre Arts**

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR)

Acceptable for credit: CSU, UC ♦

See section on Selected Topics. 1007.00

THART 49**Independent Study in Theatre Arts**

0.5-5 units, 0.5-5 hours lecture (GR)

Acceptable for credit: CSU, UC ♦

See section on Independent Study. 1007.00

THART 248GA-MZ**Selected Topics in Theatre Arts**

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR)

See section on Selected Topics. 1007.00



WELDING TECHNOLOGY CERTIFICATE OF ACHIEVEMENT (CA)

Welding Technology offers an opportunity to learn cognitive and manipulative welding skills which prepare the student for employment in occupations that use welding applications.

Career Opportunities:

Welding is a lead skill in many construction and manufacturing industries, including industrial maintenance, petroleum, cross-country gas transmission, fabrication of goods and equipment, aerospace, food manufacturing, and biotec. Job titles include both manual welders and welding support personnel, including ironworkers, pile drivers, mill wrights, fabricators, welding supplies and equipment sales, weld inspection and weld engineers.

SUGGESTED COURSE SEQUENCE

Core Courses (15 units):			Select three courses from the following (9 units):		
MACH 205	Engineering Drawings for Machinists, Welders and Industrial Maintenance Technician	3	WELD 203B	Intermediate Gas Tungsten Arc Welding	3
WELD 203A	Beginning Gas Tungsten Arc Welding	3	WELD 203C	Advanced Gas Tungsten Arc Welding	3
WELD 204A	Wire Feed Welding	3	WELD 204B	Wire Feed Welding	3
WELD 205	Introduction to Welding	3	WELD 211B	Arc Welding II	3
WELD 211A	Arc Welding I	3	WELD 221A	Beginning Oxygen-Acetylene Welding	3
TOTAL REQUIRED UNITS:					24
Recommended:					
MATH 202					

PROGRAM LEARNING OUTCOMES

Upon completion of this program a student will be able to:

- Students will recognize the value of wearing safety glasses in the lab by: 1) describing the dangers to the eyes in the welding lab, (such as UV rays, projectiles, chemicals and sparks/molten material); 2) complying consistently with the Department policy of always wearing safety glasses in the lab.
- Students will determine several advantages and disadvantages of a given welding process, and differentiate between different welding processes.
- Students will correctly list steps for setup and shut down of regulator and torch set for Oxy Acetylene welding. In the lab, they will perform these steps and correctly adjust for a neutral flame.
- Students will set up an arc welding power supply and its related components for SMAW, GMAW and GTAW processes, strike an arc, and complete a weld in the flat position compliant with AWS D1.1 code standards.

WELDING TECHNOLOGY ASSOCIATE IN SCIENCES (AS)

Welding Technology offers an opportunity to learn cognitive and manipulative welding skills which prepare the student for employment in occupations that use welding applications.

Career Opportunities:

Welding is a lead skill in many construction and manufacturing industries, including industrial maintenance, petroleum, cross-country gas transmission, fabrication of goods and equipment, aerospace, food manufacturing, and biotec. Job titles include both manual welders and welding support personnel, including ironworkers, pile drivers, mill wrights, fabricators, welding supplies and equipment sales, weld inspection and weld engineers.

SUGGESTED COURSE SEQUENCE

Core Courses (15 units):

MACH 205	Engineering Drawings for Machinists, Welders and Industrial Maintenance Technician	3
WELD 203A	Beginning Gas Tungsten Arc Welding	3
WELD 204A	Wire Feed Welding	3
WELD 205	Introduction to Welding	3
WELD 211A	Arc Welding I	3

Select three courses from the following (9 units):

WELD 203B	Intermediate Gas Tungsten Arc Welding	3
WELD 203C	Advanced Gas Tungsten Arc Welding	3
WELD 204B	Wire Feed Welding	3
WELD 211B	Arc Welding II	3
WELD 221A	Beginning Oxygen-Acetylene Welding	3

TOTAL REQUIRED UNITS:	24
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For Associate Degree General Education requirements, refer to page 115.

Recommended:

MATH 202

PROGRAM LEARNING OUTCOMES

Upon completion of this program a student will be able to:

-
- Students will recognize the value of wearing safety glasses in the lab by: 1) describing the dangers to the eyes in the welding lab, (such as UV rays, projectiles, chemicals and sparks/molten material); 2) complying consistently with the Department policy of always wearing safety glasses in the lab.
 - Students will determine several advantages and disadvantages of a given welding process, and differentiate between different welding processes.
 - Students will correctly list steps for setup and shut down of regulator and torch set for Oxy Acetylene welding. In the lab, they will perform these steps and correctly adjust for a neutral flame.
 - Students will set up an arc welding power supply and its related components for SMAW, GMAW and GTAW processes, strike an arc, and complete a weld in the flat position compliant with AWS D1.1 code standards.
-

WELDING TECHNOLOGY (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

1-3 units, 3-9 hours laboratory (GR or P/NP)

Course study under this section may be repeated three times.

Open laboratory for working on selected projects: Provides the opportunity for advanced laboratory practice with emphasis on skills upgrading in all phases of welding. 0956.50

WELD 203A

Beginning Gas Tungsten Arc Welding (T.I.G.)

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Students must provide their own personal protective equipment (PPE).

Gas Tungsten Arc Welding GTAW (TIG): Safe welding practices, personal protective equipment (PPE), material safety data sheets (MSDS) theory and equipment. Laboratory opportunities: Welding techniques, process demonstrations, hands-on DC welding of steel sheet metal. 0956.50

WELD 203B

Intermediate Gas Tungsten Arc Welding (T.I.G.)

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Prerequisite(s): WELD 203A

Students must provide their own personal protective equipment (PPE).

Gas Tungsten Arc Welding GTAW (TIG): Safe welding practices, personal protective equipment (PPE), material safety data sheets (MSDS) theory and equipment. Laboratory opportunities: Welding techniques, process demonstrations, hands-on DC and AC welding of sheet metal. 0956.50

WELD 203C

Advanced Gas Tungsten Arc Welding (TIG)

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Prerequisite(s): WELD 203A

Students must provide their own personal protective equipment (PPE).

Gas Tungsten Arc Welding (GTAW): Safe welding practices, personal protective equipment (PPE), material safety data sheets (MSDS) theory, equipment and advanced processes. Laboratory includes out-of-position welding and process demonstrations. 0956.50

WELD 203D

Certification Gas Tungsten Arc Welding (TIG)

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Prerequisite(s): WELD 203A

Course study under this section may be repeated three times.

A fee will be charged for third-party laboratory testing. Students must provide their own personal protective equipment (PPE).

Gas Tungsten Arc Welding (GTAW): Safe welding practices, personal protective equipment (PPE), material safety data sheets (MSDS), defects, equipment and weld procedures. Laboratory includes certification testing and practice. 0956.50

WELD 204A

Wire Feed Welding

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Students must provide their own personal protective equipment (PPE).

Welding of ferrous and non-ferrous metals in all positions: Weld joint preparation, machine adjustment, wire welding types, care and maintenance of equipment, and shielding gases. 0956.50

WELD 204B

Wire Feed Welding

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Students must provide their own personal protective equipment (PPE).

Welding of ferrous and non-ferrous metals in all positions: Weld joint preparation, machine adjustment, wire welding types, care and maintenance of equipment, and shielding gases. 0956.50

WELD 205

Introduction to Welding

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Students must provide their own personal protective equipment (PPE).

Introduction to welding: Survey of manual processes (SMAW, GTAW, oxygen-acetylene welding and cutting) and semi-automatic welding processes (wire feed, e.g., GMAW and FCAW), personal protective equipment (PPE), hazards associated with welding, identification of safe welding practices, and understanding material safety data sheets (MSDS). Laboratory includes opportunities in welding techniques, process demonstrations, and hands-on welding. 0956.50

WELD 211A

Arc Welding I

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Students must provide their own personal protective equipment (PPE).

Fundamental manual skills with related theory: Welding on steel plate in flat and horizontal positions, edge preparation, joint types, and weld types. 0956.50

WELD 211B**Arc Welding II**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Prerequisite(s): WELD 211A

Students must provide their own personal protective equipment (PPE).

Continuation of WELD 211A: Welding on steel plate in vertical and overhead positions; electrodes, coating and fluxes; visual identification of mild-steel and low-alloy electrodes; A.W.S. nomenclature. 0956.50

WELD 211C**Arc Welding III**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Prerequisite(s): WELD 211B

Students must provide their own personal protective equipment (PPE).

Continuation of WELD 211B: Intermediate skill level in all welding positions of square butts, single bevel butt joints, and Navy text-type joints on steel plates. 0956.50

WELD 211D**Arc Welding IV**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Prerequisite(s): WELD 211C

Students must provide their own personal protective equipment (PPE).

Continuation of WELD 211C: Advanced skill level in all welding positions of open vee butts, pipe, and sheet metal; industrial alloys; oxyacetylene method of metal. 0956.50

WELD 215**Welding for ECT Technicians**

1.5 units, 1 hour lecture, 1.5 hours laboratory (GR)

Corequisite(s): ECT 13

Basic theory and manipulative practices of using various welding and brazing methods related to Environmental Control Technology: Electric welding, brazing and soldering using oxyacetylene and gas cutting equipment. 0956.50

WEL 221A**Beginning Oxygen-Acetylene Welding (OAW)**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Students must provide their own personal protective equipment (PPE).

Basic principles and skills for Oxygen Acetylene Welding OAW (Gas Welding): Safe welding practices, use of Personal Protective Equipment (PPE), and Material Safety Data Sheets (MSDS); and hands-on welding practice. 0956.50

WELD 221B**Intermediate Oxygen-Acetylene Welding (OAW)**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Prerequisite(s): WELD 221A

Students must provide their own personal protective equipment (PPE).

Continuation of WELD 221A: Expansion of out-of-position welding. 0956.50

WELD 231A**Pipe Welding with SMAW**

3 units, 2 hours lecture, 4 hours laboratory (GR)

Prerequisite(s): WELD 211A

Students must provide their own personal protective equipment (PPE).

Procedures for setting up SMAW equipment for open-root V-groove welds: Preparation for and performing open-root V-groove welds on Carbon steel pipe. Procedures for making open-groove welds with SMAW equipment on pipe in the 1G-Rotated, 2G, 5G, and 6G positions. 0956.50

WELD 248GA-MZ**Selected Topics in Welding Technology**

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR)

See section on Selected Topics. 0956.50

WELD 255**Survey Course for the Skilled Trades**

0.5 units, 1.5 hours laboratory (P/NP)

Corequisite(s): MACH 255, CARP 255, WDETEC 255

Introduction to the skilled trades Carpentry: Topics include safety, career opportunities, and hands on experience. Part of a four part series survey class including CARP 255, MACH 255, WDETEC 255. 0956.50

COPED 466M**Occupational Work Experience in Welding Technology**

1-4 units, hours to be arranged (GR) 0956.50

WOOD TECHNOLOGY CERTIFICATE OF ACHIEVEMENT (CA)

The Wood Technology curriculum offers instruction in woodworking for career-oriented students, and includes access to one of the best-equipped shops in Northern California. Employment-oriented students are assisted in finding work making custom furniture, kitchen cabinets, commercial fixtures, architectural millwork, and a wide variety of other wood products. Instruction is highly individualized and is designed to allow flexibility in learning speed, design experimentation, and areas of emphasis. The two primary goals of all classes are to make each student a safe machine and/or tool user, and to provide her/him with the problem-solving tools that relate to four-dimensional wood-based construction.

SUGGESTED COURSE SEQUENCE

First Semester (9 units):			Third Semester (4 units):		
WDTEC 10	Wood Technology I	3	WDTEC 30	CAD/CAM Techniques in the	4
WDTEC 10L	Wood Technology Lab I	4		Cabinet-Making Industry	
WDTEC 11	Furniture Cabinet Layout I	2	Fourth Semester (4 units):		
Second Semester (min 7 units):			WDTEC 40	Computer-Assisted Machining Techniques	4
WDTEC 20	Wood Technology II	3		in the Cabinet-Making Industry	
WDTEC 20L	Wood Technology Lab II	4	TOTAL MINIMUM UNITS		
WDTEC 21	Furniture Cabinet Layout II	2			24

PROGRAM LEARNING OUTCOMES

Upon completion of this program a student will be able to:

- **Skills:** Students will develop a foundation of core skills necessary to effectively use hand tools, operate power tools, do design and layout for projects, and work with software and CNC equipment that is current for the cabinet and furniture making trade.
- **Materials and Practices:** Students will identify, analyze, evaluate and apply materials of the trade to the appropriate production parameters creating efficient work flows for shop projects with optimal material use. Students will analyze production processes and apply required techniques in order to meet production standards.
- **Communication and Calculate:** Students will interpret, analyze, do required mathematical calculations and create architectural drawings and other shop documents used in the contemporary woodworking trade and communicate essential information from these documents to coworkers and clients. Students will use woodworking nomenclature to communicate effectively in the woodworking field.
- **Safety:** Students will evaluate, set up and operate woodworking machinery and use hand tools according to safe operational practices and understand the implications of materials as they relate to worker and customer safety and environmental impacts.

WOOD TECHNOLOGY ASSOCIATE IN SCIENCES (AS)

The Wood Technology curriculum offers instruction in woodworking for career-oriented students, and includes access to one of the best-equipped shops in Northern California. Employment-oriented students are assisted in finding work making custom furniture, kitchen cabinets, commercial fixtures, architectural millwork, and a wide variety of other wood products. Instruction is highly individualized and is designed to allow flexibility in learning speed, design experimentation, and areas of emphasis. The two primary goals of all classes are to make each student a safe machine and/or tool user, and to provide her/him with the problem-solving tools that relate to four-dimensional wood-based construction.

SUGGESTED COURSE SEQUENCE

First Semester (9 units):			Third Semester (4 units):		
WDTEC 10	Wood Technology I	3	WDTEC 30	CAD/CAM Techniques in the	4
WDTEC 10L	Wood Technology Lab I	4		Cabinet-Making Industry	
WDTEC 11	Furniture Cabinet Layout I	2	Fourth Semester (4 units):		
Second Semester (min 7 units):			WDTEC 40	Computer-Assisted Machining Techniques	4
WDTEC 20	Wood Technology II	3		in the Cabinet-Making Industry	
WDTEC 20L	Wood Technology Lab II	4	TOTAL MINIMUM UNITS		
WDTEC 21	Furniture Cabinet Layout II	2			
			24		

For Associate Degree General Education requirements, refer to pagepage 115.

PROGRAM LEARNING OUTCOMES

Upon completion of this program a student will be able to:

- Skills: Students will develop a foundation of core skills necessary to effectively use hand tools, operate power tools, do design and layout for projects, and work with software and CNC equipment that is current for the cabinet and furniture making trade.
- Materials and Practices: Students will identify, analyze, evaluate and apply materials of the trade to the appropriate production parameters creating efficient work flows for shop projects with optimal material use. Students will analyze production processes and apply required techniques in order to meet production standards.
- Communication and Calculate: Students will interpret, analyze, do required mathematical calculations and create architectural drawings and other shop documents used in the contemporary woodworking trade and communicate essential information from these documents to coworkers and clients. Students will use woodworking nomenclature to communicate effectively in the woodworking field.
- Safety: Students will evaluate, set up and operate woodworking machinery and use hand tools according to safe operational practices and understand the implications of materials as they relate to worker and customer safety and environmental impacts.

WOOD TECHNOLOGY (WDTEC)

The Wood Technology curriculum offers instruction in woodworking for career-oriented students, and includes access to one of the best-equipped shops in Northern California. Employment-oriented students are assisted in finding work making custom furniture, kitchen cabinets, commercial fixtures, architectural millwork, and a wide variety of other wood products. Instruction is highly individualized and is designed to allow flexibility in learning speed, design experimentation, and areas of emphasis. The two primary goals of all classes are to make each student a safe machine and/or tool user, and to provide her/him with the problem-solving tools that relate to four-dimensional wood-based construction.

WDTEC 10**Wood Technology I**

3 units, 3 hours lecture (GR)

Corequisite(s): WDTEC 10L

Acceptable for credit: CSU

Introduction to the technology of woodworking trades: Jointer, planer, table saw, band saw, panel saw, radial arm saw, drill press, shaper, router, line boring machinery, automatic edge bander, power sanders, hinge insertion machine, CNC machining; basic sharpening, joinery, planning, stock billing, assembly, finishing, and plastic lamination; care of and safety with tools and equipment. 0952.50

WDTEC 10L**Wood Technology Laboratory I**

4 units, 12 hours laboratory (GR)

Corequisite(s): WDTEC 10

Acceptable for credit: CSU

Laboratory practice supplementing theory presented in WDTEC 10. 0952.50

WDTEC 11**Furniture Cabinet Layout I**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Acceptable for credit: CSU

Drafting, layout, and detailing for the woodworking trades: Reading and making drawings, joinery appropriate to various cabinet grades, panel layouts, and geometric constructions. 0952.50

WDTEC 20**Wood Technology II**

3 units, 3 hours lecture (GR)

Prerequisite(s): WDTEC 10

Corequisite(s): WDTEC 20L

Acceptable for credit: CSU

Continuation of WDTEC 10: 32mm cabinetmaking systems, wood bending, advanced construction problems and techniques, finishing, hardware, adhesives and abrasives, hand-tool conditioning and use, related class projects. 0952.50

WDTEC 20L**Wood Technology Laboratory II**

4 units, 12 hours laboratory (GR)

Prerequisite(s): WDTEC 10L

Corequisite(s): WDTEC 20

Acceptable for credit: CSU

Laboratory practice supplementing theory presented in WDTEC 20. 0952.50

WDTEC 21**Furniture Cabinet Layout II**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Prerequisite(s): WDTEC 11

Acceptable for credit: CSU

Continuation of WDTEC 11: Using the computer as a tool for designing, drawing, generating cut list, performing panel optimization plans, and doing cost and time analysis for the cabinetmaking industry. 0952.50

WDTEC 30**CAD/CAM Techniques in the Cabinet-Making Industry**

4 units, 2 hours lecture, 6 hours laboratory (GR)

Prerequisite(s): WDTEC 20 and 20L

Acceptable for credit: CSU

Fundamentals of computer-assisted design and construction techniques found in the modern cabinet shop: Lecture, demonstration, and hands-on practice with software and machinery commonly used in the woodworking industry. 0952.50

WDTEC 40**Computer-Assisted Machining/Cabinet-Making Industry**

4 units, 2 hours lecture, 6 hours laboratory (GR)

Prerequisite(s): WDTEC 30

Acceptable for credit: CSU

Advanced techniques of computer-assisted design and construction techniques found in the modern cabinet shop: Software and CNC machinery commonly used in the woodworking industry. 0952.50

WDTEC 200**Special Projects Laboratory**

1-2 units, 3-6 hours laboratory (GR or P/NP)

Prerequisite(s): WDTEC 201A

Course study under this section may be repeated three times.

Open laboratory for working on selected projects: Provides the opportunity for advanced laboratory practice with emphasis on complex planning and structures. 0952.50

WDTEC 210A**Traditional Japanese Hand Tools and Joinery I**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Instruction and practice in the selection, sharpening, conditioning, and use of high-quality traditional woodworking hand tools: Emphasis on hand tools from Japan—sharpening stones, chisels, planes and saws, and traditional Japanese joinery. 0952.50

WDTEC 210B**Traditional Japanese Hand Tools and Joinery II**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Prerequisite(s): WDTEC 210A

Continuation of WDTEC 210A: Construction of a series of projects based on traditional Japanese joinery construction and use of specialty tools such as chamfer, rabbet, plow planes, kebiki, azebiki saws, yariganna (spear planes); more refined techniques of sharpening, planning, and joinery construction. 0952.50

WDTEC 210C**Traditional Japanese Hand Tools and Joinery III**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Prerequisite(s): WDTEC 210B

Continuation of WDTEC 210B: Development and presentation of advanced projects, with exploration of more substantial and mature joinery work. 0952.50

WDTEC 210D**Small Yard and Garden Structures**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Prerequisite(s): WDTEC 210A

Course study under this section may be repeated two times.

Fundamentals of design and construction of small structures for the yard and garden: Focus on developing designs with structural joinery construction projects. 0952.50

WDTEC 211A**Basic Computerized Drafting Techniques**

1 unit, 0.5 hours lecture, 1.5 hours laboratory (GR)

Recommended preparation: Recommendation required from faculty in CARP, WDTEC, WELD or other CTE related programs. Not open for credit to students who have completed or are currently enrolled in ARCH 211A.

Basics of computerized drafting: Principles of applied geometry underlying orthographic and pictorial drawings, developing plans, elevations, sections and isometrics. 0953.00

WDTEC 223**CAL-OSHA 30-Hour Construction Industry Training for Wood Technology**

2 units, 2 hours lecture (GR)

CAL-OSHA 30-hour training: Industry Standards for regulations covered by the Occupational Safety and Health Administration (OSHA) Standards for the Construction Industry 29 CFR 1926.0934.40

WDTEC 248GA-MZ**Selected Topics in Wood Technology**

0.5-5 units, 0.5-5 hours lecture, 0.5-15 hours laboratory (GR)

See section on Selected Topics. 0952.50

WDTEC 250A**Introduction to Furniture Making**

4 units, 2 hours lecture, 6 hours laboratory (GR or P/NP)

Offered Summer Session.

Non-degree applicable

Introductory technology of furniture making: Plan reading, joinery, tools, power tools, and finishes; provides laboratory experience in furniture construction. 0952.50

WDTEC 250B**Introduction to Furniture Making**

4 units, 2 hours lecture, 6 hours laboratory (GR or P/NP)

Offered Summer Session.

Prerequisite(s): WDTEC 250A

Non-degree applicable

Continuation of WDTEC 250A: Advanced individualized instruction in more complex projects with appropriate laboratory experience. 0952.50

WDTEC 255**Survey Course for the Skilled Trades**

0.5 units, 1.5 hours laboratory (P/NP)

Corequisite(s): MACH 255, CARP 255, WELD 255

Introduction to the skilled trades Carpentry: Topics include safety, career opportunities, and hands on experience. Part of a four part series survey class including CARP 255, MACH 255, WELD 255. 0952.50

WDTEC 271**Artisans in Wood I**

4 units, 2 hours lecture, 6 hours laboratory (GR or P/NP)

Recommended preparation: ESL 264.

Course study under this section may be repeated one time.

Training in basic woodworking and communication skills: Lecture, demonstration, and hands-on practice with tools and materials of cabinet and furniture making; safe and efficient application of machine-oriented woodworking techniques; emphasis on communication and problem-solving skills related to woodworking industry. 0952.50

WDTEC 272**Artisans in Wood II**

4 units, 2 hours lecture, 6 hours laboratory (GR or P/NP)

Prerequisite(s): WDTEC 271

Recommended preparation: ESL 264.

Course study under this section may be repeated one time.

Continued training in woodworking and communication skills: Lecture, demonstration, and hands-on practice with advanced woodworking techniques; multiphase production techniques; project and production team management. 0952.50

COPED 466N**Occupational Work Experience in Wood Technology**

1-4 units, hours to be arranged (GR) 0952.50





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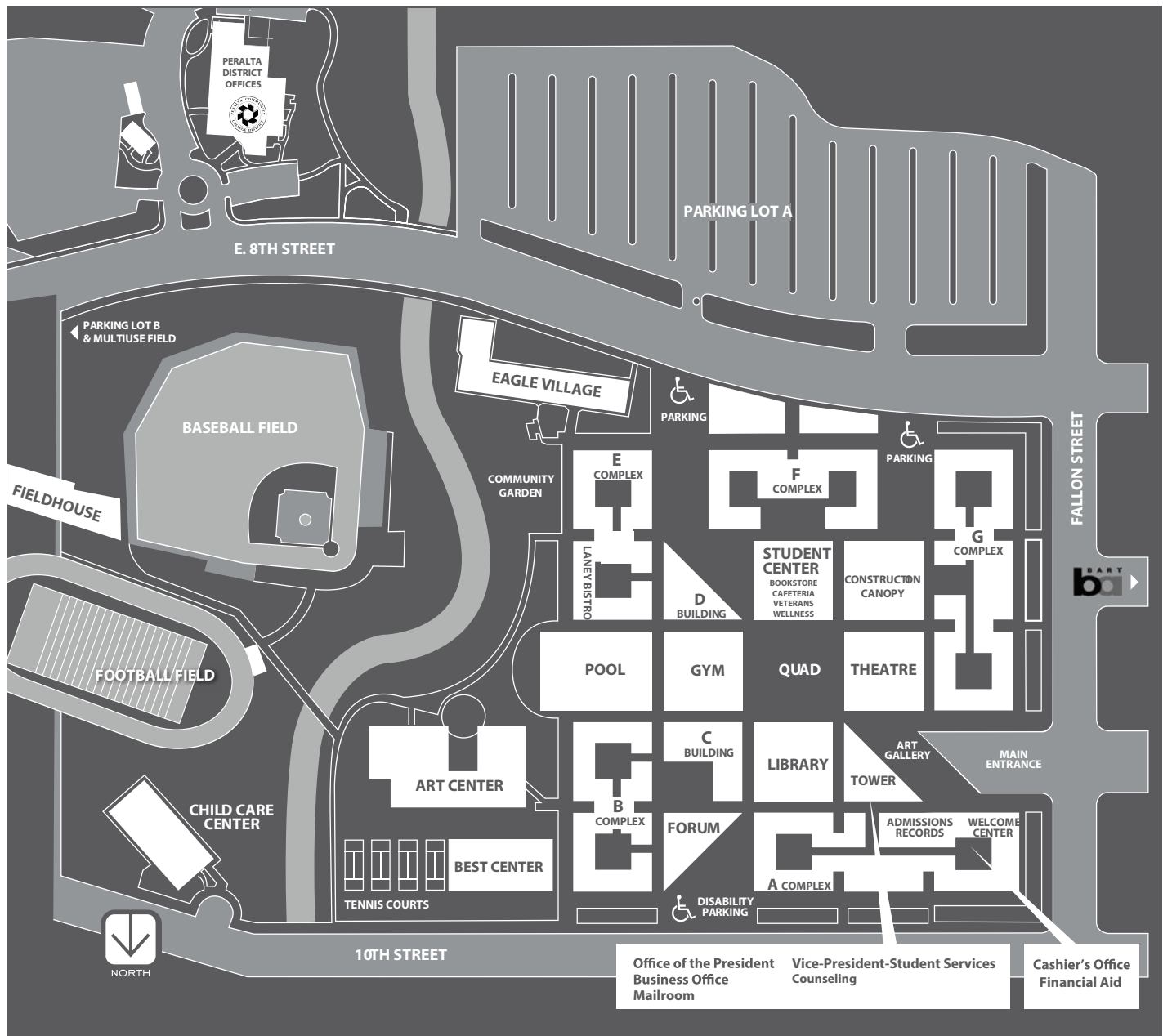
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Laney College

Campus Map



CAMPUS MAP

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DAN KENNEDY

There are bills, some sorted through, some falling between cracks again. There are some that won't be opened until the voice mail about the email about the unopened mail forces his hand. There are a million questions, and maybe the best one to start with is: Who on earth would want to stay inside tonight with all of this bouncing around in here?

At night it isn't hard to slip out, for either of them. It's probably easier for Kristin to slide through a crack in the wall and out of the house. After all, she's able to vaporize into a room with complete silence, like a deadly government assassin letting you know she could have used lethal precision to remove you from the planet but decided to just observe you and not go through with it. So who knows how many times she comes and goes from the house in the evening. Matthew, on the other hand, bothers to at least devise a decent premise in his head. He will usually go through the trouble of convincing Kristin that he's meeting Tim for dinner or to go see some band, but really, he's trying to convince himself and he's the last to know. But this premise feels good to hold inside, because Kristin has never met Tim, and so would know nothing about how he's getting his life together by sucking up the last of his tribal quality drugs alone in national parks.

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Yes, About Last Night . . .

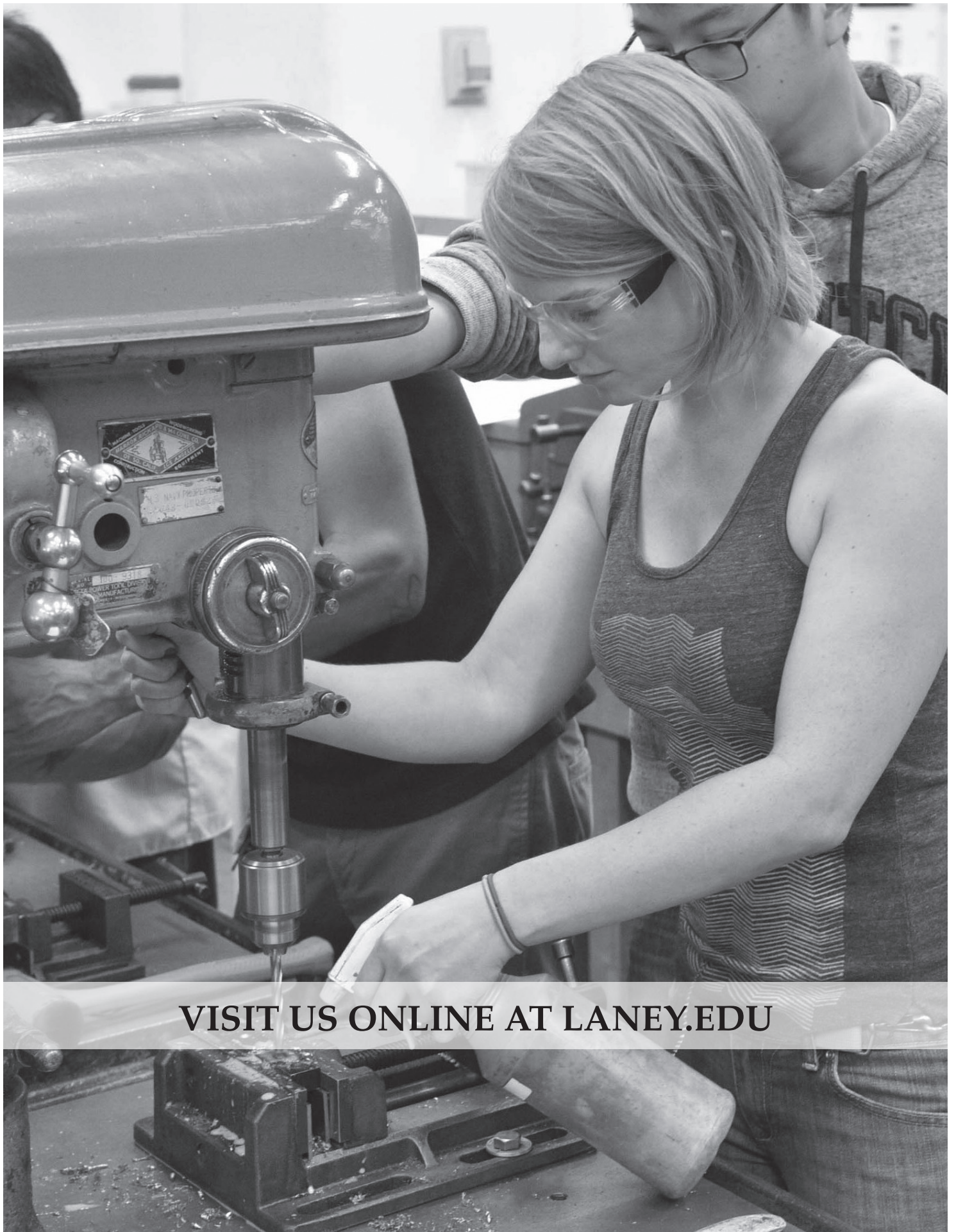
WAKING UP, TRYING TO add it up, and there are some significant dots one must connect. The temptation to get out of the house last night proved to be too much, the brain recalls this, but that's really all that the faculties of Matthew can recollect at the moment, which is where connecting the dots comes in. The first dot, the biggest dot, is a dot called The Gun. Matthew recalls drinking, and this was after walking past on the sidewalk in front of Tatiana's apartment on Bond Street more than a few times; on the first pass he walked a crisp pace with purpose; then after regrouping around the corner on Lafayette, he walked by again, this time slowly, trying hard to appear poetic and pensive; on other passes Matthew was walking by at any pace that might have looked great on the off chance that Ta-

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