

LANEY COLLEGE

2013-2015 CATALOG



**900 FALLON STREET
OAKLAND, CA 94607-4808
510-834-5740
WWW.LANEY.EDU**



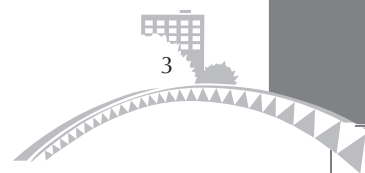
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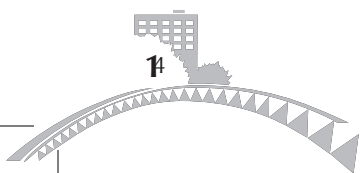


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RESPECT DIVERSITY
APPRECIATION COMPETENCE
INTEGRITY ACCOUNTABILITY
INNOVATION COLLABORATION



On behalf of the faculty, staff and administrators, I extend a warm welcome to you.

Laney is a dynamic educational institution, unique for its diversity, commitment to excellence and superb programs & services. One of the 112 community colleges of the State, Laney has been serving the residents of the greater East Bay and beyond for over 60 years, always maintaining a strong commitment to our chief mission as a learner centered college, fostering and growing the success of our students.



Up to 30,000 students enroll at Laney each year, making the decision to take their education to the next level and join the ranks of the college educated. An accredited institution, Laney College offers over 90 areas of study. Our curricula include foundation skills for the student working towards college readiness, career technical education programs, as well as those designed for successful transfer to a four-year college or university. Additionally, we have many life-long learners who enroll at Laney in order to enrich their lives or update their professional skills. You may also be one of our ambitious high school students interested in concurrent enrollment.

Whatever your interest, you will find a complete description of our academic & support service offerings within the body of this Catalog. You will be able to find information on how to access and request these services, as well as details on current curriculum offerings, course descriptions, financial aid, and many, many other support services and programs designed by Laney College in response to the needs of members of our community.

Myself, along with the dedicated faculty, staff and administrators at Laney pride ourselves on operating as a student-centered spirit institution, constantly working on all fronts so that the Laney College student enjoys an enriched campus life, receives the support services necessary to be successful, and, most importantly, is able to reach his or her academic and career-related goals.

Most recently awarded National Science Foundation Center status, serving as one of the top community colleges in successfully transferring students to the UC and CSU systems and operating best practices for many of our foundation skills courses, Laney is setting itself apart in the nation as a destination point and an epicenter for growing our students to be ready for their next stage in life.

Finally, please know that as President, I am always working to ensure the continued vitality of our fine College...for you!

Respectfully,

President, Laney College



LANEY COLLEGE ADMINISTRATION

OFFICE OF THE PRESIDENT

Elñora T. Webb, Ph.D., President

John Nahlen, Business and Administrative Services Manager (Interim)

Maisha Jameson, Executive Assistant to the President

Brandi Howard, Staff Assistant to the President

OFFICE OF ACADEMIC & STUDENT AFFAIRS

Carole J. Bogue, Ph.D., Vice President of Instruction (Interim)

Josefina Baltodano, J.D., Vice President of Student Services (Interim)

Peter Crabtree, Division Dean, Career and Technical Education

Mildred Lewis, Ed.D., Division Dean, Community Leadership & Civic Engagement (Interim)

Marco Menendez, Division Dean, Liberal Arts & Student Life

Inger Stark, Ph.D., Division Dean, Mathematics and Sciences

Tina Vasconcellos, Ph.D., Division Dean, Student Wellness & Development

ABOUT LANEY COLLEGE

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

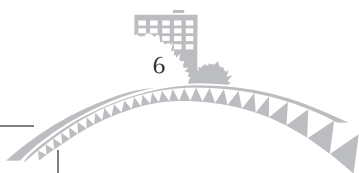
Laney was founded in 1953. The college takes its name from Joseph C. Laney (1880-1948), a journalist, businessman, and former president of the Oakland Unified School District Board of Education. Recognizing its former president's major contributions to the City's vocational education programs, the Board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

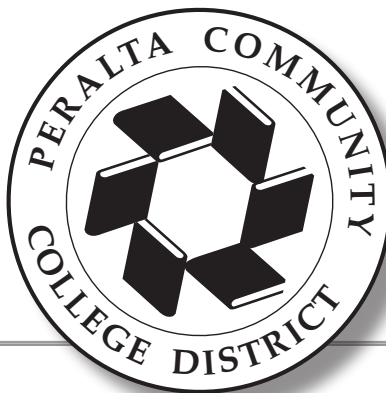
Today, Laney is the largest of the four Peralta campuses, serving more than 14,000 students per semester. Laney offers 44 Associate Degrees in the liberal arts and science fields. A significant number of its graduates go on to four-year institutions including campuses in the University of California and California State University systems, local and out-of-state independent institutions, and Historically Black Colleges and Universities. In addition to its commitment to academics, Laney continues to make career and technical education as well as employment development a critical part of its mission, offering over 40 Certificate Programs and numerous short-term courses.

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

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

Laney College values the following: **Respect, Diversity, Appreciation, Competence, Integrity, Accountability, Innovation, Collaboration-** www.laney.edu/wp/about-laney





BOARD OF TRUSTEES

Cy Gulassa, President, Area 6

Abél Guillen, Vice President, Area 7

Meredith Brown, Area 2

Nicky González Yuen, J.D., Ph.D, Area 4

Linda Handy, Area 3

William "Bill" Riley, Ed.D, Area 5

Bill Withrow, Area 1

Sharon Clegg, Student Trustee

Wai Li, Student Trustee

DISTRICT ADMINISTRATORS

José M. Ortiz, Ed.D, Chancellor

Michael Orkin, Ph.D, Interim Vice Chancellor of Educational Services



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

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

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

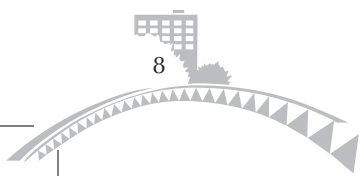
The residents of Alameda, Albany, Berkeley, Emeryville, and Piedmont voted in November 1963 to join with Oakland to establish a separate junior college system, and the Peralta Community College District was officially formed on July 1, 1964. Taking its name from Luis Maria Peralta, the Spanish military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

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

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

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

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





USING THIS CATALOG

The Laney College Catalog describes the courses, programs and services of the College that are planned for the 2013-2015 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 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 PROGRAMS

The Laney College instructional programs are designed to provide:

1. General Education courses which provide the students with knowledge, skills, appreciations, attitudes and values which each individual needs for an effective and well-balanced life in a democratic society;
2. Career and Technical Education courses which lead directly to employment or upgrading after intensive training in theory and practical application in trade, technical, business and service occupations;
3. Transfer Education courses paralleling freshman and sophomore years at four-year institutions. Also included are courses which enable students to make up scholastic deficiencies while preparing for transfer to four-year colleges or universities;

4. English Curriculum for non-citizen and citizen students with English as a Second Language emphasis. This special program of courses in English is offered at Laney College for immigrants and resident citizens for whom English is not a native language. The courses are aimed at assisting the student in developing the following language skills in English: listening, speaking, reading, and writing. Descriptions of the special courses are given in the COURSE ANNOUNCEMENTS, listed as English as a Second Language;
5. Cooperative Work Experience Education which is a joint effort of the College and the community to provide the student with opportunities to relate his/her college education to a "real" employment situation. In this program the student receives income, experience, and college credits. The business community becomes the classroom. Through the combined program of employment and classroom study, a student learns the relationship between theory and practical application.

Any student may enroll in a Cooperative Work Experience Education plan. It constitutes a regular and essential element in the educational process. The Cooperative Work Experience Education Office is in Tower Building, 3rd floor.

STUDENT AFFAIRS PROGRAMS

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



ART GALLERY

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

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

ORGANIZATION OF CLASSES

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

LIBRARY

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

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

Listening-Viewing Center

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

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

Library Policy On Overdue Materials

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

HOUSING

Laney College does not have dormitory facilities. Students must make their own arrangements for living quarters.

For more information on housing options, contact one of the following housing resource organizations:

Housing CHOICES for Alameda County

Housing CHOICES is a collaborative housing information and education effort focused on expanding housing choices for low-income Alameda County residents- <http://www.achousingchoices.org/>



Eden I&R:

Eden I&R is A nonprofit agency linking families and individuals to community resources in Alameda County- <http://www.edenir.org/>

RESPONSIBILITY FOR MEETING REQUIREMENTS

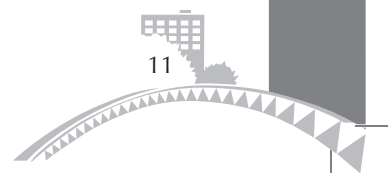
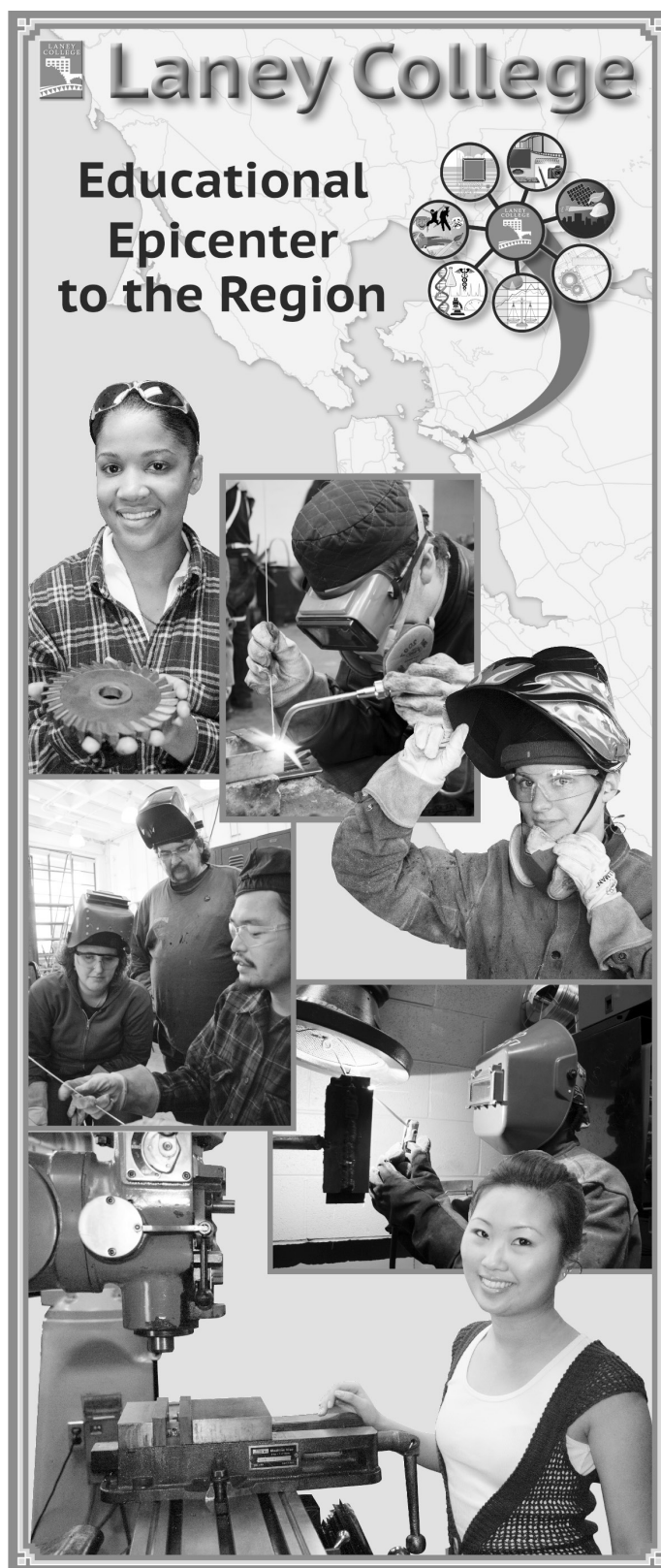
Each student must assume responsibility for compliance with the regulations set forth in this catalog, for satisfying pre-requisites for any course the student plans to take, and for selecting the courses which will allow the student to attain his/her educational objectives. The College does not assume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

ACCURACY STATEMENT

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

STUDENT RIGHT-TO-KNOW DISCLOSURE

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



2013-2015 ACADEMIC CALENDAR

2013 FALL SEMESTER

August 5	M	Drop for Nonpayment of Tuition and Enrollment Fees
August 19	M	Day and Evening Instruction Begins
August 24	S	Saturday Instruction Begins
September 1	Su	Last Day to Drop Regular Session Classes And Receive A Refund NOTE: Short-term and open-entry classes must be dropped within 3 days of the first class meeting to receive a refund.
September 1	Su	Last Day to Drop Session Classes Without a "W" Appearing on Transcripts
September 1	Su	Last Day to Add Regular Session Classes
September 2	M	Labor Day– Holiday Observance
September 3	T	Census Day – Instructors Verify Enrollment in Classes
September 8	M	Last Day to File for PASS/NO PASS Grading Option for Regular Session Classes
October 18	F	Last Day to File Petitions for AA or AS Degree / Certificate
November 11	M	Veteran's Day– Holiday Observance
November 16	S	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 16	S	Attendance Verification Day – Instructors Verify Enrollment
Nov.28-Dec. 1	Th-Su	Thanksgiving– Holiday Observance
December 7	S	Saturday Instruction Ends
December 9-13	M-F	Final Examinations
December 13	F	Fall Semester Ends

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

Saturday classes begin August 24 and meet every Saturday except November 30th. Saturday classes end on December 7th.

2014 SPRING SEMESTER

January 20	M	Martin Luther King Jr's Birthday – Holiday Observance
January 21	T	Day and Evening Instruction Begins
January 25	S	Saturday Instruction Begins
February 3	M	Last Day to Drop Regular Session Classes and Receive A Refund NOTE: Short-term and open-entry classes must be dropped within 3 days of the first class meeting to receive a refund.
February 3	M	Last Day to Drop Regular Session Classes Without a "W" Appearing on Transcripts
February 3	M	Last Day to Add Regular Session Classes
February 3	M	Census Day – Instructors Verify Enrollment in Classes
February 6	F	Last Day to File for PASS/NO PASS Grading Option for Regular Session Classes
February 14-17	F-M	President's Birthday – Holiday Observance
March 21	F	Last Day to File Petitions for AA or AS Degree / Certificate
April 14-20	M-S	Spring Recess
April 18	F	Cesar Chavez – Holiday Observance
April 26	S	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	S	Attendance Verification Day– Instructors Verify Enrollment
May 16	F	Malcolm X's Birthday– Holiday Observance
May 17	S	Saturday Instruction Ends
May 17-23	S-Th	Final Examinations
May 23	F	Spring Semester Ends
May 26	M	Memorial Day – Holiday Observance
June 2	M	Grade Rosters/ Rollbooks are Due

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



2013-2015 ACADEMIC CALENDAR



2014 SUMMER SEMESTER

April 10	Th	Continuing Student Enrollment Begins
May 5	M	Open Enrollment begins for All Students
June 16	M	Day and Evening Instruction Begins
June 18	W	Last Day to Drop Regular Session Classes and Receive a Refund NOTE: Short-term and open-entry classes must be dropped within 3 days of the first class meeting to receive a refund.
June 18*	W	Last Day to Drop Regular Session Classes Without a "W" Appearing on Transcripts
June 18	W	Last Day to Add Summer Session Classes
June 23	M	Census Day – Instructors Verify Enrollment in Classes
June 25	W	Last Day to File for PASS/NO PASS Grading Option
June 26	Th	Last Day to File Petitions for AA or AS Degree/Certificate
July 4	F	Independence Day – Holiday Observance
July 15	T	Last Day to Withdraw from Regular Session Classes and Receive a "W". All outstanding fees are due even if classes are dropped on this day.
July 15	T	Attendance Verification Day – Instructors Verify Enrollment
July 24	Th	Summer Session Ends
July 31	Th	Grade Rosters/ Rollbooks are Due

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

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

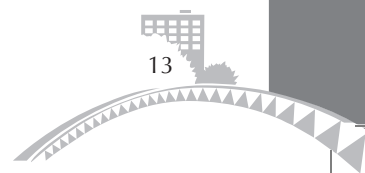
2014 FALL SEMESTER

August 18	M	Day and Evening Instruction Begins
August 23	S	Saturday Instruction Begins
August 31	Su	Last Day to Drop Regular Session Classes And Receive A Refund NOTE: Short-term and open-entry classes must be dropped within 3 days of the first class meeting to receive a refund.
August 31	Su	Last Day to Drop Regular Session Classes Without a "W" Appearing on Transcripts
August 31	Su	Last Day to Add Regular Session Classes
September 1	M	Labor Day – Holiday Observance
September 2	T	Census Day – Instructors Verify Enrollment in Classes
September 8	M	Last Day to File for PASS/NO PASS Grading Option for Regular Session Classes
October 17	F	Last Day to File Petitions for AA or AS Degree/Certificate
November 11	T	Veteran's Day – Holiday Observance
November 15	S	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	S	Attendance Verification Day – Instructors Verify Enrollment
Nov. 27-30	Th-Su	Thanksgiving – Holiday Observance
December 6	S	Saturday Instruction Ends
December 8-12	M-F	Final Examinations
December 12	F	Fall Semester Ends

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

Saturday classes begin August 23 and meet every Saturday except November 29th. Saturday classes end on December 6th.

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



2013-2015 ACADEMIC CALENDAR

2015 SPRING SEMESTER

January 19	M	Martin Luther King Jr's Birthday – Holiday Observance
January 20	T	Day and Evening Instruction Begins
January 24	S	Saturday Instruction Begins
February 2	M	Last Day to Drop Regular Session Classes and Receive A Refund NOTE: Short-term and open-entry classes must be dropped within 3 days of the first class meeting to receive a refund.
February 2	M	Last Day to Drop Regular Session Classes Without a "W" Appearing on Transcripts
February 2	M	Last Day to Add Regular Session Classes
February 2	M	Census Day – Instructors Verify Enrollment in Classes
February 6	F	Last Day to File for PASS/NO PASS Grading Option for Regular Session Classes
February 13-16	F-M	President's Birthday – Holiday Observance
March 20	F	Last Day to File Petitions for AA or AS Degree/Certificate
Mar 30-Apr 5	M-Su	Spring Recess
April 3	F	Cesar Chavez – Holiday Observance
April 25	S	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 25	S	Attendance Verification Day – Instructors Verify Enrollment
May 15	F	Malcolm X's Birthday – Holiday Observance
May 16	S	Saturday Instruction Ends
May 18-22	M-F	Final Examinations
May 22	F	Spring Semester Ends
May 25	M	Memorial Day – Holiday Observance
June 1	M	Grade Rosters/Rollbooks are Due

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

2015 SUMMER SEMESTER

April 9	Th	Continuing Student Enrollment Begins
May 4	M	Open Enrollment begins for All Students
June 1	M	Drop for Nonpayment of Tuition and Enrollment Fees
June 15	M	Day and Evening Instruction Begins
June 17	W	Last Day to Drop Regular Session Classes and Receive A Refund NOTE: Short-term and open-entry classes must be dropped within 3 days of the first class meeting to receive a refund.
June 17*	W	Last Day to Drop Regular Session Classes Without a "W" Appearing on Transcripts
June 17	W	Last Day to Add Summer Session Classes
June 22	M	Census Day – Instructors Verify Enrollment in Classes
June 24	W	Last Day to File for PASS/NO PASS Grading Option
June 25	Th	Last Day to File Petitions for AA or AS Degree/Certificate
July 3	F	Independence Day – Holiday Observance
July 14	T	Last Day to Withdraw from Regular Session Classes and Receive a "W". All outstanding fees are due even if classes are dropped on this day.
July 14	T	Attendance Verification Day – Instructors Verify Enrollment
July 24	F	Summer Session Ends
July 31	F	Grade Rosters/Rollbooks are Due

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

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



ADDING & DROPPING CLASSES

Add or drop classes at:

http://www.laney.edu/wp/admission_records/

or go to the Welcome Center, A-101 or

Admissions & Records Office, A-109

Hours: See Welcome Center / Admissions and Records

ADMISSIONS AND RECORDS OFFICE

(510) 464-3121

Mon., Wed., Thurs.: 8:00 am – 4:30 pm

Tues.: 8:00 am – 7:00 pm

Fri.: 8:00 am – 12:00 noon

A-109

http://www.laney.edu/wp/admission_records/

APASS, LEARNING COMMUNITY

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

for Asian and Pacific American

Student Success at Laney College

(510) 464-3215 Library, 3rd floor

ASSESSMENT CENTER

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

(510) 464-3259

Mon., Wed., Thurs.: 9:00 am – 4:30 pm

Tues.: 9:00 am – 7:00 pm

Fri.: 9:00 am – 4:00 pm

A-101

ASSOCIATED STUDENTS OF LANEY COLLEGE

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

(510) 464-3536

3rd Floor, Student Center

ATHLETICS

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

Athletic Director: (510) 464-3478

Field House

BOOKSTORE

<http://www.laney.bkstr.com>

(510) 464-3514 or 3515

Mon. - Thurs.: 7:45 am – 7:00 pm

Fri.: 7:45 am – 3:00 pm

1st Floor, Student Center

CALWORKs

Provides a comprehensive case management, child care and employee services to CalWORKs students.

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

(510) 986-6920

Mon. - Thurs.: Hours to be determined

Please contact office for schedule

A-106

CAREER CENTER

Hours: See Student Employment Services

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

2nd Floor, Laney Tower

CASHIER'S OFFICE

(510) 464-3130 or (510) 464-3129

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

Fri.: 8:00 am – 12:00 noon

A-201

CHILD CARE

http://www.laney.edu/wp/child_care

(510) 464-3575

Mon. - Fri.: 7:45 am – 5:15 pm

E. 10th St. & 2nd Ave.

COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)

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

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

(510) 464-3424

Hours: See Extended Opportunity Programs & Services
A-106

COUNSELING SERVICES

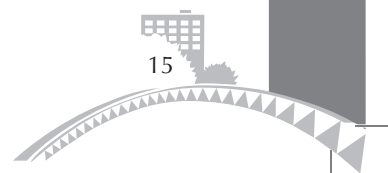
<http://www.laney.edu/wp/counseling>

(510) 464-3152

Mon. - Tues.: 8:00 am – 7:00 pm

Wed. - Fri.: 8:00 am – 4:30 pm

3rd Floor, Laney Tower





ESSENTIAL SERVICES

DISABLED STUDENTS PROGRAMS & SERVICES (DSPS)

Support services for students with disabilities.

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

(510) 464-3428

Deaf Services: cdubois@peralta.edu

Mon. - Thurs.: 9:00 am – 4:00 pm

Fri.: 9:00 am – 12:00 noon

Other hours by special arrangement.

E-251

EXTENDED OPPORTUNITY PROGRAMS & SERVICES (EOPS)

Support services for non-traditional students.

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

(510) 464-3423

Mon. - Thurs.: 9:00 am – 4:30 pm

Fri.: 9:00 am – 4:00 pm

A-106

FEES AND EXPENSES

<https://passport2.peralta.edu/>

(510) 464-3130 or (510) 464-3129

Hours: See Cashier's Office

A-201

FINANCIAL AID, STUDENT LOANS

http://www.laney.edu/wp/financial_aid

(510) 464-3414 or 3415

Mon., Thurs.: 8:00 am – 4:30 pm

Tues.: 8:00 am – 7:00 pm

Wed.: CLOSED

Fri.: 8:00 am – 12:00 noon

A-201

Financial Aid Workshop

Wed., Thurs.: 2:00 pm – 4:00 pm

A-101

Financial Aid Loan Workshop

Thurs.: 3:00 pm – 4:00 pm

F-170

FOOD SERVICE/CAFETERIA

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

Mon. - Thurs.: 8:30 am – 6:30 pm

Fri.: 8:30 am – 2:00 pm

HEALTH SERVICES

http://www.laney.edu/wp/health_center

(510) 464-3516

Mon. & Wed.: 9:00 am – 4:30 pm

Tues. & Thurs.: 8:30 am – 3:00 pm

Fri.: 9:30 am – 2:00 pm

TB Testing: Mon. & Wed., 9:00am – 12:00 noon

INSTRUCTORS' CLASS SCHEDULES

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

Career & Technical Education:

(510) 464-3246

Community Leadership & Civic Engagement:

(510) 986-6939

Liberal Arts:

(510) 464-3222

Mathematics & Sciences:

(510) 464-3102

Student Wellness & Development:

(510) 464-3217

LIBRARY

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

Mon. - Thurs.: 8:00 am – 9:00 pm

Fri.: 8:00 am – 7:00 pm

Sat.: 8:00 am – 4:00 pm

Library/Learning Resource Center

(510) 464-3497 or 3499

Library Bldg.

Listening Center

Mon. - Thurs.: 8:00 am – 8:45 pm

Fri.: 8:00 am – 6:45 pm

Sat.: 8:00 am – 3:45 pm

Basement, Library



LOANS (STUDENT)

See Financial Aid

LOST AND FOUND

Welcome Center

(510) 464-3540

Mon., Wed., Thurs.: 9:00 am – 4:30 pm

Tues.: 9:00 am – 7:00 pm

Fri.: 9:00 am – 4:00 pm

A-101

MATH LAB (DROP-IN TUTORING)

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

G-201

Mon. - Thurs.: 9:00 am – 8:00 pm

Fri.: 9:00 am – 12:00 noon

OPEN LAB (COMPUTERS FOR STUDENT USE)

G-203

Tues. - Fri.: 9:00 am – 3:00 pm

(510) 464-3448

POLICE SERVICES

<http://web.peralta.edu/police-services/>

Emergency: (510) 466-7236

Non-Emergency: (510) 465-3514

Forum Bldg., 104 A&B

PUENTE Program

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

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

(510) 464-3413.

SAFETY AIDES

Campus patrol, escort services to & from parking lots.

Mon. – Fri.: 10:00 am – 10:00 pm

To request assistance, call (510) 466-3126

SCHOLARSHIPS

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

Contact the Vice President of Student Affairs

(510) 464-3244

Mon., Wed., Thurs.: 8:00 am – 4:30 pm

Tues.: 8:00 am – 7:00 pm

Fri.: 8:00 am – 4:00 pm

STUDENT ACTIVITIES

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

Contact Director of Student Activities

(510) 464-3536

Mon. – Fri.: 8:00 am – 4:00 pm

STUDENT CLUBS

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

(510) 464-3536

TECHNOLOGY CENTER

<http://www.laney.edu/wp/technology-center>

(Computers for Student Use)

Mon. - Thurs.: 9:00 am – 9:00 pm

Fri. - Sat.: 9:00 am – 3:30 pm

(closed some hours for class use)

F-170

TRANSFER CENTER

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

(510) 464-3135

Mon., Wed., Thurs.: 8:00 am – 4:30 pm

Tues.: 8:00 am – 7:00 pm

Fri.: 8:00 am – 4:00 pm

TRiO Student Support Services

Graduation and Transfer Support Program

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

(510) 986-6928

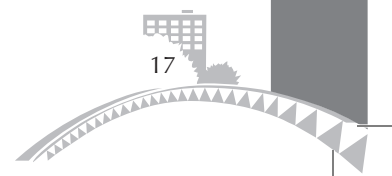
triolaney@peralta.edu

TUITION, OUT-OF-STATE & INTERNATIONAL STUDENTS' FEES

<http://international.eperalta.org/>

(510) 464-3128

A-201 Cashier's Office



VETERANS' AFFAIRS OFFICE

http://www.laney.edu/wp/veteran_affairs

(510) 986-6994

Mon. - Fri.: 9:00 am - 4:30 pm

E-260

WELCOME CENTER

http://www.laney.edu/wp/welcome_center/

(510) 464-3540

Mon., Wed., Thurs.: 9:00 am - 4:30 pm

Tues.: 9:00 am - 7:00 pm

Fri.: 9:00 am - 4:00 pm

A-101

WELLNESS CENTER

http://www.laney.edu/wp/health_center/documents/

(510) 464-3134

Clinical Hours: Mondays & Wednesdays:

9:00 am - 5:00 pm

Screening and Enrollment Appointments:

Tues. & Thurs.: 9:00am - 5:00 pm

Fridays 9 am-12pm

WRITING CENTER (DROP-IN TUTORING)

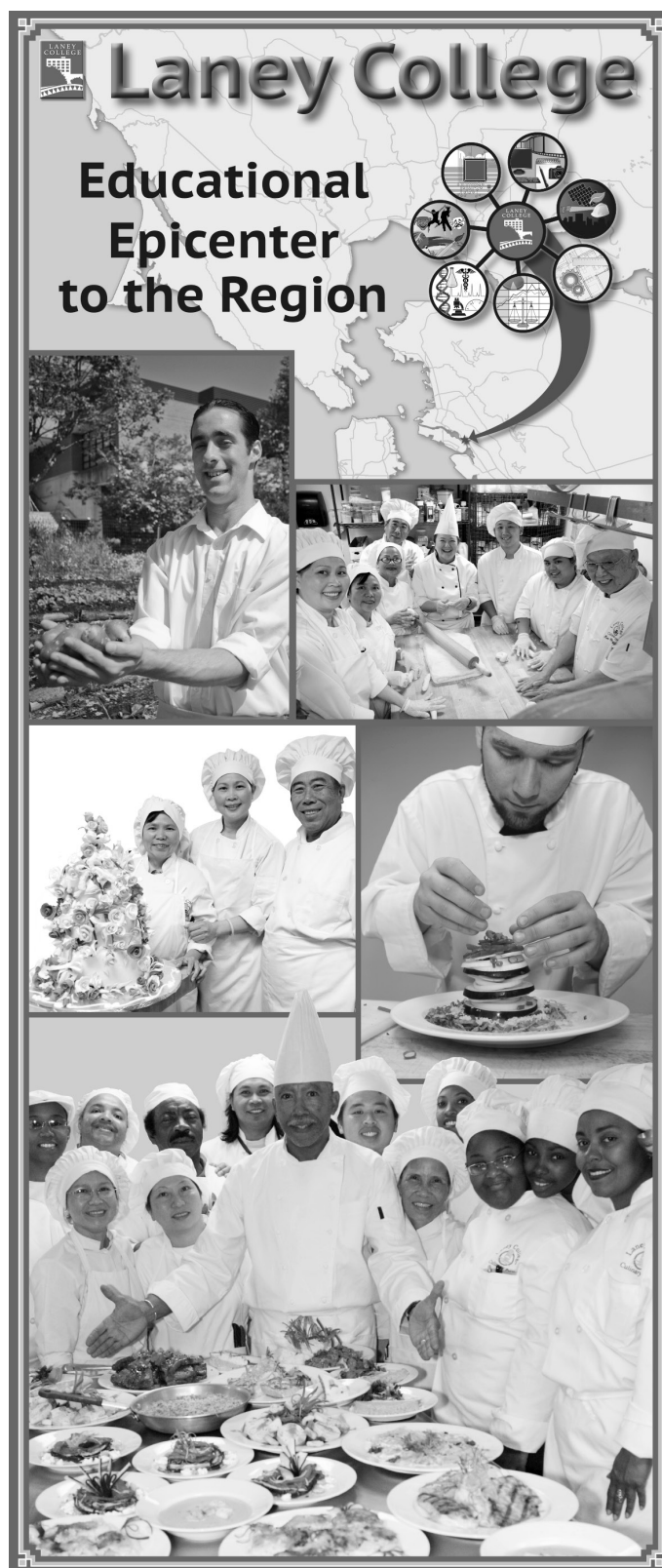
<http://www.laney.edu/wp/writingcenter>

(510) 464-3426

Mon. - Thurs.: 9:00 am - 9:00 pm

Fri.: 9:00 am - 4:00 pm

B-261





 **Laney College**

**Educational
Epicenter
to the Region**



The collage features five black and white photographs of students in various trades. The top left photo shows a student wearing a welding mask and working with a welding torch. The top right photo shows a student in a hard hat using a hammer on a wooden frame. The middle left photo shows a student wearing a face mask and using a power tool on a piece of wood. The middle right photo shows a student wearing glasses and a headlamp, working with a power tool. The bottom photo shows a student in a hard hat using a hammer on a wooden frame.



ADMISSIONS, REGISTRATION AND ENROLLMENT

ADMISSIONS, REGISTRATION AND ENROLLMENT INFORMATION

See Laney College [http://www.laney.edu/wp/quick link to "Admission & Records"](http://www.laney.edu/wp/quick-link-to-Admission-&-Records).

ADMISSIONS REQUIREMENTS

ELIGIBILITY FOR ADMISSION

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

RESIDENCE REQUIREMENTS

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

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

ADMISSION OF NONRESIDENT STUDENTS

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

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

ADMISSION OF INTERNATIONAL STUDENTS

Laney College will admit you if you are an international student holding an F-1 or M-1 visa. Special regulations govern the admission of foreign students. International students should contact the Office of International Affairs for application and admissions information at (510) 466-7380 or by fax at (510) 465-3257 or EMAIL gloaled@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 <http://www.cccapply.org/>

The International Affairs Office 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. Your principal must recommend you for enrollment. You must have parental or guardian consent and a counselor's signature on the high school concurrent enrollment form.

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



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

ADMISSION OF VETERANS

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

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

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

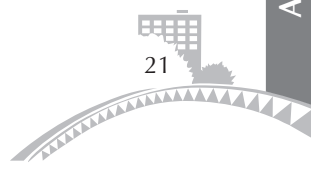
MILITARY RESIDENCE EXEMPTION

If you are a nonresident 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 nonresident 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.

ADMISSIONS PROCEDURES

You must apply for admission online through <http://www.cccapply.org>. Please follow the CCCApply instructions to complete and submit an online admission application. Once an application is submitted, a message is sent to the your Peralta email or an email assigned by CCCApply with instructions on how to log onto the Passport Student Center where you can enroll in classes. Unless exempted from Matriculation procedures, you must also complete assessment, orientation, and counseling requirements. Detailed instructions may be found online as well as in the printed Schedules of Classes. On campus assistance for online registration is available in the Welcome Center at Laney College.

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.





ADMISSIONS, REGISTRATION AND ENROLLMENT

ASSESSMENT AND TESTING

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

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

ORIENTATION AND ADVISING

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

FOLLOW-UP COUNSELING

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

SUBMISSION OF TRANSCRIPTS

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

TRANSCRIPT OF RECORD

The Peralta Community College District has retained Credentials, Inc. to accept transcript orders online through their secured site. You must pay transcript fees at the time you submit your request. The first two transcripts ever requested are free; thereafter, \$6.00 per copy for regular service, mailed within 7 to 10 business days and \$12.00 for rush service mailed within 3 to 5 business days. See the website for other expedited delivery options: <http://web.peralta.edu/admissions/official-transcript-request/>

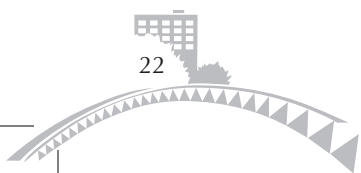
Your official transcripts will include all coursework completed at Berkeley City College, College of Alameda, Laney College, and Merritt College. (**Note:** The \$2.00 handling charge applies to all free transcripts.)

CALIFORNIA COMMUNITY COLLEGE ENROLLMENT FEES & TUITION

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 into classes.

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

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





ENROLLMENT FEE ASSISTANCE – BOARD OF GOVERNORS ENROLLMENT FEE WAIVER

The Board of Governors Enrollment Fee Waiver (BOGW) is available to assist you if you 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.

NONRESIDENT TUITION

If you are not a legal resident of California for one year and one day prior to the first day of the term, you will be charged Nonresident Tuition at the rate of \$213 (subject to change) per semester unit unless you qualify for the nonresident exemption known as "AB 540". Nonresident students must pay Nonresident Tuition in addition to the California Community College Enrollment Fee, Campus Center Use Fee, Health Services Fee, and AC Transit Fee. Note: You pay all other fees unless specifically exempted from paying a particular fee.

NONRESIDENT FEE EXEMPTION/AB 540

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

1. You must have attended a (public or private) California high school for three years or more.
2. You must have graduated from a California high school or attained the equivalent (e.g., GED or proficiency exam).
3. 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 three years included attendance at a California high school.

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

NONRESIDENT CAPITAL OUTLAY FEE

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

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

GENERAL INFORMATION

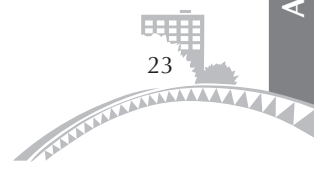
Any students, who meet all of the following requirements, shall be exempt from paying nonresident tuition at the California Community Colleges, the California State University and the University of California (all public colleges and universities in California).

AB540 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 three 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.





ADMISSIONS, REGISTRATION AND ENROLLMENT

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 Nonresident Tuition Exemption form can be requested and submitted to Admissions and Records or downloaded online at:

<http://www.laney.edu/wp/ab540/>

Students eligible for this exemption who are transferring to another California public college or university must submit a new request (and documentation if required) to each college under consideration.

Nonresident students meeting the criteria will be exempted from the payment of nonresident tuition, but they will not be classified as California residents. They continue to be "nonresidents." These students remain ineligible 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://www.laney.edu/wp/ab540/>

CAMPUS CENTER USE FEE

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

AC TRANSIT EASYPASS FEE

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

STUDENT HEALTH FEE

You are required to pay the Student Health fee of \$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 can be exempted from payment of the Health Fee:

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

RETURNED-CHECK FEE

There will be a \$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 a hold WILL be placed on your account and the debt will be sent to collections.

FEE PAYMENT DEADLINE

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

FEE PAYMENT OPTIONS

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

PAYMENT OF FEES AND FINANCIAL AID CHECKS

All fees will be collected before financial aid checks are released to students. You may authorize the Peralta Community College District to use Financial Aid for these charges. For more information on Financial Aid payments, please visit www.peralta.edu or the campus Financial Aid office.

ENROLLMENT FEE REFUND POLICY

Class Cancellations

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

Regular Session (Full-Term) Classes

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

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

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

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

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

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

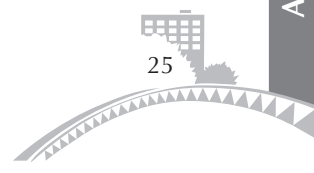
If you enrolled in a short-term or open-entry/open-exit class, you will receive a 100 percent refund if you officially withdraw within three days of the first class meeting. No refunds will be issued after the third day of the first class meeting. This refers to fall and spring semesters only. Please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

Variable-Unit Classes

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

NONRESIDENT TUITION AND CAPITAL OUTLAY FEE REFUND POLICY

A full refund of Nonresident Tuition and Capital Outlay Fee will be made for any class which is canceled by the 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.





ADMISSIONS, REGISTRATION AND ENROLLMENT

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

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

NONPAYMENT OF FEES AND OTHER OBLIGATIONS

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

DROPPING A STUDENT FOR NONPAYMENT OF ENROLLMENT FEES

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

CAMPUS PARKING AND TRAFFIC REGULATIONS

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

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

PARKING

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

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

Students must not park in unauthorized areas, including red zones, yellow (loading) zones, blue (disabled) zones, or in areas designated for administrative, staff or faculty parking. Disabled students whose vehicles display a valid DMV placard and a valid parking permit may park in designated disabled parking zones. Visitors park in a fee lot and pay \$1.00 a day.

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

LANEY COLLEGE

STUDENT SUCCESS & SUPPORT PROGRAM

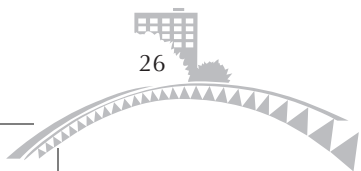
Note: Chinese and Spanish translations may be found online at: <http://web.peralta.edu/translations>

The Student Success & Support Program is state-mandated. This process brings the College's staff and resources into a PARTNERSHIP with you to ensure your educational success.

The Peralta Colleges agree 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 are expected to complete the State's matriculation requirements.





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

The following five components of the 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 matriculation 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 MATRICULATING STUDENTS

The college makes special efforts to support your successful matriculation if you are "undecided" about your educational goal, are enrolled in basic skills courses, or are on progress and/or academic probation/dismissal. If you are an "undecided" student (in other words, you have not chosen a major or specific goals for your education), the counselors at the college can help you with the decision-making process. It is very important that you declare a

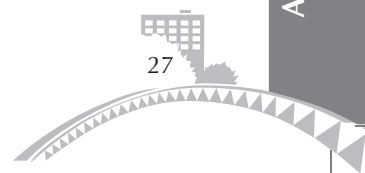
program of study in order to maintain registration priority. As a student enrolled in basic skills courses, the college offers you extra support opportunities, such as tutoring, to help you successfully complete your basic skills courses. Finally, if you have difficulty with your studies and your performance results in probation or dismissal status, you will receive a letter asking you to see a counselor or the Vice President of Academic and Student Affairs, who will offer you support and assistance to improve your academic performance.

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

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

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

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





ADMISSIONS, REGISTRATION AND ENROLLMENT

EXEMPTION FROM SSSP

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

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

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

EXEMPTION FROM ASSESSMENT COMPONENT ONLY

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

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

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

EXEMPTION FROM ORIENTATION COMPONENT

Contact a counselor concerning possible exemption from the orientation component.

A Note for Students with Disabilities

If you are a student with a physical, psychological, acquired brain injury, visual, communication, or learning disability who may require special assistance to participate in our registration, assessment, or other parts of our Orientation/Assessment/Counseling process, please contact the Programs and Services for Students with Disabilities at the college.

STUDENTS' RIGHTS AND RESPONSIBILITIES

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

If you wish to file a complaint alleging unlawful discrimination in the implementation of matriculation practices, please refer to the Peralta Community College District Policy on Nondiscrimination (See page 75).

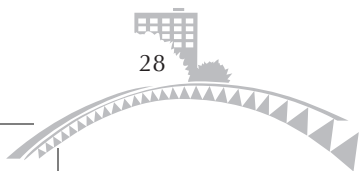
To challenge matriculation regulatory provisions or file a complaint, you should contact the Vice President of Academic and Student Affairs for information regarding applicable college policies and procedures.

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

ENROLLMENT POLICIES AND PROCEDURES

Adding Classes/Change of Classes

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





Attendance Policies

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

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

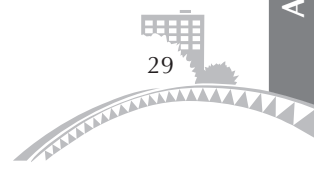
Students who are not present at the first class meeting may be dropped by the instructor, and their seat may be given to a student on the wait list.

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 pre-requisites 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.





ADMISSIONS, REGISTRATION AND ENROLLMENT

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 co-requisites or pre-requisites 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 through the Passport System via the Internet or at the college 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". A withdrawal reported to the District Admissions and Records Office prior to the Census date shall not be noted on the student's academic record.

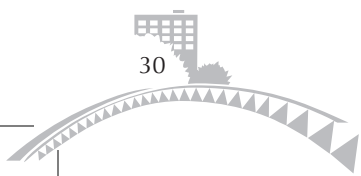
A "W" symbol will be recorded on the student's transcript up on withdrawal during the period after the Census date and the end of the fourteenth week of instruction (or between 21% to 75% of instruction for the summer session and short-term courses). The "W" symbol shall not be used to determine academic probation but only to determine progress probation. The academic record of a student who has not withdrawn from class nor has been dropped by an 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 Web link: <http://eperalta.org/wp/admissions/?p=46>

PROGRAM PREPARATION

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





STUDY LOAD

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

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

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

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

PROCEDURES AND POLICIES REGARDING STUDENT ACCESS TO EDUCATION RECORDS

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

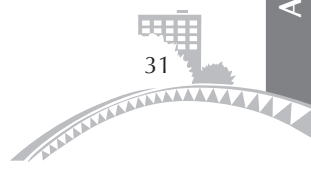
The purpose of the Act, as it applies to Laney College, is two-fold:

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

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

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

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





ADMISSIONS, REGISTRATION AND ENROLLMENT

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

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

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

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

"Access" shall be permitted to the following:

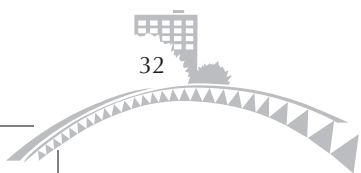
1. Officials and employees of the college or the District provided that any such person has a legitimate educational interest to inspect a record;
2. Federal or State education officials or county superintendent of education, or their respective designees, or the United States Office of Civil Rights, where such information is necessary to audit or evaluate a state or federally-funded program or pursuant to a federal or state law;
3. Other state and local officials to the extent that information is specifically required to be reported pursuant to state law;

4. Parents of a student under the age of 18 who is a dependent as defined in Section 152 of the U. S. Internal Revenue Code of 1954;
5. Information concerning a student shall be furnished in compliance with a court order.

"Access" may be permitted to the following:

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

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





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 January 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?

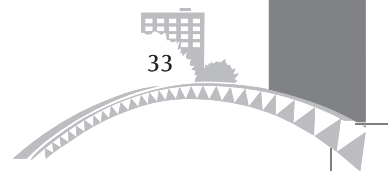
In order to qualify for financial aid a student must be enrolled in an eligible program of study leading to completion of an AA/AS degree, transfer requirements or a certificate program: maintain satisfactory academic progress; for most programs, have demonstrated financial need; be a U.S. citizen or 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.





STUDENT FINANCIAL AID

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 at least 6 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.

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.

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.

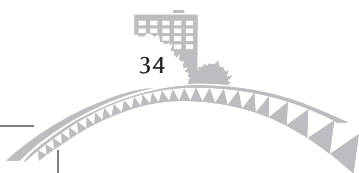
EXTENDED OPPORTUNITY PROGRAM AND SERVICES (EOPS)

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.

Students can also apply for scholarships through the **Peralta Foundation** at <http://web.peralta.edu/foundation>.

CHAFEE FOSTER YOUTH GRANT

This grant of up to \$5,000 is available to current or former California foster youth under 24 years of age who wish to take vocational training or college courses. To complete Chafee Grant application requirements, in addition to verification of qualifying foster youth status, the following forms must be submitted: Chafee Grant Application, <https://www.chafee.csac.ca.gov/default.aspx>; the **Free Application for Student Aid (FAFSA)**, www.fafsa.gov; and Chafee Need Analysis Report (NAR)*. In addition, you must have financial need. Your school must report your financial need by submitting a Needs Analysis Report, www.chafee.csac.ca.gov/SupportFiles/Chafee_NAR_Generic.pdf. 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 = A Cal Grant Application. 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

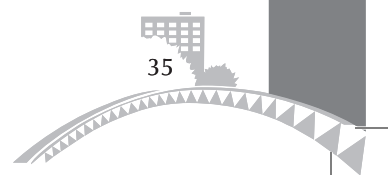
Please note: Students are now limited to six full-time (600%) years of Pell Grants in a lifetime at any college. Students are advised that the financial aid information included here is limited. Additional information on all financial aid categories is available on the Financial Aid website or upon request 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 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. To continue receiving Financial Aid the student must enroll in at least one class leading toward their approved educational goal.

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 two-payment per semester basis. Normally, the first 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 HigherOne, 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 FAFSA will be sent a Peralta HigherOne Debit Card.

Students must activate their card in order to select their preference on how they would like to receive their financial aid disbursement. There are three free methods a student may choose:

1. PeraltaCard – One Account, this is an online financial account where the student uses his/her PeraltaCard (debit card)
2. Direct deposit to your existing bank account, or
3. By paper check 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. For more information on the PeraltaCard please visit <http://web.peralta.edu/financial-aid/peraltacard-higherone/> and www.PeraltaCard.com.

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

Check with the campus Financial Aid Office and EOPS/CARE offices for information on how to apply.

* 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

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;
 - Graduated from a California high school, received a GED or passed the California High School Proficiency Exam;
 - Are registered or enrolled at a California community college;
- AND
- If required, completed an affidavit (AB540) saying you have filed (or will file when you are eligible to do so) for legal immigration status.

STUDENT FINANCIAL AID

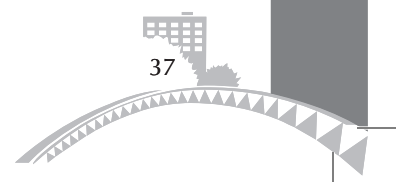


FINANCIAL AID FOR AB540 STUDENTS

37

Grant/ Scholarship	Eligible to Apply	Whom do I contact, or where do I apply?	What is it?	Type of Application Required
Privately Funded Institutional Scholarships	Beginning January 1, 2012	Financial Aid Office	Helps pay for education- related expenses	Institutional application(s)
Board of Governors Fee Waiver	Registration period for Spring 2013	Financial Aid Office	Waives community college enrollment fees for eligible students	Bog Fee Waiver Form or California Dream Application*
Assistance from EOPS or CARE	Spring 2013	EOPS Office	Varies; may include services such as tutoring, book vouch- ers and other support services	Institutional application(s)
Cal Grant A or Cal Grant B Community College Transfer Entitlement	January 1 – March 2, 2013 for the Fall 2013 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	January 1 – March 2, 2013 for the Fall 2013 term	Financial Aid Office or California Student Aid Commission	Grant award covering educa- tion-related expenses for recent high school graduates	California Dream Application* and GPA Verification Form
Cal Grant C	January 1 – March 2, 2013 for the Fall 2013 term	SBCC 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	Apply as soon as pos- sible (awards are limited)	SBCC 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

STUDENT FINANCIAL AID



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

Visit Student Affairs on the Laney College at <http://www.laney.edu/wp/studentservices/>

AFRICAN AMERICAN CENTER

by Fall 2014

Lead: Dean to be determined

Faculty Lead Chair Tamika Brown

ASSESSMENT CENTER

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

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

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

ASSOCIATED STUDENTS

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

ATHLETICS

The college is a member of and participant in the Bay Valley Conference in several sports. All athletes must meet eligibility requirements of the Conference and the State Athletic Committee. Questions of eligibility should be directed to either the Athletic Director or one of the Athletic Counselors. The men's team

sports include football and baseball. The women's team sports include Badminton, Softball, Swimming/Diving, Track, Volleyball and Water Polo. Visit us online at the Laney College website: <http://www.laney.edu/wp/athletics/>

BOOKSTORE

The College Bookstore, located on the lower floor of the Student Center, carries textbooks, scholastic supplies, and various other items, (510) 464-3514. Additional information and/or purchase of books visit us at the Laney College website: <http://www.laney.edu/wp/bookstore/>

Textbook Buy Back

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

Availability of Textbooks

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

General information regarding textbooks:

REFUND POLICY

The customer's satisfaction is our #1 priority!

The Bookstore gladly accepts returns of merchandise.

- Non-textbook items may be refunded or exchanged within 30 days of purchase, provided the merchandise is in re-salable condition. Original cash register receipt is required.
- Textbooks may be refunded with the original cash register receipt within SEVEN calendar days from the first scheduled day of classes or within TWO business days of purchase thereafter until the last THREE weeks of class. Books must be in



the original condition with all packaging intact.

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

CHILD CARE

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

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

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

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

COUNSELING

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

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

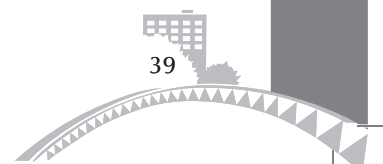
The College requires all new students to participate in the Student Success Matriculation Program. Students must develop their first year "Educational Plan" with a counselor.

Counselors are available by appointment. Call (510) 464-3152. For brief questions or emergency problems, counseling services are available on a drop-in basis. Discussions of personal matters are confidential. Visit us online at the Laney College website <http://www.laney.edu/wp/counseling/>

DISABLED STUDENTS PROGRAMS AND SERVICES (DSPS)

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

1. The Disability Resource Center: offers services according to individual needs and availability of resources. Services include: advocacy, disability



related counseling, vocational and educational planning, and individually prescribed support services, such as test accommodations, mobility orientation, readers and referrals for special instruction.

2. Deaf Services provides interpreting, registration, and other support services for students who are deaf or have hearing impairments.
3. Alternative Media Center provides books and other materials in other formats such as Braille, 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 Students Programs and Services may be repeated for an unlimited number of times based on:

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

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

EXTENDED OPPORTUNITY PROGRAMS & SERVICES (EOPS)

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

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

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

INTERNATIONAL AFFAIRS & DISTANCE EDUCATION

The Office of International Affairs and Distance Education provides quality support services to enhance student learning for international students in the following areas: admissions, immigration issues, academic/personal counseling and advising, orientation for new students, tuitions issues, housing, activities, trips, health, medical, and safety issues, tax workshops, assistances with Social Security and Department of Motor Vehicle matters, as well as online support services.

All international students must first apply through the Office of International Affairs and Distance



Education by completing and submitting the International Student Application Form, along with the \$50 application fee, before enrolling at the colleges. The application may be downloaded at <http://international.eperalta.org/>.

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

Information regarding online classes can be found at: <http://web.peralta.edu/de/>

In addition, Study Abroad information for domestic students can be found at:

<http://international.eperalta.org/>

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

<http://international.eperalta.org/>

LATINO CENTER

Fall 2013

Lead: Dean to be determined;

Faculty lead Dr. Arturo Davila-Sanchez

MEN'S CENTER

Fall 2013

Lead: Dean Lewis with APASS/

TRiO Directors support

NEWSPAPER: LANEY TOWER

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

(510) 464-3459. The Laney Tower is also on-line at: <http://www.laneytower.com/>

PHI THETA KAPPA

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

Membership is open to all students who have accumulated 12 semester units with a GPA of 3.50 or higher. Visit us online at the Laney College: http://www.laney.edu/wp/phi_theta_kappa/

SCHOLARSHIPS AND AWARDS

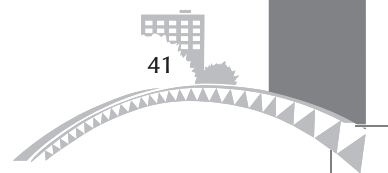
The College maintains a limited listing of scholarships and awards which are sponsored by various alumni, professional groups and other friends of the College. Most scholarships are special merit awards which are used to give recognition to individuals who have distinguished themselves in areas of academic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

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

Scholarship information is available at the Office of the Vice President of Student Services, phone: **(510) 464-3244.**

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 Advisor located in the Student Center, Fourth Floor, Rm. 414, **(510) 464-3536.** Visit us online at: http://www.laney.edu/wp/student_activities/



STUDENT 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. Visit us online at the Laney College <http://www.laney.edu/wp/outreach/ambassadors/>

STUDENT CENTER

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

STUDENT GOVERNMENT: ASSOCIATED STUDENTS OF LANEY COLLEGE (ASLC)

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

The Associated Students of Laney College 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. All activities and events sponsored by student groups must be supervised by members of the faculty or staff.

A club or organization chartered by the Student Council must abide by policies set forth by the College. These policies require open membership and prohibit hazing or secret initiations.

http://www.laney.edu/wp/student_activities/

TRANSFER CENTER

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. For comprehensive information on services and scheduled activities, visit the Transfer Center website at <http://www.laney.edu/wp/transfer/>

- 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.

TUTOR PROGRAM

The Laney College Tutor Program provides instructional support across the college curriculum. Current operations include the Math Lab (Rm. G201) and James Oliver Community Writing Center (Rm. B260). The Math Lab offers drop-in tutoring in mathematical concepts, a productive study environment, access to instructors, and paid work experience for student tutors. 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. 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 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 Assistant located in the "E" Building, Rm. 260, (510) 986-6994.

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

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

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

Standards of Progress for Veterans Receiving Educational Benefits

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

WELCOME CENTER

Open for students to receive assistance with online admission, registration and financial aid application (FAFSA) processes. Class Schedule print outs available. Room A101, (510) 464-3540. <http://laney.peralta.edu/apps/comm.asp?Q=30516>

PERALTA WELLNESS CENTER

Clinical Hours: Mondays & Wednesdays:

9:00 am - 5:00 pm

Screening and Enrollment Appointments:

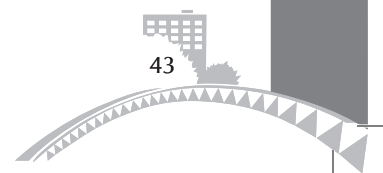
Tues. & Thurs.: 9:00am - 5:00 pm,

Fridays 9am-12pm

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

Services Available:

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



(Medi-Cal, Family PACT)

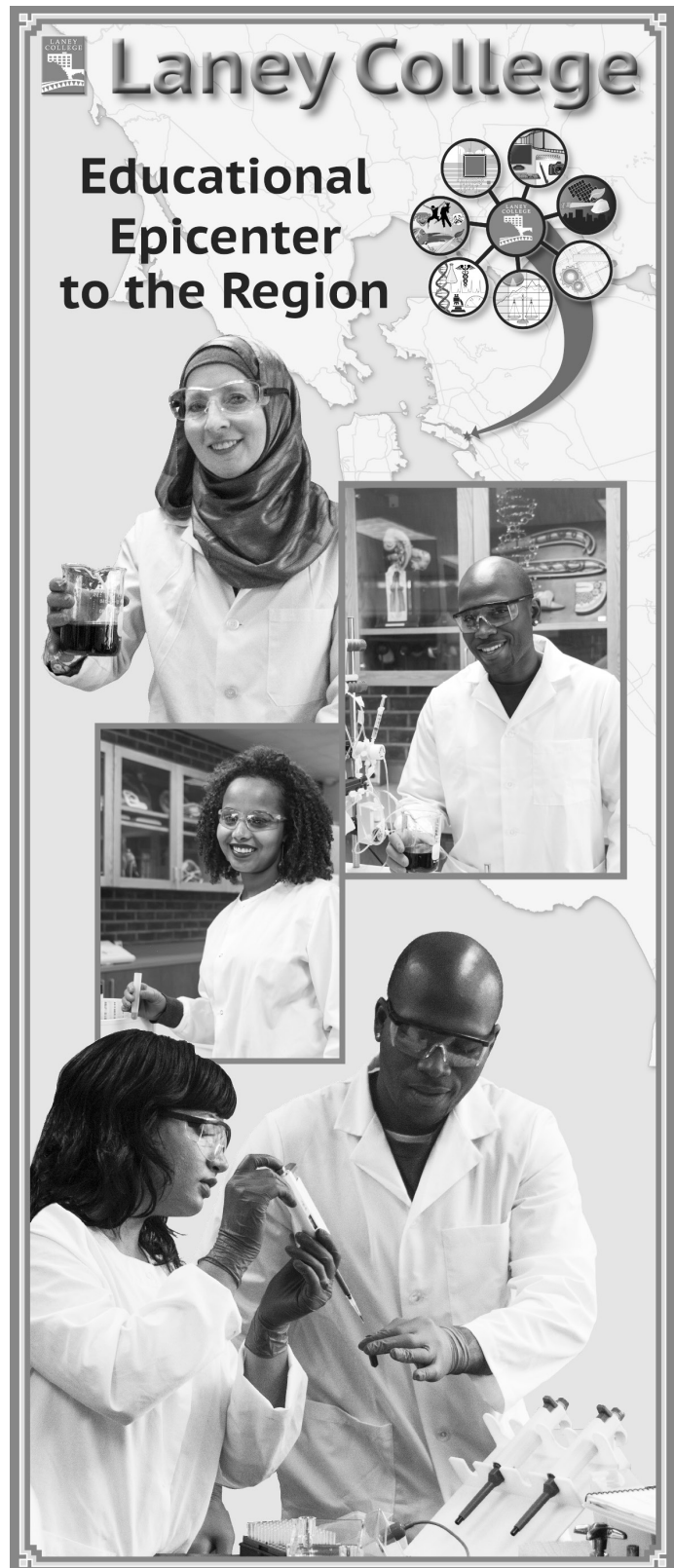
*Please note: Labwork, pharmacy, and x-ray services are NOT provided at the Peralta Wellness Center. If you have no insurance coverage, you will be charged for these services.

For more information about the Peralta Health Initiative go to: http://www.laney.edu/wp/health_center/

**WORKFORCE DEVELOPMENT/
CALWORKS PROGRAM**

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

All other students who are interested in short-term vocational training, such as those referred by the Oakland Career Center, Dislocated Workers (Title III JTPA), or the California Training Board (EDD) can obtain information and counseling at the Workforce Development/CalWORKs office located in A-106; (510) 986-6920. Visit us online at the Laney College Student Services website <http://www.laney.edu/wp/calworks/>





Learning Communities are educational centers that provide students who share common goals and educational needs the opportunity to learn and achieve together in a supportive environment and to create and share new knowledge.

Courses in Learning Communities are often linked so that a group of students take classes together to form strong bonds with instructors and their fellow students.

Contact each learning community for available courses and more information.

APASS

APASS helps Asian and Pacific Islander students achieve their educational goals by providing support to form strong relationships with instructors, counselors, tutors and other students. Students who join APASS are part of an English, ESL or Math cohort and have their own APASS counselor. APASS students are able to participate in APASS events, workshops, and more!

For more information go to **Library 306 & 308** or email apasslaney@peralta.edu

ATHLETICS

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

B2B

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.

For more information, contact **Susan Truong** in **A-106**, email struong@peralta.edu or call **(510) 464-3148**

GATEWAY TO COLLEGE

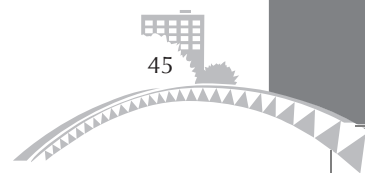
The Gateway to College program helps students earn both their high school diploma and community college credits. In their first term, students learn in a small community of peers. This experience builds their academic and personal skills, preparing them to transition to college courses with the general student population.

For more information, visit the program in room **A-203**, email gateway@peralta.edu, or call **(510) 986-6941**

CARPENTERIA FINA

The Wood Technology department's Carpenteria Fina program combines English language (ESL) skills and real world technical skills in wood-working. The program focuses on technology in the field, computer skills, the paperless work environment, production, and digital design proficiency. In this two-semester bilingual course, students improve their woodworking skills as they learn the English measurement system, shop math, drawing reading, project planning and team woodworking skills.

For more information contact **Myron Franklin** in **G-150**, email mfranklin@peralta.edu or call **(510) 464-3446**





LEARNING COMMUNITIES

COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)

CARE is an educational program that represents a cooperative effort between the community college, Department of Social Services, and the Employment Development Department to help single parents achieve educational goals. CARE offers the following services: counseling, orientation, personal development classes, support groups, peer advising, workshops, financial and child care assistance.

For more information, contact:

Lynne Williams at (510) 464-3424

DISABLED STUDENTS PROGRAMS AND SERVICES (DSPS)

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

The programs to assist students include: the Disability Resource Center, Deaf Services, Alternative Media Center, Workability III, and specialized educational programs such as the Learning Skills Program and the High Tech Center.

For more information visit us online at the Laney College website: <http://www.laney.edu/wp/dsps/> or in room E251 at the college, (510) 464-3428 voice or TDD.

EXTENDED OPPORTUNITY PROGRAMS & SERVICES (EOPS)

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

For more information, please visit the program in room A106, (510)464.3423 or online at the **Laney College website: <http://www.laney.edu/wp/eops/>**

FOUNDATION SKILLS PATHWAY PROGRAM (FORMERLY PROJECT BRIDGE)

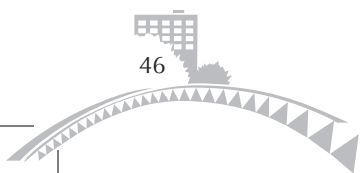
Foundation Skills Pathway (FSP) Program is a basic skills learning community consisting of a blocked set of courses. As a multi-disciplinary education program, it provides English 269A&B (basic reading and writing) and a linked writing workshop course, English 208; Math 250 (Arithmetic), and a linked math workshop course, Math 208; CIS 205 (Computer Information Systems); and Counseling 200 A&B, college orientation courses as well as tutorial support, inprogram counseling and academic advising. The programs goal is to assist students to transition into college level academic classes and career and technical programs as well as provide support and resources for students to make progress toward life skills, family-sustaining employment and civic participation.

For more information contact **Foundation Skills Pathway Coordinator David Mullen at dmullen@peralta.edu or the Foundation Skills Pathway Office in the "E" Building, Room 203.**

INDUSTRIAL MAINTENANCE

The Industrial Maintenance Training Program offers an intensive two semesters of hands-on training for entry-level students. This full-time program is designed to provide foundational skills in repairing and maintaining technical equipment that enables graduates to succeed in the machinist trade in industries such as water and waste water treatment, refineries and other large industrial operations.

For more information go to **Shop G-100 or e-mail: laneyindustrialmaintenance@gmail.com**





PUENTE

Puente is a nationally-recognized program that assists students to reach their educational & personal goals. The mission of Puente is to increase the number of educationally underserved students who enroll in four-year colleges and universities, earn degrees, and return to the community as leaders and mentors to succeeding generations. Laney's Puente program includes English 1A, with a focus on the Latino experience, counseling, & mentoring. For more information, contact: **The Office of Community Leadership and Civic Engagement, 510.464.3413**

TRiO STUDENT SUPPORT SERVICES

TRiO SSS provides opportunities for first-generation college students from low-income families and students with disabilities to graduate from Laney College and continue their education at a four-year college. TRiO SSS students participate in academic & personal counseling personalized tutoring, workshops and enrichment activities. TRiO members also benefit from Priority Registration.

For more information email, triolaney@peralta.edu, call (510) 986-6928, or go to <http://www.laney.edu/wp/trio/>

UBAKA

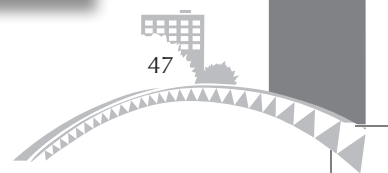
UBAKA is a two-semester English & Math Learning Community. UBAKA focuses on academic, personal, and historical issues facing African American students through culturally relevant curriculum and activities. UBAKA students are provided additional resources such as academic counseling, tutorial support and program activities and workshops.

For more information contact: **The Office of Community Leadership and Civic Engagement, 510.464.3413**

WORKFORCE DEVELOPMENT/ CALWORKs PROGRAM

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

For more information, please visit the program in room A106, (510) 986-6923 or online at <http://www.laney.edu/wp/calworks/>



ARE YOU PLANNING TO TRANSFER?

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

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

Many catalogs are available for review in the Transfer Center Catalog or in the Laney College Library.

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

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

Courses accepted as equivalent to those offered in lower division by a four-year institution, even if beyond the seventy semester / one hundred five quarter-unit maximum, may be applied where needed to meet specific lower division major and / or general education / breadth requirements.

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

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

Students completing requirements for the Associate Degree and 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

ASSIST (Articulation System Stimulating Interinstitutional Student Transfer) is California’s official statewide repository of transfer information, offering easy access to a single articulation database. Via the ASSIST website students planning to transfer from a community college to a University of California (UC) or a California State University (CSU) campus have access to the following agreements: transferable course lists; general education agreements – (IGETC, CSU/GE-Breadth and campus specific); major preparation; and department (course-to-course).

ASSIST will help you determine if you will receive credit for courses you’ve already taken, or plan to take and how those courses apply to a specific academic major or general education requirement. ASSIST is accessible via the Internet at <http://www.assist.org>.

GENERAL EDUCATION TRANSFER REQUIREMENTS

Students have the option of fulfilling General Education/Breadth requirements in one of the following ways:

- **IGETC**- primarily used when applying to multiple UC's or UC's and CSU's – not advisable for high-unit majors;
- **CSU GE/Breadth**- used when applying to CSU's only;
- **UC campus specific**- an option used depending on the choice of major and college.

A listing of approved courses in the three general education requirement options is available from a counselor, in the Transfer Center, or via www.assist.org. The approved courses are subject to change on an annual basis. (See the 2013-2014 IGETC and CSU GE/Breadth course list.)

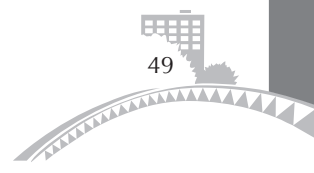
IGETC note: Students pursuing majors that require extensive lower-division major preparation may not find the IGETC option to be advantageous. Consult with a counselor to develop appropriate education plan.

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.



CSU GE/BREADTH

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

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

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

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

University of California – All Campuses

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

TRANSFER ADMISSIONS REQUIREMENTS

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

HIGH SCHOOL PROFICIENCY EXAMINATION

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

GENERAL REQUIREMENTS

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

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

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



SPECIFIC UC REQUIREMENTS

Requirements for Nonresidents

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

GENERAL EDUCATION/BREADTH REQUIREMENTS

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

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

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

UNIVERSITY REQUIREMENTS FOR THE BACCALAUREATE DEGREE

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

1. Entry Level Writing Requirement (formerly Subject A)

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

- Score of at least 3 on the College Board Advanced Placement Examination in English;
- Score at least 680 on the SAT II Writing Subject Test;

- Score of at least 5 on the International Baccalaureate Higher Level Examination in English Language;
- Completing a UC transferable community college course of 3 semester units in English composition with "C" grade or better.

2. American History and Institutions

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

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

UNIVERSITY OF

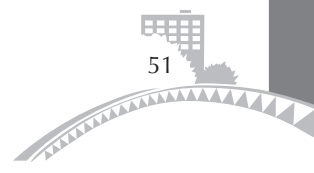
CALIFORNIA-BERKELEY CAMPUS

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

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

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

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

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

TRANSFER REQUIREMENTS

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

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

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

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

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

Making up Missing College Preparatory Subject Requirements

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

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



UNITED STATES HISTORY, CONSTITUTION, AND AMERICAN IDEALS CERTIFICATION

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

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

OR

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

General Education Certification and Course Requirements for California State Universities
Laney College (Peralta Community College District) may certify to a California State University completion of 39 units of lower division general education requirements when the student completes the acceptable courses.

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

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

For general education certification see Transfer Information Section.

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.

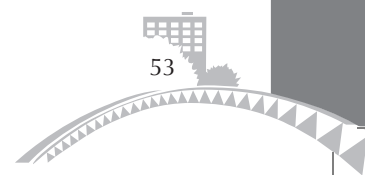
To view the most current list of Laney College ADTs and to find out which CSU campuses accept each degree, please go to www.adegreewithaguarantee.com. Current and prospective community college students are encouraged to meet with a counselor to review their options for transfer and to develop an educational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

AA-T and AS-T Requirements:

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

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

Students are encouraged to complete the CSU graduation requirement in United States History, Constitution and American Ideals Requirement in their educational planning and prior to transfer. Students should meet early with a counselor to complete a Student Education Plan (SEP).





TRANSFER INFORMATION

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. * Course was given a conditional C-ID descriptor approval. Consult a counselor and/or visit <http://www.c-id.net> or <http://www.assist.org> for the most current list of courses.

Laney College	C-ID Descriptor
BUS 1B: Managerial Accounting	ACCT 120*
CHEM 1A: General Chemistry	CHEM 110
CHEM 1A + 1B: General Chemistry	CHEM 120S
CHEM 12A: Organic Chemistry	CHEM 150
CHEM 12A + 12B: Organic Chemistry	CHEM 160S
COMM 2A: The Fundamentals of Oral Interpretation of Literature	COMM 170*
COMM 20: Interpersonal Communication	COMM 130*
COMM 45: Public Speaking	COMM 110
JOURN 21: Newswriting	JOUR 110
KIN 150: Introduction to Kinesiology	KIN 100
MATH 3F: Differential Equations	MATH 240
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*
PSYCH 1A: Introduction to Psychology	PSY 110
SOC 1: Introduction to Sociology	SOCI 110
SOC 2: Social Problems	SOCI 115
SOC 120: Introduction to Research methods	SOCI 120



THE CALIFORNIA STATE UNIVERSITY GE BREADTH REQUIREMENTS 2013 – 2014

(Updated Annually)

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

AREA A: ENGLISH LANGUAGE COMMUNICATION AND CRITICAL

THINKING - Minimum 9 semester units, 3 units from each sub-group with a grade of "C" or better.

A1 - Oral Communication

Communication 1A, 44, 45

A2 - Written Communications

English 1A

A3 - Critical Thinking *

English 5

Philosophy 10

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

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

B1 - Physical Science

Astronomy 10

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

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

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

Anthropology 1L

Geography 1L

Physical Science 20L

B4 - Math, Quantitative Reasoning

(must be completed with a grade of "C" or better".

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

Physics 4A, 4B, 4C

AREA C: ARTS AND HUMANITIES - Minimum 9 semester units divided between the two sub-groups.

C1 - Arts

African-American Studies 26

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

Dance 1, 5

Music 2A, 2B, 3A, 3B, 4A, 4B, 8A, 8B, 8C, 8D, 9,
10, 14A, 14B, 15A, 15B

Theatre Arts 2, 11

C2 - Humanities

African-American Studies 6A, 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, 2A, 2B

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

Japanese 1A, 1B

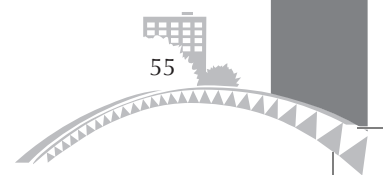
Mexican/Latin American Studies 30A, 30B

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

Sociology 30

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

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



AREA D: SOCIAL SCIENCES - Minimum of 9 semester units from at least 2 departments.

African-American Studies 1, 2, 5, 8, 11, 12, 14A, 14B, 16, 17*, 23, 29, 30, 31, 32, 35**, 38, 50A, 50B
 Anthropology 3, 7
 Asian/Asian-American Studies 17*, 21, 26, 29, 32, 35**, 45A, 45B
 Biology 27**
 Communication 19
 Economics 1, 2
 Ethnic Studies 1
 Geography 1, 2, 3, 8
 History 5, 7A, 7B, 17, 19
 Journalism 62
 Labor Studies 10
 Mexican-Latin American Studies 12, 17*, 23, 31, 35**
 Native American Studies 1, 2, 17*, 35**
 Political Science 1, 2, 3, 6, 18
 Psychology 1A, 1B, 7A, 7B, 7L, 12**, 24, 33
 Sociology 1, 2, 5, 13, 30, 45

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

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

AREA E: Lifelong Learning Self-Development

Minimum 3 semester units.

Asia/Asian-American Studies 32
 Biology 27*, 28
 Counseling 24, 30, 57
 Health Education 1
 Psychology 6, 8, 12*, 30, 33

*Students receive credit and certification for one course only.

CSU GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS

(Not part of CSU/GE-Breadth; may be completed prior to transfer). Any of the following combinations are acceptable:

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

OR

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

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

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM 2013 – 2014

(Updated Annually)

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

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



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

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

AREA 1 – ENGLISH COMPOSITION

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

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

Group A: English Composition

1 course, 3 semester (4-5 quarter) units

English 1A

Group B: Critical Thinking – English Composition

1 course, 3 semester (4-5 quarter) units

English 5

Group C: Oral Communication

(CSU requirement only) 1 course, 3 semester (4-5 quarter) units

Communication 1A, 44, 45

AREA 2 – MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

1 course, 3 semester (4-5 quarter) units

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

AREA 3 – ARTS AND HUMANITIES

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

ARTS:

African-American Studies 26

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

Dance 1

Music 2A, 2B, 3A, 3B, 4A, 4B, 8A, 8B, 8C, 8D, 9, 10, 15A, 15B

HUMANITIES:

African-American Studies 6A, 29

Asian/Asian-American Studies 30

Chinese 2+, 3+, 4+

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

French 2A+, 2B+

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

Japanese 1B+

Mexican/Latin-American Studies 30A, 30B

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

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

AREA 4 – SOCIAL AND BEHAVIORAL SCIENCES

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

African-American Studies 1, 2, 5, 8, 11, 12, 14A***, 14B***, 16, 17*, 23, 30, 31, 32, 35, 38, 45*, 50A

Anthropology 3, 7

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

Biology 27**

Communication 19

Economics 1, 2

Ethnic Studies 1

Geography 2, 3, 8

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

Humanities 45*

Journalism 62

Labor Studies 10

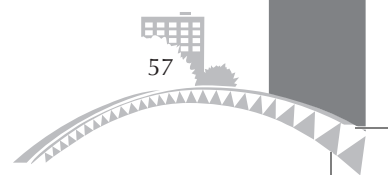
Mexican/Latin American Studies 12, 17*, 23, 31, 35

Native American Studies 1, 2, 17*, 35

Political Science 1, 2, 3, 6, 18

Psychology 1A, 1B, 6, 7A***, 7B, 7L***, 12**, 24

Sociology 1, 2, 5, 13, 30





TRANSFER INFORMATION

AREA 5 – PHYSICAL AND BIOLOGICAL SCIENCES

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

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, 25
Physics 3A(L)^{***}, 3B(L)^{***}, 4A(L)^{***}, 4B(L)^{***}, 4C(L)^{***}, 10^{***}

BIOLOGICAL SCIENCES:

Anthropology 1, 1L
Biology 1A(L), 1B(L), 2(L)^{***}, 3(L), 4(L)^{***}, 10(L)^{***}, 11^{***}, 20A(L)^{***}, 20B(L)^{***}, 24(L)^{***}

LANGUAGE AREA 6A

OTHER THAN ENGLISH

(UC Requirement Only) – Completion of two years of high school course work in one language other than English with a grade of “C-” or better (official transcript required); OR Completion of two years of formal schooling at the sixth grade level or higher in an institution where the language of instruction is not English (documentation required); OR Satisfactory score on the College Board Subject Test (formerly SAT II) in a language other than English (see a counselor for required scores); OR Score of 3 or better on the College Board Advanced Placement Examination in a language other than English; OR Score of 5 or better on the International Baccalaureate Higher Level Examination in a language other than English; OR Satisfactory completion of a proficiency test administered by a community college or university in a language other than English; OR Completion of one course (4-5 semester units) at college level, that is considered equivalent to 2 years of high school language, with a grade of “C” or better. Laney course(s) that meet the proficiency level are Chinese 1, French 1A, JAPAN 1A, Spanish 1A, 22A or more advanced level.

+ Courses designated with an “+” may be counted in one area only.

* Students receive credit for one course only.

** Students receive credit for one course only.

*** Indicates that transfer credit may be limited by either UC or CSU or both. Please consult with a counselor for complete information on course/unit limitations or check www.assist.org.

(L) Designates courses with a laboratory.

CSU GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS

(Not part of IGETC; may be completed prior to transfer). Any of the following combinations are acceptable:

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

OR

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

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



TEN PRINCIPLES OF ACADEMIC INTEGRITY

1. Affirm the importance of academic integrity.

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

2. Foster a love of learning.

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

3. Treat students as unique individuals.

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

4. Promote an environment of trust in the classroom.

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

5. Encourage student responsibility for academic integrity.

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

6. Clarify expectations for students.

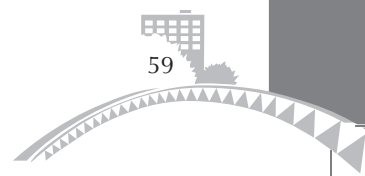
Faculty members have primary responsibility for designing and cultivating the educational environment and experience. They must clarify their expectations in advance regarding honesty in academic work, including the nature and scope of student collaboration. Most students want such guidance, and welcome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

7. Develop fair and relevant forms of assessment.

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

8. Reduce opportunities to engage in academic dishonesty.

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





9. Challenge academic dishonesty when it occurs.

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

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

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

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

FIVE PRINCIPLES OF STUDENT ACADEMIC INTEGRITY

1. Responsibility

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

2. Honesty

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

3. Recognition

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

4. Support

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

5. Privacy

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

DISCIPLINARY ACTION AND PROCEDURES

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

SCHOLASTIC STANDARDS

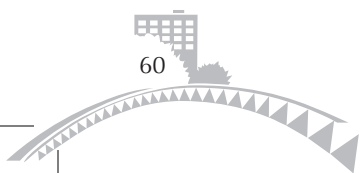
Each instructor assigns grades to students based on standards established as appropriate for each class. Written papers, participation in class discussions, midterm and final examinations, and class attendance may be used by an instructor to determine grades. It is the student's responsibility to comply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

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.





COURSE REPETITION

The Peralta Community College District Administrative Procedure 4225 provides detail regarding course repetition and course repeatability and should be referenced. This procedure follows state regulations in Title 5, which are revised periodically as necessary.

Following is a summary and is not intended to replace or change Administrative Procedure 4225:

- A. Students may petition to repeat a course for one of the following reasons:
 1. To alleviate substandard academic work ("D," "F," "FW," and/or "NP") or because a "W" was earned. (Two repeats permitted; thus can only take the course three times).
 2. To meet a "legally mandated training requirement as a condition of continued paid or volunteer employment" (documentation required).
 3. To address a "significant change in industry or licensure standards which is necessary for a student's employment or licensure" (documentation required).
 4. Because of "extenuating circumstances" including verified cases of accidents, illness, or other circumstances beyond the student's control.
 5. Because "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" (documentation required).
 6. Because of a "significant lapse of time" (no less than 36 months) and "there is a properly established recency pre-requisite for the course or program pursuant to Title 5 section 55003."
- B. Students can repeat courses for one of the following reasons and a petition is not required.
 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 repeat Cooperative Work Experience for a total of 16 semester units, with a maximum of 6 semester credit hours during one enrollment period in general work experience and a maximum of 8 semester credit hours during one enrollment period in occupational work experience.
 3. A student may repeat a course which is designated as repeatable because repetition of that course is required by CSU and/or UC for completion of a bachelor's degree.
 4. A student may repeat a course for purposes of Intercollegiate Athletics (350 contact hours per year per sport and 175 contact hours in courses that focus on conditioning and skill development) OR participation for up to four (4) semester enrollments in that course.
 5. A student may repeat courses that are designed specifically for participation in non-athletic competitive events between students from different colleges and the event is sanctioned by a formal collegiate or industry governing board.
 6. A student may enroll in active participatory courses in physical education, visual or performing arts that are related in content for no more than four (4) courses in each content area (even if a "W" is received).
- C. 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.



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	Definition	Grade Point
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
FW	Failing	0
	The FW grade indicates a failing grade because the student has ceased to participate in the class sometime after the withdrawal deadline. The FW grade is treated in the same manner as an F grade for the purposes of calculating grade point average, course repetition, and academic standings for probation/dismissal.	
P	Pass (at least satisfactory; units awarded not counted in GPA)	
NP	No Pass (less than satisfactory, or failing; units not counted in GPA)	
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 Office of Admissions and Records and a copy given to the student. A final grade shall be assigned when the stipulation has been completed, or when the time limit for completing the work has passed. The "I" symbol must be made up no later than one year following the end of the term in which it was assigned. The "I" symbol shall not be used in calculating units attempted nor for grade points. A time extension beyond one year but not to exceed one semester or quarter may be granted by petition.	

IP

In Progress

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

RD

Report Delayed

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

W

Withdrawal

A withdrawal reported to the Office of Admissions and Records during the first four weeks of instruction (or thirty percent [30%] of instruction under the semester system, summer session, 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 fourth week or instruction and the end of the fourteenth week of instruction (or between 30-75% of instruction under the semester system, summer session, intersession, and short-term courses).





The academic record of a student who has not withdrawn from class 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 Office of Admissions and Records.

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.

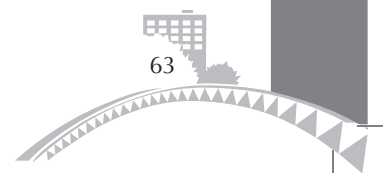
GRADE POINT AVERAGE

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.

ATTENDANCE POLICIES

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

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





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 basis and shall specify in the college catalog which courses have this option. (In 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 fourth week of instruction (30% 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 on regarding the use of courses in which a "P" grade was received.

PRE-REQUISITES, CO-REQUISITES, AND RECOMMENDED PREPARATION

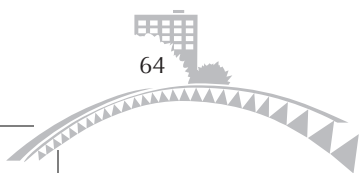
The Peralta Community College District has established certain pre-requisites, co-requisite, and recommended preparation (advisory) for courses and programs in a manner consistent with law and good practice. The District and college believe that these requirements are necessary for a student's academic 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 pre-requisite, co-requisite, 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.

Pre-requisite 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 pre-requisite 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 pre-requisite. You must complete a pre-requisite course with a satisfactory grade ("A", "B", "C", "P"). The pre-requisites 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 pre-requisite 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 pre-requisites at one of the Peralta Colleges. If the student is currently taking the pre-requisite course, the student is allowed to enroll provisionally until the course grade is received. If the grade in the pre-requisite course is below a "C", the student will be automatically dropped from the higher level course. The student will be informed of this by e-mail. In all other cases, the student will have to take some extra step before you can enroll.

co-requisite means a condition of enrollment consisting of a course that a student must take concurrently to enroll in another course. A co-requisite 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 co-requisite 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 co-requisite, the student must enroll in the co-requisite course as well. (If the student has previously taken the co-requisite course and obtained a grade of "C" or better, student does not need to enroll in it again).

Recommended Preparation (Advisory) 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.

PRE-REQUISITE/CO-REQUISITE 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 pre-requisite holds.

If a student has completed a comparable or equivalent pre-requisite or co-requisite 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 pre-requisite or co-requisite course has been taken at another college, the Counselor will remove the pre-requisite hold and the student will be able to enroll in the course.

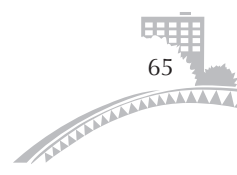
PRE-REQUISITE/CO-REQUISITE CHALLENGE

If a student desires to challenge the pre-requisite or co-requisite, the student must file a "Petition for Pre-requisite/co-requisite 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 Office of Admissions and Records or online at <http://web.peralta.edu/admissions/2011/07/pre-requisites-co-requisites-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 pre-requisite established to protect health and safety.
4. The pre-requisite is not necessary and appropriate for success in the course and has not been established in accordance with the District's process for establishing pre-requisites and co-requisites.
5. The pre-requisite or co-requisite 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 pre-requisite or co-requisite course has not been made reasonably available.

Upon submission of the "Petition for Pre-requisite/co-requisite 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, 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 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 6 units at Laney College may request by petition to take an equivalency examination in certain designated courses. (Confer with a counselor regarding these specific courses.) The petition, which may be obtained in the Admissions and Records Office, should be accompanied by evidence of knowledge or experience in the content of the course. Final determination of eligibility to challenge a course by examination is made by the Department Chairperson for the course involved.

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

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

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

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

General Guidelines

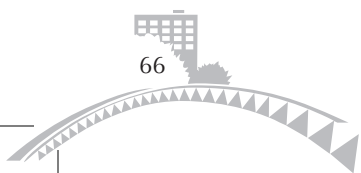
In order to receive credit for either AP, IB, or CLEP

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

ADVANCED PLACEMENT TESTS

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

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





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

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

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

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

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

For IGETC certification, AP exams in Biology, Chemistry, or Physics B allow a community college to apply 4 semester or 5 quarter units to IGETC certification (as noted in the chart below). For Environmental Science, Physics C: Mechanics and Physics C: Electricity. Magnetism, 3 semester or 4 quarter units are applied for IGETC certification (as noted below); therefore, students who have completed these exams will be required to complete at least 4 semester or 5 quarter units to satisfy the minimum required units for Area 5.

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

The University of California Advanced Placement Policy can be found at their website: <http://www.universityofcalifornia.edu/educators/counselors/adminfo/freshman/advising/credit/aptest.html>

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

ADVANCED PLACEMENT PROCEDURES

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

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

ACADEMIC AND COLLEGE POLICIES AND PROCEDURES

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

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



INTERNATIONAL BACCALAUREATE EXAMINATION PROGRAM

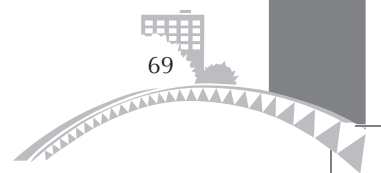
The Peralta Community College District may award International Baccalaureate Examination (IB) credit toward a Certificate or Associate Degree, or for CSU GE or IGETC transfer certification to those who attain an appropriate score on Higher Level (HL) Exams. If they are intending to transfer to a four-year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

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

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

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

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





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



COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

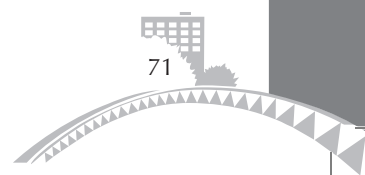
The following CLEP examinations can be used for credit toward a Certificate, Associate Degree, or CSU GE Breadth certification. CLEP exams cannot be used for IGETC certification. They must have achieved at least a score of 50 on any of the following exams with the exception of a score of 59 on French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

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

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

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

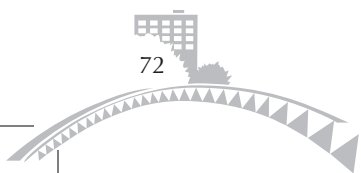
1. Obtain a "Petition for CLEP Credit" from the Admissions and Records Office;
2. Attach official copies of CLEP score reports from the College Board;
3. Take the completed petition and supporting documentation to a counselor for review.





ACADEMIC AND COLLEGE POLICIES AND PROCEDURES

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



**ACADEMIC RECOGNITION – HONOR ROLL**

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

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

ACADEMIC RECOGNITION - ASSOCIATE DEGREE HONORS

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

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

ACADEMIC GOOD STANDING

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

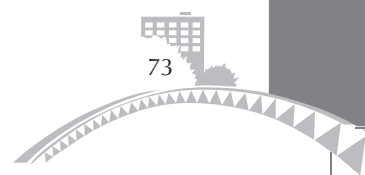
1. **Academic Probation:** A student who has attempted at least 12 semester units and has a cumulative GPA of less than 2.0 district-wide shall be placed on Academic Probation.

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

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

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

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





STANDARDS FOR ACADEMIC DISMISSAL

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

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

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

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

ACADEMIC RENEWAL POLICY

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

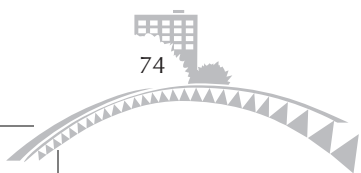
- a. A period of one year must have elapsed since the work to be alleviated was completed;
- b. The student has requested the action formally and has presented evidence that work completed in the term (s) under consideration is (are) substandard and not representative of present scholastic ability and level of performance;

- c. The student has completed at all Peralta Colleges, 15 semester units with a 2.5 GPA or better since the most work to be disregarded was completed. Work completed at an institution outside the Peralta District cannot be used to satisfy this requirement.

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

GRADE CORRECTIONS

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





PROHIBITION OF HARASSMENT AND DISCRIMINATION AND SEXUAL ASSAULT PROCEDURES

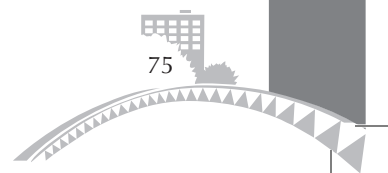
I. Statement Regarding Discrimination

- A. In keeping with Board Policy 3410: Nondiscrimination, the Peralta Community College District, as a public institution, prohibits discrimination in any and all of its activities, including: employment; procuring of goods and services; availability of its educational offerings; and other programs and activities such as financial aid and special services. In order to accomplish these tasks, the District Office of Equal Opportunity is assigned the responsibilities of overseeing and investigating any charges of discrimination or other complaints. A discrimination complaint log will be maintained as well as complete records of complaints and resolutions. The Office of Equal Opportunity will handle both student and employee complaints by working with the Vice Presidents of Student Services for student complaints and with the Vice President of Instruction for employee complaints.
- B. The Peralta Community College District, in accordance with applicable Federal and State laws and Board Policy, prohibits unlawful discrimination towards students on the basis of race, creed, color, ancestry, religion, sex, national origin, age (40 and over), marital status, medical condition (cancer related), disability, political views and affiliations, sexual orientation/preference, and transgender status at any stage in any and all of its programs and activities, including availability of its educational offerings; and other programs and activities such as financial aid and special services. To that end, the District will take immediate, appropriate steps to investigate complaints of discrimination to eliminate current discrimination and prevent further discrimination. The District prohibits retaliation against any individual who files a complaint or who participates in a discrimination or discriminatory harassment inquiry.

- C. The Peralta District is subject to Title IX of the Educational Amendments of 1972, Titles VI and VII of the Civil Rights Act of 1964 and 1972, Age Discrimination in Employment Act of 1967, Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 (ADA).
- D. The Title IX, Section 504 and ADA Coordinator for the Peralta District is the District Equal Opportunity Officer (who is the Vice Chancellor of Human Resources and Employee Relations whose office is located at 333 E. 8th Street, Oakland, California 94606; telephone (510) 466-7252.
- E. Each college has an ADA Coordinator who can be reached by calling the main number of the college.
- F. Students, faculty, employees, and applicants for employment who believe they have been discriminated against may file a discrimination complaint with the President of the college, Vice President of Student Services (for students), Vice President of Instruction (for faculty or employees) or the District Equal Opportunity Officer. Complaint forms and procedures are available in the offices of the President, Vice Presidents, and Equal Opportunity Officer.
- G. The Peralta Colleges encourage "mainstreaming" students with disabilities into regular classes. The colleges offer support services to make education accessible. Each main campus has an 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 insure that students and employees of the District are aware of the provisions of this





OTHER DISTRICT AND COLLEGE POLICIES AND PROCEDURES

procedure, a general statement will be published in each class schedule and a bulletin will be circulated to each District employee.

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

1. Student discrimination complaints may be filed with the Office of Student Services at each college.
2. Employee complaints may be filed with the Office of Instruction at each college.
3. All complaints should be forwarded to the District Equal Opportunity Officer on the approved district form.
 - a. Upon receipt of a complaint, a copy will be forwarded to the State Chancellor's Office on the appropriate form.
 - b. Defective complaints will be returned to the complainant with an explanation of the deficiencies and how they may be corrected if the complaint is to be considered.
4. Within fourteen (14) days of the complaint, an investigation will commence with notification to the complainant of the initiation of the investigation.
5. If the complaint proves to be accurate, a resolution of the problem will be proposed and corrective actions taken to ensure that the act is not repeated.
6. After a proposed resolution is developed and approved, the complainant will be notified of the resolution. Should the complainant not be satisfied, he/she may object to the proposed resolution through the State Chancellor's Office within thirty (30) days. The District Office of Equal Opportunity will furnish the complainant with necessary information regarding where and how to file the objection with the State.
7. After the resolution proposal is sent to the complainant, the District will forward the complete file of the complaint; findings of the investigation; the District's proposed resolution; the letter to the complainant informing him/her of the proposal; and any relevant material to the State Chancellor's Office.

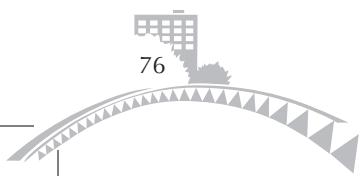
III. Procedures Prohibiting Sexual, Racial, and Disability Harassment and Discrimination Toward Students

A. Dissemination

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

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

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





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

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

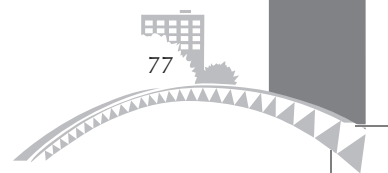
3. The prohibition of racial harassment similarly enjoins conduct or incidents based on race that may interfere with or limit the ability of an individual to participate in or benefit from the services, activities, or privileges provided by the District.
4. The prohibition of disability harassment similarly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

persistent, or pervasive to limit a student's ability to participate in or benefit from the education program by the District or to create a hostile or abusive educational environment.

C. Examples of Prohibited Harassment

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

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





- (a) Comments of a sexual/racial nature or which are demeaning or derogatory based on a disability, of
 - (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.

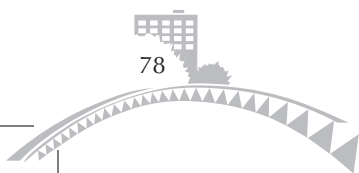
All persons should be aware that conduct towards a student that is not specifically identified in this procedure may nonetheless constitute impermissible sexual, racial or disability harassment.

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

E. Consensual Relationships

1. Definitions:

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

2. Rationale:

The District's educational mission is promoted by professionalism in faculty / student, as well as supervisor / subordinate, relationships. Professionalism is fostered by an atmosphere

of mutual trust and respect. Actions of faculty members and supervisors that harm this atmosphere undermine professionalism and hinder fulfillment of the educational mission. Trust and respect are diminished when those in positions of authority abuse their power in such a context as to violate their duty to the educational community and undermine the trust placed in the District as a public employer and an educational institution.

3. Ethical Violation:

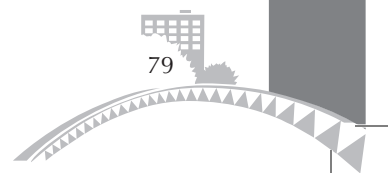
Recognizing that the unequal power of adult consenting parties is inherent in consensual relationships between supervisor and employee or student and teacher, the District will view it as unethical behavior if faculty members or supervisors engage in romantic relations with students enrolled in their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

4. Presumption of a Policy Violation:

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

5. Voluntary Consent Not a Defense:

Faculty members and supervisors exercise power over students and their subordinates, whether in giving or failing to give praise, criticism, performance evaluations,





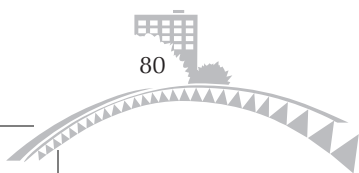
promotions or other similar actions. Romantic relationships between faculty members and students, or between supervisors and subordinates, can destroy necessary professional relationships. Voluntary consent by the student or subordinate is always suspect, given the asymmetric nature of the relationship. Moreover, such unprofessional behavior, or even the appearance of such may affect other students, faculty, and staff, because it gives one student or subordinate the appearance, correctly or incorrectly, of power or favor at the expense of others.

F. Harassment and Discrimination Complaint Procedures

1. In order to accomplish the task of prohibiting discrimination and harassment, the District's Equal Opportunity Officer is assigned the responsibilities of overseeing and investigating any charges or complaints of discrimination or harassment. The District's Equal Opportunity Officer will maintain a discrimination and harassment complaint log and complete records of complaints, investigations and resolutions.
2. The District's Equal Opportunity Officer will work with the Vice President of Student Services of each college for processing all discrimination and harassment complaints.
3. In compliance with the guidelines established by state and federal law, the following procedures will be implemented to investigate and resolve complaints of unlawful discrimination and harassment:
 - (a) Complaints of unlawful discrimination may be filed by a student who has personally suffered discrimination or by a person who has knowledge of such discrimination, within one year of the date of the alleged unlawful discrimination or within one year of the date on which the complainant knew or should have known of the facts

underlying the allegation of unlawful discrimination or harassment.

- (b) Student discrimination or harassment complaints may be filed with the District's Equal Opportunity Officer (at 333 East Eighth Street, Oakland, CA 94606; (510) 466-7252).
- (c) Student discrimination and harassment complaints may also be filed with the Vice President of Student Services as follows:
Berkeley City College, 2050 Center St., Berkeley, 2nd Floor, (510) 981-2820
College of Alameda, Building A, Room 111, (510) 748 2204
Laney College, Tower Building, Room 412, (510) 464-3162
Merritt College, Building P, Room 311, (510) 436-2478
- (d) All complaints not filed directly with the District's Equal Opportunity Officer should be immediately forwarded to that Officer on the approved District form.
- (e) Whenever any person brings charges of unlawful discrimination to the District Equal Opportunity Officer's attention, that Officer shall:
 - i. Inform the complainant that he or she may, but is not required to, informally resolve the charges and that s/he has the right to end the informal resolution effort and begin the formal stage at any time;
 - ii. Notify the complainant of the procedures for filing a complaint;
 - iii. Discuss with the complainant what actions he or she is seeking in response to the alleged discrimination; and
 - iv. Advise the complainant that he or she may file a complaint with the Office for Civil Rights of the United States Department of Education.
 - v. Immediately upon receipt of a complaint,





the District's Equal Opportunity Officer will forward a copy to the State Chancellor's Office on the appropriate form.

- vi. The District's Equal Opportunity Officer will return defective complaints to the complainant with an explanation of the deficiencies and how they may be corrected if the complaint is to be considered.
 - vii. Upon receipt of the complaint, the District Equal Opportunity Officer will review the complaint and determine the need for any interim measures of relief pending completion of the investigation.
- (f) Within fourteen (14) days of receiving the complaint, a thorough and impartial investigation will commence with notification to the complainant and the Chancellor of the initiation of the investigation. Complaints will be investigated and resolved in accordance with the District's unlawful discrimination complaint procedures. To ensure a prompt and equitable investigation of complaints, the investigation shall include an opportunity for the complainant and the accused to present witnesses and other evidence on their behalf. Thus, the investigation shall include private interviews with the complainant, the accused individual and each of the witnesses identified by both parties. Sufficient information about the allegations of the complaint shall be disclosed to the accused to provide him/her with an opportunity to respond to the allegations of the complaint and provide additional information. To the extent appropriate, the District will keep the complainant apprised of the progress of the investigation.
- (g) Complaints will be handled promptly in an appropriately confidential manner — that

is, the District's Equal Opportunity Officer will disclose the identities of the parties only to the extent necessary to carry out an investigation.

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

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

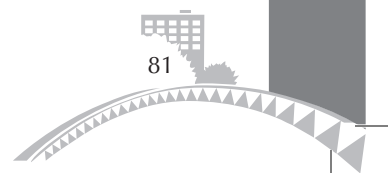
- (h) Within ninety (90) days of receiving a complaint, the District shall complete its investigation and provide the complainant with the following information:

A written notice setting forth:

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

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

- (i) If the allegation of sexual, racial, or disability harassment is substantiated, the District will take reasonable, timely and effective steps to end the harassment. Depending





upon the severity of a given case and/or prior incidents of harassment, a violation of this rule shall lead to disciplinary action including the possibility of expulsion or termination from the District. Remedial measures will be offered if appropriate to correct the discriminatory effects on any individual who has experienced harassment. The District's policy against discriminatory harassment will be interpreted consistently with any federally guaranteed rights involved in a complaint proceeding, including student's First Amendment rights to free speech and the accused individual's right to due process.

- (j) Should the Complainant not be satisfied, he or she may appeal the proposed resolution within ten (10) days of the date of the proposed resolution to the Chancellor. The Chancellor may request an additional investigation, sustain the administrative determination, reverse the administrative determination or take any other appropriate action. If the Chancellor makes the administrative determination, the Complainant may appeal directly to the Board of Trustees within the same time periods set forth above. If the Chancellor sustains the administrative determination or the Complainant is not otherwise satisfied with the Chancellor's decision, the Complainant may appeal to the Board of Trustees within fifteen (15) days of the Chancellor's decision. All appeals shall be filed with the Chancellor's Office at 333 East 8th Street, Oakland, CA 94606. Should the complainant not be satisfied, he or she may appeal the proposed resolution to the District governing board within fifteen (15) days. The District board shall review the original complaint, the investigative report, the determination and the appeal and may issue a final District decision within forty-five (45) days of receiving the appeal. The decision of the Administration will become final if the Board does not act

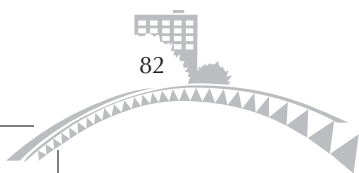
within forty-five (45) days. The student may then appeal the final District decision to the State Chancellor's Office within thirty (30) days. The Office of Equal Opportunity will furnish the complainant with necessary information regarding where and how to file the objection with the State Chancellor's Office.

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

IV. Sexual Assault Procedure (see also AP 3540: Sexual and Other Assaults on Campus)

A. Statement regarding Sexual Assault

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





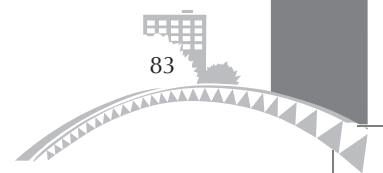
B. Definition of Sexual Assault (Education Code 67365)

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

C. Procedure

1. The Office of the Vice President of Student Services shall have full responsibility, except for public information, for the administration and follow-up of the sexual assault program required. This includes:
 - (a) Making available to students and staff the District policy on sexual assault.
 - (b) Meeting legal reporting requirements.
 - (c) Identifying available services for the victim.
 - (d) Developing and updating a description of campus resources available to victims as well as appropriate off-campus services.
 - (e) Implementing procedures for keeping the victim informed of the status of any student disciplinary proceedings in connection with the sexual assault.
 - (f) Providing confidentiality.
2. It shall be the responsibility of the Vice President of Student Services to see to it that victims of sexual assault committed at or upon the grounds of, or upon off-campus grounds or facilities maintained by the District, shall receive information and referral for treatment. Services available include immediate short-term crisis counseling, and long-term counseling referral to agencies in the community. This information shall be provided with sensitivity and in consideration of the personal needs of the victim.
3. 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





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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.

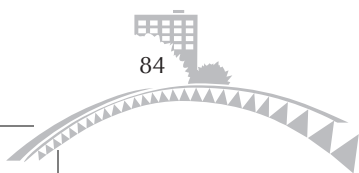
D. Dissemination

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

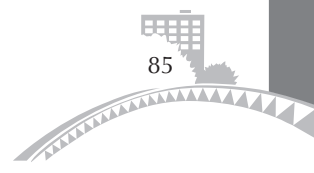
El Distrito de Peralta está sujeto al Título IX de las Enmiendas Educativas de 1972, los Títulos VI y VII del Acta de Derechos Civiles de 1964 y 1972, el Acta de Discriminación por la Edad en Empleo de 1967, el Acta de Discriminación por la Edad de 1975 y la Sección 504 del Acta de Rehabilitación de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

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

Los estudiantes, miembros de la facultad, empleados y solicitantes de empleo que crean que hayan sido discriminados pueden presentar una queja de discriminación ante alguno de los siguientes funcionarios: el Presidente del colegio correspondiente, el Vice Presidente de Servicios Estudiantiles (en el caso de los alumnos), el Vice Presidente de Enseñanza (en el caso de facultad o empleados) o el Funcionario de Oportunidad Igual del Distrito. Los formularios de queja y los procedimientos correspondientes se encuentran a su disposición en las oficinas del Presidente, de los Vice Presidentes y de Oportunidad Igual.

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

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



AP 4231 GRADE CHANGES AND STUDENT GRIEVANCE PROCEDURE

I. Regulations

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

II. Procedural Steps

- A. Instructor completes the "Request for Record Correction Form" and submits it to the Divisional Dean of Instruction with a copy of the Class Rollbook. The "Request for Record Correction Form" is available online at: <http://eperalta.org/wp/admissions/?p=565>
- B. Divisional Dean of Instruction, after discussion with the instructor, makes a recommendation to the Vice President of Instruction.
- C. Upon approval, the request is then submitted to the Associate Vice Chancellor of Student Services.

- D. Upon acceptance, the request will be processed by Admissions and Records.

III. Student Grievance

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

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

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

A. Grounds for Filing Student Grievances

The Student Grievance Procedure shall apply only to grievances involving:

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



B. The Student Grievance Procedure does not apply to:

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

C. Definitions

1. Party. The student or any persons claimed to have been responsible for the student's alleged grievance, together with their representatives. "Party" shall not include the Grievance Hearing Committee.
2. Student. A currently enrolled student, a person who has filed an application for admission to the college, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a).
3. Respondent. Any person claimed by a grievant to be responsible for the alleged grievance.
4. Observer. An individual who is present at a hearing to observe the proceeding, but shall not be allowed to speak and address the committee.

5. Written Notice/Written Decision. Notice sent by personal service or by registered or certified mail with return receipt requested via the U.S. Postal Service.
6. Day. Unless otherwise provided, day shall mean a day during which the college is in session and regular classes are held, excluding Saturdays, Sundays, and District holidays.

D. Grievance Process

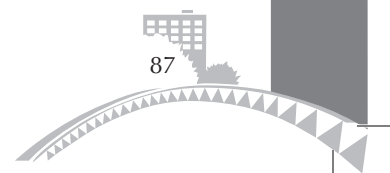
1. Informal Resolution

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

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

2. Formal Complaint Procedures

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





OTHER DISTRICT AND COLLEGE POLICIES AND PROCEDURES

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

a. Complaint. The complaint must include the following:

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

b. Submission. The complaint should be submitted to the Vice President of Student Services.

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

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

The Vice President of Student Services (or designee) will provide the grievant with a written copy of the policy and procedures and answer all questions regarding the policy including the student's rights and responsibilities in the process of filing a

grievance. For academic (grade) grievance, the Vice President of Student Services (or designee) will inform the student that a grade change may only be made where there is a finding of fraud, mistake, bad faith or incompetence.

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

c. Request for Grievance Hearing

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

i. For academic (grade) grievance, the Chair shall request records and documents from the faculty member against whom the complaint has been filed.

ii. For grievance based on an alleged violation of law, policy, and procedures, the Chair shall request records and documents from the party against whom the complaint has been filed.

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

d. Grievance Hearing Committee

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





- The Vice President of Instruction, who shall Chair the committee;
- One faculty member (and one alternate) jointly appointed by the PFT and the Faculty Senate;
- One administrator (and one alternate) appointed by the College President;
- One student (and one alternate) appointed by the President of the Associated Students

Additional committee member:

- For academic (grade) grievances, one faculty member (and one alternate) jointly appointed by the PFT and the Faculty Senate; or
- For other grievances, one classified employee (and one alternate) jointly appointed by Local 1021 and the Classified Senate.

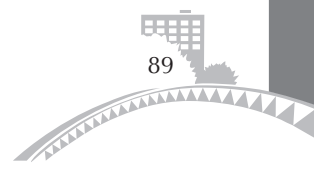
A committee member shall withdraw from participation in the hearing if a conflict of interest is anticipated, in which case the alternate member shall serve. The members of the Committee shall be provided with a copy of the grievance and any written response provided by the respondent before the hearing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

e. Hearing Procedure

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

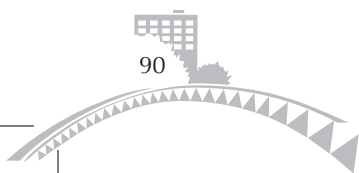
read and review all documents, consistent with privacy laws. This right may be waived by either party. Both parties shall be informed that all relevant evidence presented to the hearing committee, whether written or oral, may be used against them in this or any other proceeding unless otherwise prohibited by law. The written notice shall inform the parties of this fact. The Chair of the committee shall inform both parties orally of this fact at the commencement of the hearing.

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





10. Any member of the committee may ask questions of any witness.
 11. The hearing shall be conducted so as to bring all of the relevant information and evidence to the members of the committee in an orderly and intelligible form. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted, if it is the sort of evidence on which responsible persons are accustomed to rely upon in the conduct of serious affairs. Accusations not specifically related to the alleged violation shall not be considered relevant. The rules of privilege shall apply to the same extent that they are recognized in civil actions.
 12. At all steps of the process, both the student filing and the other party have the right to be accompanied, advised and represented by a person or counsel of their choosing. If either party wishes to be represented by an attorney, a request must be presented not less than 10 days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the college representative may request legal assistance. The hearing committee may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.
 13. If the respondent or his/her representative, or both, are absent from all or a part of the hearing, the committee shall make its recommendations on the basis of whatever evidence is submitted before the hearing and on whatever evidence and testimony is presented to the committee during the hearing.
 14. The committee shall make all evidence, written or oral, part of the record.
 15. The committee shall judge the relevancy and weight of testimony and evidence and make its findings of fact, limiting its investigation to the formal charge. The decision shall be based only on the record of the hearing, and not on 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.
- 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 1021 Collective Bargaining Agreements. (In the event of a conflict between the Collective Bargaining Agreement and the PCCD Policies and Procedures, the Collective Bargaining Agreement shall govern.)

4. Time Limits

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

Security of Grade Records

The District has implemented security measures for student records that assure no one without proper authorization may obtain access to student grade records. These measures are installed as part of the computerized grade data storage system in the enterprise management system, PeopleSoft.

The measures implemented by the District include, but are not necessarily limited to, password protection for all student grade data bases, locking

mechanisms for computer stations from which grade data bases can be viewed, and strict limits on the number of persons who are authorized to change student grades.

Persons authorized to change grades shall be designated by the Vice Chancellor of Educational Services. No more than six (6) [one at each college in A&R and two at district office A&R] District employees may be authorized to change student grades. Only full-time employees of the District may be authorized to change grades. Student workers shall not have access to or change grades at any time.

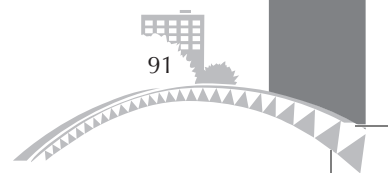
Any person who discovers that grades have been changed by someone other than the persons authorized to do so shall notify the Vice Chancellor of Educational Services immediately. The Vice Chancellor of Educational Services immediately shall take steps to lock the grade storage system entirely while an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

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

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

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

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





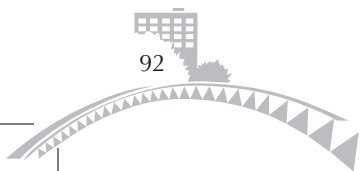
The correction of an awarded grade shall only be allowed for a student-initiated request brought under the provisions of this procedure.

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. Misconduct that may result in disciplinary action includes, but is not limited to, the following violations:

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





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

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

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

V. Forms of Discipline. Students facing disciplinary action are subject to any of the following actions:

- A. **Written or verbal reprimand.** An admonition to the student to cease and desist from conduct determined to violate the Code of Student Conduct. Written reprimands may become part of a student's permanent record at the college. A record of the fact that a verbal reprimand has been given may become part of a student's record at the college for a period of up to one year.
- B. **Probation.** A period of time specified for observing and evaluating a student's conduct, with or without special conditions. Probation will be imposed for a specific period of time; the student is considered removed from probation when the period expires. Violation of any conditions during the period of probation may be cause for further disciplinary action.
- C. **Loss of Privileges and Exclusion from Activities.** Exclusion from participation in designated privileges and extracurricular activities for a specified period of time. Violation of any conditions or Code of Student Conduct during the period of sanction may be cause for further disciplinary action.
- D. **Educational Sanction.** Work, research projects, counseling, or community service projects may be assigned. Violation of any requirements of assignment or Code of Student Conduct during the period of sanction may be cause for further disciplinary action.
- E. **Treatment Requirement.** Require enrollment in anger management, drug and alcohol rehabilitation treatment. Such requirement must receive prior approval from the Vice President of Student Services (or designee).
- F. **Group Sanction.** Sanctions for the misconduct of



groups or organizations may include temporary or permanent revocation or denial of group registration as well as other appropriate sanctions.

G. Removal from Class. Exclusion of the student by an instructor for the day of the removal and the next class meeting. 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 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.

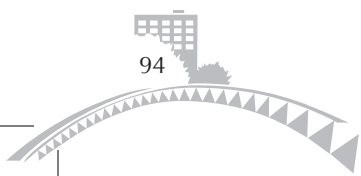
VII. Due Process for Discipline, Suspensions and Expulsions

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.

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

1. Notice. The Vice President of Student Services (or designee) will provide the student with written notice of the conduct warranting the discipline. The written notice will include the following:
 - a. The specific section of the Code of Student Conduct that the student is accused of violating.





- b. A short statement of the facts (such as the date, time, and location) supporting the accusation.
 - c. The right of the student to meet with the Vice President of Student Services (or designee) to discuss the accusation, or to respond in writing.
 - d. The nature of the discipline that is being considered.
2. Time limits. The notice must be provided to the student within 5 days of the date on which the conduct took place or became known to the Vice President of Student Services (or designee); in the case of continuous, repeated or ongoing conduct, the notice must be provided within 5 days of the date on which conduct occurred or became known to the Vice President of Student Services (or designee) which led to the decision to take disciplinary action.
3. Conference Meeting. A student charged with misconduct must meet with the Vice President of Student Services (or designee) for a conference regarding the basis of the charge and the possible disciplinary action that may arise as a consequence. If the student fails to respond within 5 days after receipt of the written notice, the Vice President may proceed on the assumption that the charge(s) is (are) valid.

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

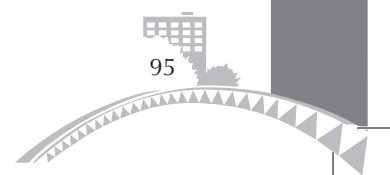
- a. Reviewing the written statement of the charge(s) as presented to the student;
- b. Providing a reasonable opportunity at the meeting for the student to answer the charge(s) verbally or in writing to the accusation;
- c. Informing the student in writing of possible disciplinary action that might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

4. Meeting Results. One of the following scenarios will occur:

- a. The matter is dismissed, in which case no public record of this incident shall be retained; however, an annual confidential report is required to be submitted to the Peralta Board of Trustees.
- b. A disciplinary action is imposed, and the student accepts the disciplinary action.
- c. A disciplinary action is imposed, and the decision of the Vice President of Student Services (or designee) is final due to the form of the discipline.
- d. A disciplinary action of a long-term suspension is imposed and the student does not accept the long-term suspension. The student must file at the Office of the President a written notice of intent to appeal to the Student Disciplinary Hearing Panel within 5 days of the written decision from the Vice President of Student Services (or designee).
- e. A recommendation for expulsion is made by the Vice President of Student Services (or designee) to the College President.

5. Short-term Suspension.

Within 5 days after the meeting described above, the Vice President of Student Services (or designee) shall decide whether to impose a short-term suspension, whether to impose some lesser disciplinary action, or whether to end the matter. Written notice of the Vice President of Student Services' (or designee's) decision shall be provided to the student. The written notice will include the length of time of the suspension, or the nature of the lesser disciplinary action. The Vice President of Student Services' (or designee) decision on a short-term suspension shall be final.





6. Long-term Suspension.

Within 5 days after the meeting described above, the Vice President of Student Services (or designee) may decide to impose a long-term suspension. Written notice of the Vice President of Student Services' (or designee) decision shall be provided to the student. The written notice will include the right of the student to request a formal hearing and a copy of the College Student Discipline (Due Process) Procedures describing the procedures for a hearing.

7. Expulsion.

Within 5 days after the meeting described above, the Vice President of Student Services (or designee) may decide to recommend expulsion to the President. The Student Disciplinary Hearing Panel shall be convened to provide a recommendation to the President. The President shall then decide whether to make a recommendation of expulsion to the Chancellor and Board of Trustees. Written notice of the President's (or designee) decision to recommend expulsion shall be provided to the student. The written notice will include the right of the student to a formal hearing with the Board of Trustees before expulsion is imposed, and a copy of the College Student Discipline (Due Process) Procedures describing the procedures for a hearing.

VIII. Hearing Procedures:

- A. Request for Hearing.** Within 5 days after receipt of the Vice President of Student Services' (or designee's) decision regarding a long-term suspension, the student may request a formal hearing. The request must be made in writing to the President (or designee). Any charge(s) to which the student does not respond shall be deemed valid.

Any recommendation for expulsion by the Vice

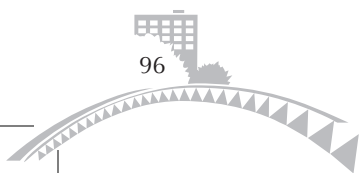
President of Student Services (or designee) shall be automatically reviewed by the Student Disciplinary Hearing Panel.

- B. Schedule of Hearing.** The formal hearing shall be held within 10 days after a written request for hearing is received. Student's failure to confirm attendance at hearing or failure to appear at the hearing without reasonable cause constitutes waiver of the student's right to appeal. The formal hearing timeline may be tolled (postponed) pending a formal investigation of any discrimination claims by or against the student. Such investigation must be concluded no later than 90 calendar days as required by law.
- C. Student Disciplinary Hearing Panel.** The hearing panel for any disciplinary action shall be composed of one faculty (selected by the President of the Faculty Senate), one classified (selected by the President of the Classified Senate), one administrator (selected by the President of the College) and one student (selected by the Associated Students).

The President (or designee), at the beginning of the academic year, will establish the panel, along with alternates. The chair of the committee will be appointed by the President.

- D. Hearing Panel Chair.** The President (or designee) shall appoint one member of the panel to serve as the chair. The decision of the hearing panel chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by two other members of the panel to the contrary.
- E. Conduct of the Hearing.**

1. The members of the hearing panel shall be provided with a copy of the accusation against the student and any written response provided by the student before the hearing begins.
2. The facts supporting the accusation shall be presented by a college representative who shall be the Vice President of Student Services.
3. The college representative and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.





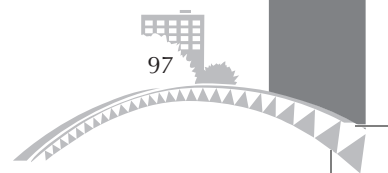
4. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.
5. Unless the hearing panel determines to proceed otherwise, the college representative and the student shall each be permitted to make an opening statement. Thereafter, the college representative shall make the first presentation, followed by the student. The college representative may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the college representative to prove by substantial 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.

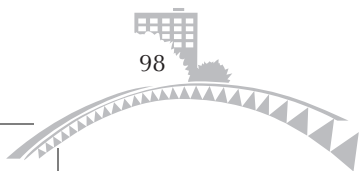
2. The Board shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures. (Education Code Section 72122)
3. The student shall receive written notice at least three days prior to the 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.

VII. Time Limits

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

VIII. 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:
- C. 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.

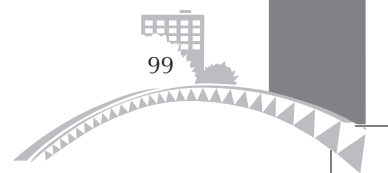
B. Student: A currently enrolled student, a person who has filed an application for admission to the college, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the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

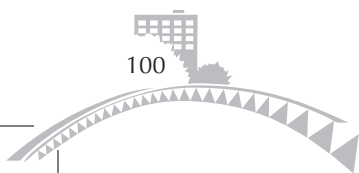
The Vice President of Student Services (or designee) shall provide to the person against whom the grievance has been filed a copy of the grievance and a copy of the procedure.

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:

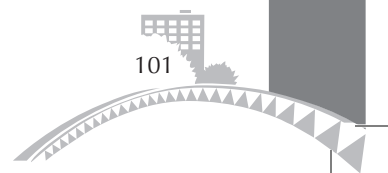
- e. For academic (grade) grievances, one faculty member (and one alternate) jointly appointed by the PFT and the Faculty Senate; or

- f. For other grievances, one classified employee (and one alternate) jointly appointed by Local 1021 and the Classified Senate.

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

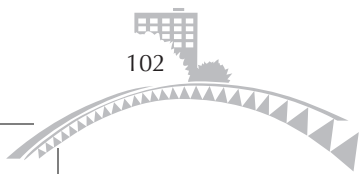
5. Hearing Procedure

- 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.

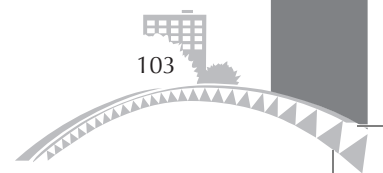
The Chancellor, or designee, shall issue a written decision to the parties and the representatives by certified mail within 10 days of the receipt of the decision. A decision to change a grade must be supported by a summary finding of fact, establishing mistake, fraud, bad faith or incompetence.

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 1021 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.

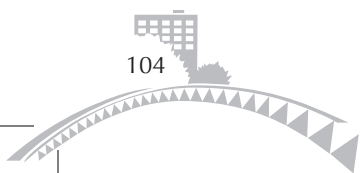
- I. The role of the Disabled Student Programs and Services (DSP&S) program is to assist the colleges in meeting federal and state obligations to students with disabilities. DSP & S is the primary provider for support programs and services that facilitate equal educational opportunities for students 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.

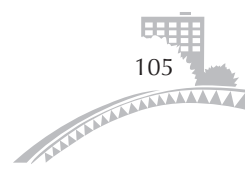
2. The DSP&S professional (as defined in Title 5 Section 56006, 56048, 56060, 56064 and 56066), in consultation with the student, determines educational limitations based on documentation of the disability and functional limitations and authorizes the use of any appropriate auxiliary aids and/or academic 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. Grievance Procedures

If a student is denied academic accommodations or the use of auxiliary aids by an instructor and wishes to appeal, she/he should contact the DSP&S professional who will schedule a meeting with the instructor to discuss and resolve the issue. The student may invite the DSP&S professional (i.e., a DSP&S Coordinator, Counselor, Instructor, Acquired Brain Injury ((ABI) Specialist, Learning Disability (LD) Specialist etc.) to attend this meeting. In the case where an unresolved issue becomes a dispute (i.e., an issue that is not resolved informally between the student and the instructor with the assistance of the DSP&S professional), the student may file a complaint through the District's Harassment and Discrimination Complaint Procedures. Pending the resolution of any dispute regarding an accommodation, the accommodation will be provided.





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 pre-requisite--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

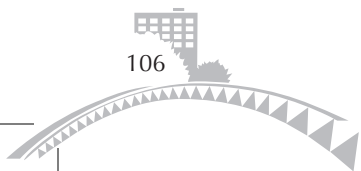
A. Documentation

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 pre-requisite with accommodations and has been unable to successfully complete course requirements.
 - iii. Regular attendance (i.e., meeting the attendance requirements of the course);
 - iv. Completion of all course assignments.
 - v. Use of all appropriate and available services such as tutorial assistance or instructional support classes.
 - vi. Use of all appropriate and available academic accommodations such as test accommodations.
 - vii. Agreement among the student, DSP&S Counselor and the appropriate Disabilities Specialist that, due to the

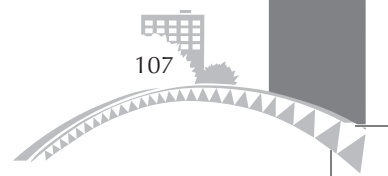
severity of the disability, the student would not be able to successfully complete the course requirements, even with accommodations.

- 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 Office of Admissions and Records will verify, implement and notify the student.

B. Meeting Major/Certificate Requirements

The process for evaluating request for major/certificate requirement is the same as those stated above except that the student may request a substitution or a waiver of a course as an alternative method of meeting major or certificate requirement.

VIII. Complaint Procedure

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

IX. Equal Access to Electronic and Information Technology

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

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

multimedia products developed by the College and/or housed at the College are equally accessible to individuals with disabilities and comply with Section 508.

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

AP 3440 SERVICE ANIMALS

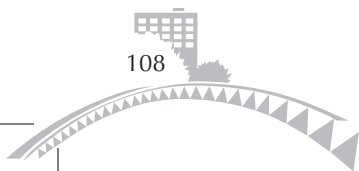
The District will allow an individual with a disability to use a service animal in District facilities and on District campuses in compliance with state and federal law.

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

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

I. Service Animal Defined

- A. A "service animal" for purposes of this procedure means any dog (or miniature horse, as provided herein) that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.
- B. Other species of animals, whether wild or





domestic, trained or untrained, are not service animals for the purposes of this definition.

- C. The work or tasks performed by a service animal must be directly related to the handler's disability. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

II. Exceptions

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

III. Assessment Factors for Miniature Horses

The District shall consider the following factors:

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

IV. Control

The service animal must have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which

case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).

V. Care or Supervision

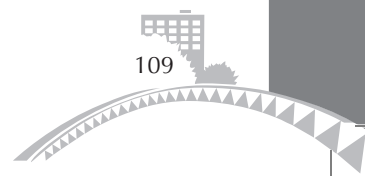
The District is not responsible for the care or supervision of the animal.

VI. Inquiries by the District

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

VII. No Surcharge

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





VIII. Employees

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

AP 3551 PRESERVING A DRUG FREE ENVIRONMENT FOR STUDENTS

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

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

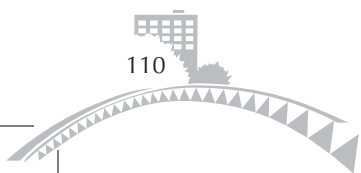
the District and community resources available for counseling and rehabilitation of those persons with alcohol or drug-related problems. The District shall also provide notice of the consequences of campus illicit drug and alcohol abuse violations, including possible criminal sanctions and student disciplinary action up to and including expulsion pursuant to applicable state law and District policy and administrative regulations. The purpose of such sanctions and discipline is to urge the students to begin the personal process of rehabilitation.

AP 3570 SMOKING

I. 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.





II. 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 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".

III. 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.

IV. 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, 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.

V. 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.

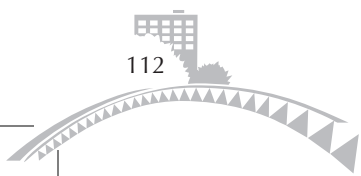
VI. Initial Implementation

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 knife having blade longer than 5 inches upon the grounds is prohibited, unless the person is authorized to possess such a weapon in the course of his/her employment, has been authorized by a District employee, or is a duly appointed peace officer, who is engaged in the performance of his/her duties.

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

I. Applicability

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

II. Definitions

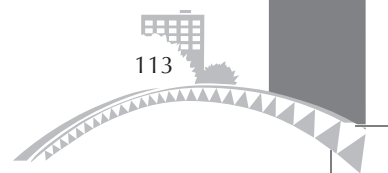
- A. "District" may include all colleges within the District, and all administrative, maintenance and other District-owned and/or controlled facilities, lots or open spaces.
- B. "Weapon" is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of

inflicting death upon a human being when used in the manner for which it was designed

1. Weapons may include, but are not limited to any offensive weapon; firearms of any kind such as pistols, revolvers, or other guns; BB or pellet guns, knives such as daggers, razors, stilettos, switchblade knives or knives with a blade exceeding five inches in length, tasers, stun guns, or other portable devices directing an electric current that are designed to immobilize a person; explosives or incendiaries such as bombs, grenades, or fireworks, poison gas; or simulations of any such items (devices that appear to be real such as a realistic toy, replica, paint-ball gun, etc.).
2. A weapon may also include an object of any sort whatsoever which is used in such a manner as to indicate that the person using the object intends to inflict death or serious injury upon another person, or which is threatened to be used in such a manner, and which, when so used, is capable of inflicting death upon a human being.
- C. "Possession" means that the person has actual physical control of the weapon because it is on or in the person's body, or in an item of personal property belonging to the person (including, but not limited to, a 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.





OTHER DISTRICT AND COLLEGE POLICIES AND PROCEDURES

B. Authorized Personnel for all approvals noted herein are:

1. Chancellor.
2. Vice Chancellor of General Services.
3. The Captain of Peralta Police Services
4. The Lieutenant of Peralta Police Services

C. College President of an impacted campus will participate in decision-making as appropriate.

IV. Operating Procedures

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

V. Incident Response

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

VI. Violations

A. Any person who violates this Administrative Procedure may be subject to:

1. An order to leave the immediate premises or property owned or controlled by the District
2. Arrest for criminal trespass if a previous order to leave the immediate premises or property owned or controlled by the District is refused or disobeyed;

3. Disciplinary proceedings, up to and including expulsion or termination, if the person is a student, employee, faculty member, or administrator.

4. Prosecution by local, state, or federal authorities if the person is suspected of and/or in violation of local, state or federal law.

B. Any vendor or contractor who violates the provisions of this policy shall be subject to the termination of his/her business relationship with the System Office and/or affected technical college, as well as possible criminal prosecution.

C. If an individual believes he/she is not responsible for an alleged violation of the Weapons on Campus policy, appeal may be made to the chancellor or designee within ten (10) business days of receipt of the violation notification from the District.

D. Failure to appeal in writing within the scheduled time period will result in ratification of the violation.

VIII. Notification

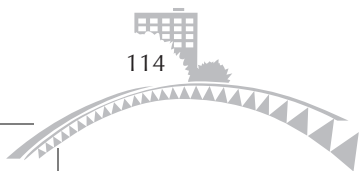
A. Signage shall be publicly posted at each site that firearms, weapons, and unlawful explosive compounds are prohibited at each college campus, administrative building and other District-owned and controlled property or site.

B. All employees, students, volunteers, visitors, vendors, and contractors must be informed of the following:

1. Legal implications of prohibiting firearms, weapons, and unlawful explosive compounds on District property or at District sanctioned functions.
2. Possible penalties associated with violations of this policy.
3. Reporting procedures to notify appropriate law enforcement agencies of a potential violation.

IV. Exceptions

A. All requests for exception to this Policy must be made in writing to chancellor or designee prior to the requesting individual entering a District





- property in possession of a weapon.
- B. Statements must substantiate that requesting individual:
1. Is a current federal, state or local law enforcement officer or other person who is required by law to carry a weapon, member of the armed forces, campus public safety officer, or person required to carry a weapon by law or official rules of conduct applicable to such person
 2. Agrees to abide by all policies, procedures and instructions of the District with respect to the possession or use of weapons.
- C. Statement shall identify the specific weapon(s) to be carried.
- D. Authorizing Official, after verifying that request includes required information and gathering any additional information deemed appropriate, shall determine whether (and if so, to what extent) to grant the request.
- E. Determination shall be communicated in writing and considered final.
- F. Permission granted under this Policy shall be confirmed through a written and signed Agreement stating that grantee has read and understands this Policy; understands that the weapon is not to be visible or used, except to the extent required by applicable laws, regulations or rules of conduct; agrees to (a) follow all applicable laws, (b) take all appropriate precautions to secure the weapon, avoid injury or disruption to members of the District community, affiliated entities or unaffiliated third parties, and (c) unconditionally agrees to indemnify and hold harmless the District, its affiliates, respective trustees, employees, agents and representatives against any losses, liabilities and related expenses (including, but not limited to, reasonable attorney fees) that may be incurred in connection with such person's possession or use of a weapon, whether or not such possession or use is determined to be negligent or in violation of this Policy or any applicable law, regulation or rule of conduct.

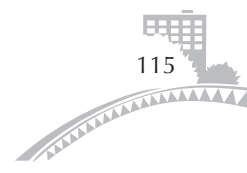
- G. A person receiving such authorization, which shall only apply to the specific weapon(s) identified in the granted request, shall promptly notify chancellor or designee in writing of (a) any loss or theft of the weapon or (b) any material change in the facts or circumstances upon which permission was granted.
- H. Upon granting or revoking permission under this Policy, grantee shall immediately furnish written notice to the appropriate District Personnel for the campus or site at which the person to whom permission has been granted will be located.
- I. Except as otherwise set forth in writing by this procedure, permission granted under this Policy:
1. Shall be effective only for the specific time period for which it is granted unless renewed in writing
 2. May be revoked at any time, in writing
 3. Shall terminate automatically when the person to whom permission has been granted leaves the District, College or is suspended for any reason.
- J. Granting of permission applicable to a stated term does not guarantee that this Policy shall not be revised or that permission will remain in effect for the remainder of that term or for any subsequent terms.

X. Violations

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

AP 5052 OPEN ENROLLMENT

- A. All courses of the Peralta Community College District shall be open to enrollment in accordance





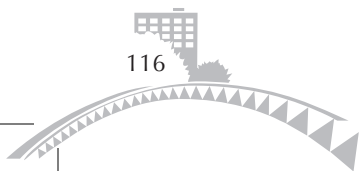
- with Board Policy 5052 and a district priority registration system consistent with AP 5055, Enrollment Priorities. Enrollment may be limited to students meeting properly validated pre-requisites and co-requisites.
- B. No student is required to confer or consult with or required to receive permission 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 pre-requisites, co-requisites, and advisories on recommended preparation. Students have the option of challenging such pre-requisites, co-requisites, and advisories on recommended preparation. Challenge forms are available upon request. Pre-requisites, co-requisites, and advisories on recommend preparation are addressed in Board Policy 4260 and Administrative Procedure 4260.
- D. Students can challenge pre-requisites and co-requisites 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 pre-requisite.
 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 pre-requisite established to protect health and safety.
 4. The student does not believe that the pre-requisite is necessary for success in the course or that it has been established in accordance with District policies and procedures.
 5. The student suddenly believes that the pre-requisite or co-requisite 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 pre-requisite or co-requisite 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 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.





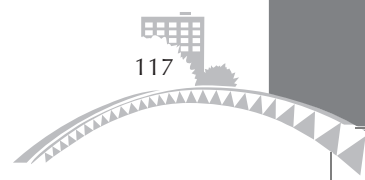
- C. Outcomes and assessment, that benefit student learning, shall focus on the dynamic roles of faculty and on the teaching-learning interface, emphasizing pedagogical techniques and observable student learning using assessment as a tool to improve teaching and learning.
- D. Faculty, as discipline 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 of the California Administrative Code Chapter 6, Article 6, Laney College hereby provides notice of procedures and policies regarding student access to education records maintained by and at the college. The college's procedures and policies must, of course, remain subject to any further modification made necessary or appropriate as a result of subsequent legislation or regulations. Questions regarding the legislation and Laney 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:

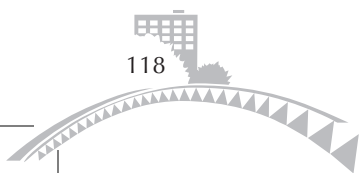
1. Information provided by a student's parents relating to applications for financial aid or scholarships;
2. Information related to a student compiled by a Laney College employee;
 - a. that is appropriate for such officer or employee's performance of his or her responsibility,
 - b. that remains in 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

- a. 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 provided by this legislation, students may voluntarily waive their rights of access to confidential recommendations on or after January 1, 1975, in three areas—admissions, job placement, and receipt of awards. Under no circumstances, however, can a student be required to waive this right.

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

As required by the Act, the college reserves the right to publish at its discretion the following categories of information with respect to each student who is presently or has previously attended the college: the student's name, address, telephone listings, date and birth place, field of study, class schedule, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Students have a right to inform the college within a reasonable period of time that any or all of this so-called "directory information" should not be released without 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. Officials and employees of the college or district, provided that any such person has a legitimate educational interest to inspect a record;
2. Federal or State education officials or county superintendent of education, or their respective designees, or the United States Office of Civil Rights, where such information is necessary to audit or evaluate a state or federally-funded program or pursuant to a federal or state law;
3. Other state and local officials to the extent that information is specifically required to be reported pursuant to state law;
4. Parents of a student under the age of 18 who is a dependent as defined in Section 152 of the U.S. Internal Revenue Code of 1954;
5. Those persons with a court order requesting information concerning a student.

"Access" may be permitted to the following:

1. Appropriate persons in connection with an emergency, if the knowledge of such information is necessary to protect the health or safety of a student or other persons;
2. Officials and employees of other public or private schools or school systems, including local, county or state correctional facilities where educational programs are provided, where the student has been enrolled, intends to enroll, or is directed to enroll, subject to the rights of students as provided in Section 25-430.7 of the Education Code, and set forth in Article 5 of this chapter;
3. Agencies or organizations in connection with a student's application for, or receipt of, financial aid;
4. Accrediting associations carrying out accrediting functions;
5. Organizations conducting studies for, or on behalf of, educational agencies or institutions

for the purpose of developing, validating or administering predictive tests, administering student aid programs and improving instruction, provided;

- a. Such studies are conducted in such a manner as will not permit personal identification of students or their parents by persons other than representatives of such organizations; and
- b. Such information will be destroyed when no longer needed for the purpose for which it is conducted.

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

CLERY ACT

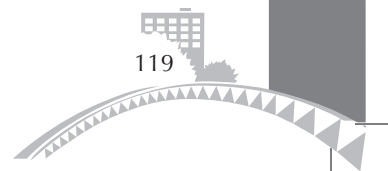
The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act, codified at USC 1092(f) as part of Higher Education Act of 1965, is a federal law that requires all colleges and universities to keep and disclose information timely and annually about certain crime on 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**.

ADMINISTRATIVE PROCEDURE 4250 PROBATION

I. Standards for Probation

- A. **Academic Probation:** A Peralta student who has attempted at least 12 semester units as shown by the academic record shall be placed on academic probation if the student has earned a grade point average below 2.0 in all units which were awarded (in accordance with provisions of Title 5).





- B. Progress Probation:** A Peralta student who has enrolled in a total of at least 12 semester or 18 quarter units as indicated on the academic record shall be placed on progress probation when the percentage of all units in which a student has enrolled and for which entries of "W," "I," and "NP" are recorded reaches at least 50% of the grades.

II. Removal from Probation

- A. A Peralta student on academic probation for a grade point deficiency shall be removed from probation when the student's cumulative grade point average is 2.0 or higher.
- B. A Peralta student on progress probation shall be removed from probation when the percentage of units in this category drops below 50% (C.2. above).

III. Units Attempted

For purposes of standards for academic probation and dismissal (1) "all units attempted" means all units of credit for which a student earns a symbol of "A," "B," "C," "D," "F," or "FW" from any college or combination of; (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 e-mail. 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.

Reference:

Title 5 Section 55030, 55031, 55032, 55033, and 55034

Approved by the Chancellor: April 12, 2012

ADMINISTRATIVE PROCEDURE 4255 DISQUALIFICATION AND DISMISSAL

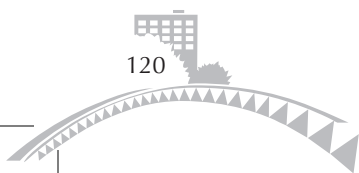
I. Standards for Dismissal

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% 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," "F," 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.



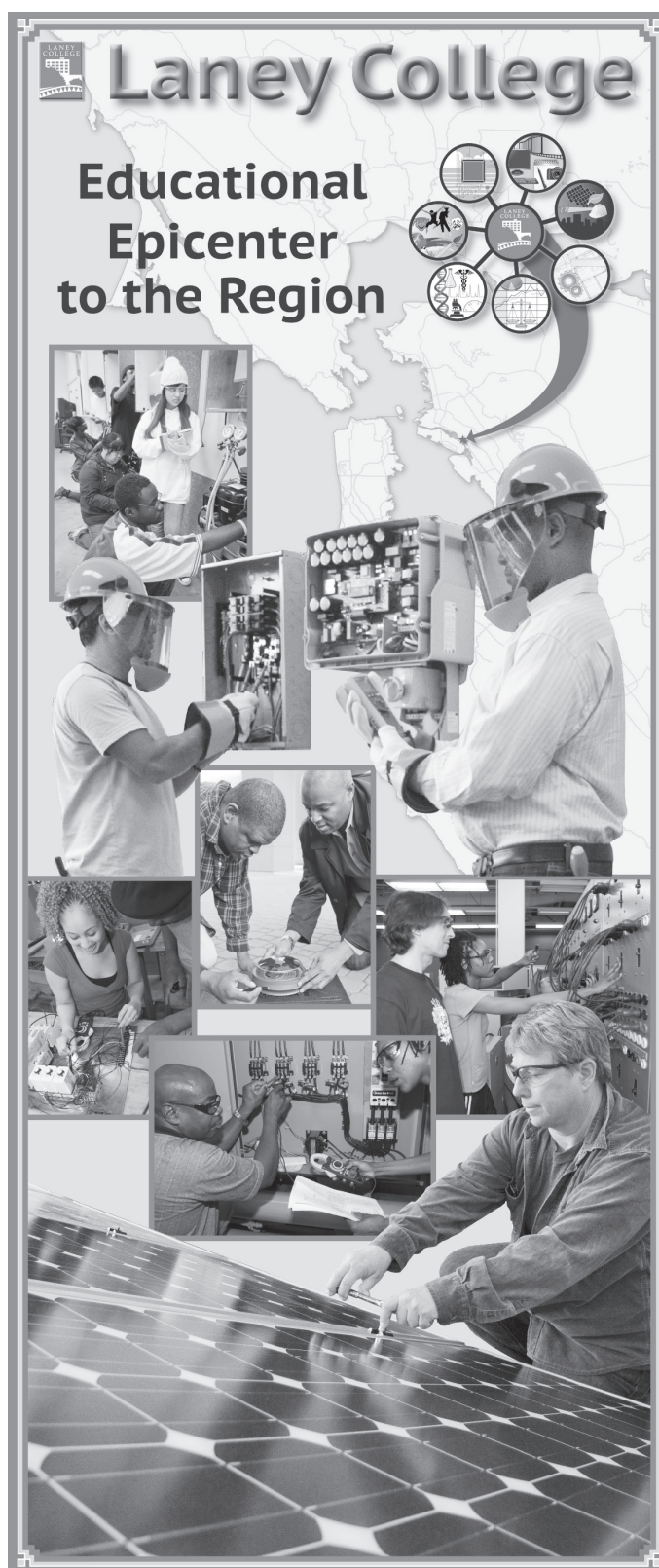
III. Notification of Probation and Dismissal

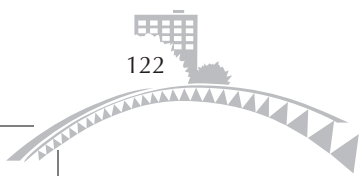
Each student will be notified about Probation or Dismissal through their Peralta e-mail. Further, each Peralta College, through the Office of the Vice President of Student Services, shall make every reasonable effort to notify a student of academic probation or dismissal at or near the beginning of the 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.

Reference:

Title 5 Section 55033 and 55034

Approved by the Chancellor: April 12, 2012







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 12-14 for all deadlines). Students should file the petition once all course requirements are completed or are in progress. Official transcripts of any course work completed outside Peralta District must be on file prior to requesting the evaluation or accompany the petition. Petitions are available in the Admissions and Records Office and must be filed by appointment with a counselor.

Overall Requirements

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

1. At least 19 units must be completed in General Education. (See below for details.)
2. A minimum number of 18 units required for the major. The specific number of units varies with the major. Students should refer to the individual curriculum patterns for this information.

NOTE: When the units from the General Education and major do not total 60 units, students must complete any degree – applicable course(s), referred to as electives, until the total of at least 60 units is obtained.

3. At least 12 units must be taken at Laney College.
4. A minimum grade-point average of 2.0 (C) is required in EACH of the following:
 - Overall grade-point average
 - General Education requirements
5. A (C) grade or better is required in:
 - Area 4a – English Composition
 - Area 4b – Mathematics
 - Each course in the major

CATALOG RIGHTS

Students completing the requirements for the Associate degree, Certificate of Achievement, or Certificate of Proficiency have catalog rights. A student's catalog rights are defined as maintaining enrollment in at least one semester per academic year, excluding summer session and intersessions (continuing enrollment), in any of the four Peralta Colleges. A student's catalog rights include:

1. The regulations in effect at the time the student entered the college, provided the student has been in continuing enrollment until the requirements for the Degree/Certificate are completed;

OR

2. The regulations current at the time the student re-enters the major program and remains in continuing enrollment until the requirements of the Degree/Certificate are completed;

OR

3. The regulations current at the time the students files and receives the Degree/Certificate.

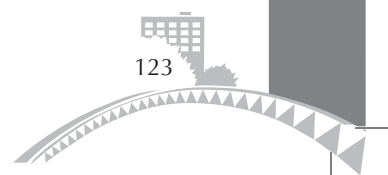
Note: The withdrawal's symbol (W) constitutes enrollment.

ASSOCIATE DEGREE PROGRAM GENERAL EDUCATION 2013-2014 (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
 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*
 Geography: 1, 9
 Geology: 10
 Physical Science: 15, 20, 22, 25
 Physics: 3A, 3B, 4A, 4B, 4C, 10, 99*

* Students receive credit for one course only.

AREA 2 – SOCIAL AND BEHAVIORAL SCIENCES

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

One course with a minimum value of 3 semester units.

African-American Studies: 1, 2, 5, 8, 11, 12, 14A, 14B, 16, 17*, 23, 30, 31, 32, 35***, 38, 45****, 50A, 50B
 Anthropology: 3, 7
 Asian/Asian-American Studies: 17*, 21, 26, 29, 30, 32, 35***, 45A, 45B
 Biology: 27**
 Business: 5
 Communication: 19
 Counseling: 30, 230
 Economics: 1, 2
 Education: 1
 Engineering: 100
 Ethnic Studies: 1
 Geography: 2, 3, 8
 Health Education: 1
 History: 3B, 5, 7A, 7B, 17, 19
 Humanities: 45****
 Journalism: 62
 Labor Studies: 10, 13, 20, 21, 22
 Mexican and Latin-American Studies: 12, 17*, 23, 31, 35***
 Native American Studies: 1, 2, 17*, 35***
 Political Science: 1, 2, 3, 4, 6, 18, 21
 Psychology: 1A, 1B, 6, 7A, 7B, 7L, 8, 12**, 24, 30, 33
 Sociology: 1, 2, 5, 13, 30, 45, 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 on course only.

AREA 3 – HUMANITIES

Courses in the humanities are those which study the cultural activities and artistic expressions of human beings. To satisfy the general education requirement in the humanities, a course should help the student develop an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation and help the student develop aesthetic understanding and an ability to make value judgments. Such courses could include introductory or integrative courses in the arts, foreign languages, literature, philosophy, and religion (AP 4100).



One course with a minimum value of 3 semester units.

African-American Studies: 6A, 26, 29, 45*
 Anthropology: 7
 Art: 1, 2, 3, 4, 5, 7, 40, 129, 141, 144, 145
 Asian/ Asian-American Studies: 30
 Chinese: 1, 2, 3, 4
 Communication: 2A
 Dance: 1, 7
 English: 1B, 2, 10A, 10B, 12, 17A, 17B, 30A, 30B, 31, 43, 210A, 210B, 217A, 217B, 230A, 230B, 231, 243,
 French: 1A, 1B, 2A, 2B
 Humanities: 6, 7, 16, 30A, 30B, 31A, 31B, 40, 45*
 Japanese: 1A, 1B
 Mexican and Latin-American Studies: 30A, 30B
 Music: 2A, 2B, 8A, 8B, 8C, 8D, 9, 10, 15A, 15B
 Philosophy: 1, 2, 10, 20A, 20B, 30, 37
 Sociology: 30
 Spanish: 1A, 1B, 2A, 2B, 22A, 22B, 40
 Theatre Arts: 2, 11, 31+
 * Students will receive credit for one course only.
 +Students must take for 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, 2, 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, 205 AB*, 211ABCD*, 220 CDEFG**, 221

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 minimum value of 1 semester unit.

Architecture: 104A, 204

Business: 24, 38, 40A, 40AA, 40AB, 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: 132, 134, 135, 136, 230

Journalism: 65

Learning Resources: 211

Library Information Studies: 85, 200

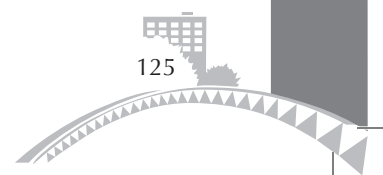
Machine Technology: 20, 30, 31

Media Communications: 115, 151

* Students will receive credit for one course only.

4d. Oral or Written Communication, or Literature:

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



One course with minimum value of 3 semester units.

Business: 201

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

English: All courses numbered 1 through 247, except 48, 49, 205, 206AB, 209

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

Journalism: 21

Media Communications: 100A, 100B, 100C, 100D

* 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 3 semester units

African-American Studies: 1, 2, 5, 6A, 8, 11, 12, 14A, 14B, 16, 17*, 23, 26, 29, 30, 31, 32, 35***, 38, 45**

Art: 7

Asian/Asian-American Studies: 17*, 21, 30, 32, 35***, 45A, 45B

English: 31, 231

Ethnic Studies: 1

History: 17, 19

Humanities: 45**

Mexican/Latin-American Studies: 12, 17*, 23, 30A, 31, 35***

Music: 15A, 15B

Native American Studies: 1, 2, 17*, 35***

Sociology: 5

* Students receive credit for one course only.

** Students receive credit for one course only.

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

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

ASSOCIATE DEGREE AND CERTIFICATES REQUIREMENTS

The State Chancellor's Office, California Education Code, and the Board of Trustees of the Peralta Community College District prescribe the requirements for awarding associate degrees and certificates. There are four types of associate degrees. In addition to the Associate in Arts (AA) and the Associate in Science (AS), Laney will offer Associate in Arts for transfer (AA-T) and Associate in Science for transfer (AS-T). Additional information regarding the AA-T and AS-T can be found on page 53. Please consult with a counselor for more information.

The Associate in Arts for transfer (AA-T) and the Associate in Science for transfer (AS-T) are intended for students who plan to complete a Bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not guaranteed to a particular campus or major. These degrees may not be the best option for students intending to transfer to a particular CSU campus or major or to a university or college that is not part of the CSU system.

The Associate transfer degrees (AA-T or AS-T) require the completion and certification of the California State University General Education (CSU GE: see page 170) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern (see page 236), as well as the specific Associate for transfer (AA-T or AS-T) major degree requirements. Students should consult with a counselor when planning to complete the AA-T or AS-T degree for more information on university admission and transfer requirements.

For specific courses required for each major or area of emphasis, see the listings under the individual department headings in this catalog. The degrees and certificates awarded by Laney College are listed below. An Associate in Arts degree is indicated by "AA," an Associate in Science degree is indicated by "AS," a Certificate of Achievement is indicated by "CA," and a Certificate of Proficiency is indicated by "CP" in the following list.

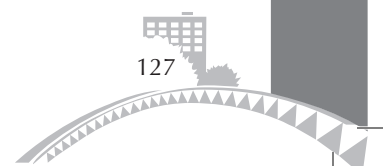


African-American Studies	AA
Architecture:	
Architectural Technology	CA / AS
Art:	
Ceramics	AA
Communication Graphics (Advertising Design)	AA
Asian and Asian-American Studies	AA
Biological Sciences:	
Biomanufacturing	CA
Biomanufacturing Production	AS
Biomanufacturing Skills	CP
Business:	
Accounting	CA, AA
Banking and Finance	CA, AA
Business Administration	CA, AA, AS-T
Business Information Systems	CA, AA
Entrepreneurship	CP
Management and Supervision	CA, AA
Marketing and Sales	CA, AA
Retail Management	CA
Carpentry	CA, AS
Communication Studies	AA-T
Construction Management	CA, AS
Building Codes and Inspections	CP
Cosmetology	CA, AA
Culinary Arts:	
Baking and Pastry	CA, AS
Cooking	CP
Restaurant Management	CA, AS
Dance	AA
Electricity/Electronics Technology:	
Electrical Technology	CA / AA
Environmental Control Technology (Heating, Ventilation, Air Conditioning and Refrigeration)	
Building Automation Systems	CA / AS
Building Performance and Energy Efficiency	CA
Commercial HVAC Systems	CP / AS
Energy Efficiency Sales and Auditing	CA
Refrigeration Technology	CP
Residential and Light Commercial HVAC & R	CA / AS
Ethnic Studies	AA

Graphic Arts:	
Applied Graphic Design / Digital Imaging	CA, AA
Heating, Ventilation, Air Conditioning and Refrigeration (see Environmental Control Technology)	
Humanities	AA
Interdisciplinary Programs	
Interactive Journalism	CP
Journalism	AA
Labor Studies	CA, AA
Laney Educational / After School Pathways (LEAP)	CP
Language Arts	AA
Liberal Arts: IGETC	CA
Liberal Arts: CSU GE Breadth	CA
Machine Technology	CA, AS
Industrial Maintenance Technology	CA
Mathematics	AS-T
Media Communication:	
Performance and Production for Video, Broadcast and Digital Cinematography	CA, AA
Video Production for Video, Broadcast and Digital Cinematography	CA, AA
Audio Production for Video, Broadcast and Digital Cinematography	CP
AV Installation Technician	CP
Mexican and Latin-American Studies	AA
Music	AA
Photography	CA, AS
Science	AS
Social Sciences	AA
Theatre Arts	AA
Welding Technology	CA, AS
Wood Technology	CA, AS

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.





ASSOCIATES DEGREE PROGRAM

Certificates of Achievement come in two forms, depending on the curriculum. Certificates of Achievement are approved by the State Chancellor's Office of the California Community Colleges.

- (1) The first type of Certificate of Achievement requires a minimum of 18 semester units in the major, a grade of "C" or better in each course, and at least 12 units of associate degree level work completed at Laney College.
- (2) The second type of Certificate of Achievement requires completion of 12 – 17.5 units in a specified program of courses with a grade of "C" or better in each course.

CERTIFICATE OF PROFICIENCY (CP)

The college grants a certificate of proficiency to you if you complete the required courses in accordance with the college's prescribed standards. The requirements for the certificate vary with each curriculum. Requirements include up to 17.5 units and a grade of "C" or better in each course. A Certificate of Proficiency will not appear on your transcripts.

It is the student's responsibility to file a "Petition for a Certificate of Achievement/Proficiency" by the deadline specified in the College Calendar, (see the Class Schedule for all deadlines). Official transcripts of any course work completed outside Peralta District must be on file prior to requesting the evaluation or accompany the petition. Petitions are available in the Admissions and Records Office and must be filed by appointment with a counselor. (Certificates do not meet the criteria for graduation with honors.)

One-year Certificates of Completion are offered in the following occupational fields:

Banking and Finance
Environmental Control Technology (Heating, Ventilation, Air Conditioning and Refrigeration)

Two-year Certificates of Completion are offered in the following occupational fields:

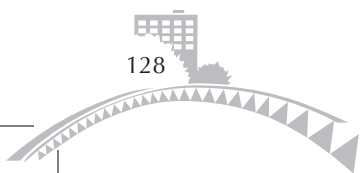
Architectural and Engineering Technology
(with options in Architectural Technology and Engineering Technology)
Business (with options in Accounting, Business Administration, Business Information Systems, Marketing and Sales and Retail Management)
Carpentry
Construction Management
Cosmetology
Culinary Arts (with options in Baking and Pastry, and Cooking)
Graphic Arts
(Applied Graphic Design/Digital Imaging)
Labor Studies
Machine Technology
Management and Supervision
Media Communications
(with options in Performance and Production for Video, Broadcast and Digital Cinematography, and Video Production for Video, Broadcast and Digital Cinematography)
Photography
Welding Technology
Wood Technology

COOPERATIVE WORK EXPERIENCE

Students in some majors may receive credit toward the Associate Degree for on-the-job work experience in areas related to their college course of study. Students should enroll in work experience courses during course enrollment periods.

LICENSURE

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





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:

Institutional Learning Outcomes are a list of things that we want students to be able to do after being awarded an AA or AS degree at Laney. The ILOs are SLOs that cover all of the Programs at Laney and they were developed with all such Programs at Laney College in mind.

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

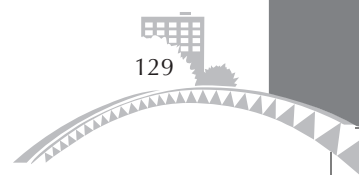
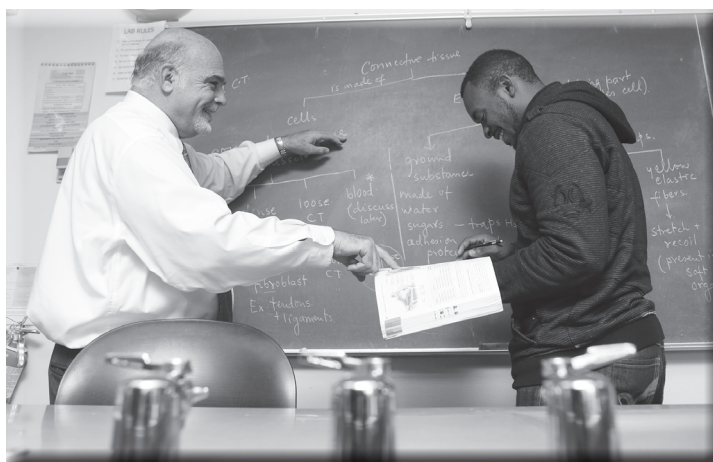
Students will demonstrate technical skills in keeping with the demands of their field of study.

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 well being.



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. pre-requisites), 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.
- **Pre-requisites:** Designed to ensure your academic background is sufficient for success in the course (see page 65).
- **Co-requisite:** Means a condition of enrollment consisting of a course that you must take concurrently (see page 65).
- **Recommended Preparation (Advisory):** Means a condition of enrollment that the colleges advises, but does 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 non-degree applicable and non-transferable, while Cooperative Education courses are degree applicable and transferable.)

- **Intersegmental General Education Transfer Curriculum (IGETC):** Identifies community college courses that can be used to fulfill general education requirements at any UC or CSU campus.
- **California State University General Education Breadth Requirements (CSU GE):** Identifies community college courses that can be used to fulfill general education requirements at any CSU campus.
- **Area(s):** Identifies the Laney's general education requirement area(s) that the course meets.
- **Cooperative Work Experience:** Program in which students are awarded credit for knowledge gained through on-the-job experience.
- **Independent Study:** Designed to permit study not covered by regular catalog offerings; allows you to pursue projects under faculty advisement and supervision (see next page 131).
- **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 Task-Stream SLO/Assessment management system.
- **Grading Policy:** GR indicates that a course can be taken for a letter grade only; P/NP indicates that a course can be taken for Pass or No Pass only; and GR or P/NP indicates that a course can be taken for either a letter grade or for pass/no pass.



TAXONOMY OF PROGRAMS (T.O.P.)

The numbers at the end of the course descriptions are Taxonomy of Programs code numbers. This classification provides standard course definitions for all California Community College Districts.

INDEPENDENT STUDY

Regulations governing Independent Study 49 courses:

- I. Laney College
 - a. Maximum units earned in one department: May be repeated for up to a maximum of 5 units per department (individual departments may choose a lower maximum).
 - b. Maximum units earned during one semester: During any one semester, the total number of units earned in all 49 courses attempted may not exceed 5 units.
- II. California State University system-wide: Accepted as elective credit for a maximum of six (6) units
- III. University of California system-wide: Various unit limitations apply; see a counselor for details.

Independent Study (49s) 0.5-5 UNITS

Hours to be arranged

Pre-requisite: (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 pre-requisites 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

Pre-requisite: Pre-requisites 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

Pre-requisite: Pre-requisites 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.

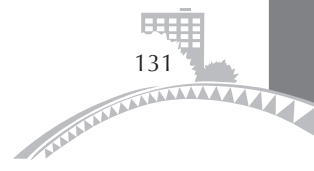
COMMUNITY SERVICES COURSES

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.





COURSE ANNOUNCEMENT

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.

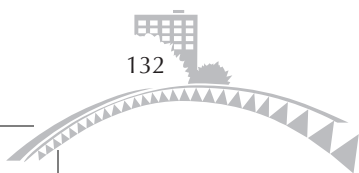
“UC>” Designates unit limitation by the University of California. See your counselor for details.

“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
Anthropology	ANTHR
Apprenticeship	APPR
Architecture	ARCH
Art	ART
Asian and Asian-American Studies	ASAME
Astronomy	ASTR
Athletics	ATHL
Banking & Finance	BNK/F
Biology	BIOL
Business	BUS
Carpentry	CARP
Chemistry	CHEM
Chinese	CHIN
Communication	COMM
Computer Information Systems	CIS
Construction Management	CONMT
Cooperative Education	COPED
Cosmetology	COSM
Counseling	COUN
Culinary Arts	CULIN
Dance	DANCE
Economics	ECON
Education	EDUC
Electricity/ Electronics Technology	E/ET

Engineering	ENGIN
English	ENGL
English As A Second Language	ESL
Environmental Control Technology	ECT
Ethnic Studies	ETHST
French	FREN
Geography	GEOG
Geology	GEOL
Graphic Arts	GRART
Health Education	HLTED
Health Professions & Occupations	HLTOC
History	HIST
Humanities	HUMAN
Japanese	JAPAN
Journalism	JOURN
Kinesiology	KIN
Labor Studies	LABST
Learning Resources	LRNRE
Legal and Community Interpretation	LCI
Library Information Studies	LIS
Machine Technology	MACH
Management & Supervision	M/SVN
Mathematics	MATH
Media Communications	MEDIA
Mexican and Latin-American Studies	M/LAT
Music	MUSIC
Native American Studies	NATAM
Philosophy	PHIL
Photography	PHOTO
Physical Science	PHYSC
Physics	PHYS
Political Science	POSCI
Psychology	PSYCH
Real Estate	RLEST
Sociology	SOC
Spanish	SPAN
Theatre Arts	THART
Welding	WELD
Wood Technology	WDTEC





AFRICAN-AMERICAN STUDIES (AFRAM)

The African-American Studies program provides a wide range of courses through which students can develop an understanding of the historical and cultural development of African-Americans. The program is interdisciplinary in scope, involving examinations of African-American history, politics, economics, sociology, philosophy, psychology, religion, and popular culture.

Degree Major Requirements:

Dept/No.	Title	Units
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Complete the following courses:

AFRAM 1	Introduction to African-American Studies	3
AFRAM 5	The African-American-Family in the United States	3
AFRAM 8	African-American Politics (3-4)	3
AFRAM 14A	Social Psychology of African-American Male/Female Relationships (3) or	
AFRAM 14B	Social Psychology of African-American Male/Female Relationships (3)	3
AFRAM 30	African-American History: Africa to 1865	3

Select one course from the following:

AFRAM 31	African-American History: 1865 to 1945 (3)	
AFRAM 32	African-American History: 1945 to the Present (3-4)	3

Select one course from the following:

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)	3

Total Required Units: 21

Courses may be applied to Associate Degree General Education requirement.

For Associate Degree General Education requirements, refer to page 123.

AFRAM 1

INTRODUCTION TO AFRICAN-AMERICAN STUDIES

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Overview of the field of African American Studies: History, literature, the arts and material culture, as well as sociological, political, economic, public policy, and philosophical perspectives on the experience of people of African descent in the United States. 2203.01 AA/AS area 2, 5; CSU area D; IGETC area 4

AFRAM 2

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. 2203.01 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. 2203.01

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

AFRAM 6A

AFRICAN-AMERICAN PHILOSOPHY

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Survey of African-American social and political thought in works of historical and contemporary philosophers: Concepts of human rights, social justice, and the historical experience of racial subordination. 2203.01

AA/AS area 3, 5; CSU area C2; IGETC area 3B



COURSE ANNOUNCEMENT

AFRAM 8

AFRICAN-AMERICAN POLITICS

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

Acceptable for credit: CSU, UC

Analysis and understanding of major trends and developments in the politics of African-Americans: Emphasis on African-American politicians within the two-party system. 2203.01

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

AFRAM 11

PERCEPTIONS OF THE AFRICAN-AMERICAN MALE IN AMERICA

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

Acceptable for credit: CSU, UC

Study and application of the historical role the African-American male has played in the development of this country from its inception. 2203.01

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

AFRAM 12

PSYCHOLOGY OF AFRICAN-AMERICANS

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Principles of psychology as they relate to the African-American community: Selected social problems such as prejudice and desegregation, racial conflict, and deviancy in the community from an African-American perspective. 2203.01

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

AFRAM 14A

SOCIAL PSYCHOLOGY OF AFRICAN-AMERICAN MALE/FEMALE RELATIONSHIPS

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC>

Study and application of psycho-sociological concepts and research techniques exploring the dynamics of African-American male-female relationships. 2203.01

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

AFRAM 14B

SOCIAL PSYCHOLOGY OF AFRICAN-AMERICAN MALE/FEMALE RELATIONSHIPS

3 units, 3 hours lecture (GR)

Afram 14A is not pre-requisite to Afram 14B.

Acceptable for credit: CSU, UC>

Study of psychology of male-female communications with analysis of interpersonal phenomena. 2203.01

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

AFRAM 16

THE PRISON INDUSTRIAL COMPLEX: AFRICAN AMERICAN INCARCERATION

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Overview of the criminal justice system and the growth of the prison industrial complex in the United States as it affects the African American community including: Arrest, trial, sentencing, incarceration and private industry profits. 2203.01

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

AFRAM 17

PERSPECTIVES ON AMERICAN RACISM

3 units, 3 hours lecture (GR)

Also offered as ASAME 17, M/LAT 17, and NATAM 17. Not open for credit to students who have completed or are currently enrolled in ASAME 17, M/LAT 17, or NATAM 17.

Acceptable for credit: CSU, UC

Perspectives on racism in America: Exploration of the psychological, sociological, and economic implications and etiology of racism from the African-American, Asian-American, Mexican/Latin-American, and Native American perspectives. 2203.01

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

AFRAM 20

FIELD STUDIES IN THE AFRICAN-AMERICAN COMMUNITY

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

Acceptable for credit: CSU

Experience at community-based agencies and organizations: Addresses critical issues facing the African-American community. 2203.01



AFRAM 23

PERCEPTIONS OF AFRICAN-AMERICAN WOMEN

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

Acceptable for credit: CSU, UC

Study and application of the historical role African-American women have played in the development of this country from its inception. 2203.01

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

AFRAM 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. 2203.01

AA/AS area 3, 5; CSU area C2, D; IGETC area 3B

AFRAM 30

AFRICAN-AMERICAN HISTORY: AFRICA TO 1865

3 units, 3 hours lecture (GR)

Also offered as HIST 50. Not open for credit to students who have completed or are currently enrolled in HIST 50.

Acceptable for credit: CSU, UC

Survey of the experience of African-Americans from their origins to the end of the Civil War: Emphasis on political, social and cultural development, and change. 2203.01

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

AFRAM 31

AFRICAN-AMERICAN HISTORY: 1865 TO 1945

3 units, 3 hours lecture (GR)

Also offered as HIST 51. Not open for credit to students who have completed or are currently enrolled in HIST 51.

Acceptable for credit: CSU, UC

Survey of the experience of African-Americans in the United States from 1865 to 1945: Emphasis on Black Reconstruction, African-American nationalism, racism, and the impact of the Depression and World War II. 2203.01

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

AFRAM 32

AFRICAN-AMERICAN HISTORY: 1945 TO THE PRESENT

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

Also offered as Hist 52. Not open for credit to students who have completed or are currently enrolled in Hist 52.

Acceptable for credit: CSU, UC

Survey of the experience of African-Americans in the United States from 1945 to the present: Emphasis on the Civil Rights movement and other contemporary issues. 2203.01

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

AFRAM 35

WOMEN OF COLOR

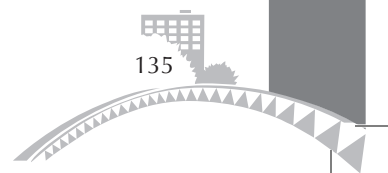
3 units, 3 hours lecture (GR)

Also offered as ASAME 35, M/LAT 35, and NATAM 35. Not open for credit to students who have completed or are concurrently enrolled in ASAME 35, M/LAT 35, or NATAM 35.

Acceptable for credit: CSU, UC

Interdisciplinary examination of the lives of women of color in the U.S.: Exploration of the intersection of gender, class, ethnicity, and race in the lives of African-American, Asian-American, Chicana/Latina, and Native-American women in the U.S. 2203.01

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



AFRAM 38

ENVIRONMENTAL RACISM AND JUSTICE

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

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

Acceptable for credit: CSU, UC

American and global environmental policy and ethics concentrating on their impact on minorities and people of color: Unequal environmental protection; the politics of pollution, race and waste dumping; and the intersection of the Civil Rights and Environmental Justice Movements with an emphasis on civil rights, social justice, white supremacy, and the impact of the Environmental Movement on people of color. 2203.01

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

AFRAM 45

RELIGION AND THE AFRICAN-AMERICAN CHURCH IN AMERICA

3 units, 3 hours lecture (GR)

Also offered as HUMAN 45. Not open for credit to students who have completed or are currently enrolled in Human 45.

Acceptable for credit: CSU, UC

Survey and analysis of the role of the church in the African-American community: Impact on social, political, economic, and psychological development of African-Americans. 2203.01

AA/AS area 2, 3, 5; CSU area C2; IGETC area 4

AFRAM 48GA-MZ

SELECTED TOPICS IN AFRICAN-AMERICAN STUDIES

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

Acceptable for credit: CSU, UC♦

See section on Selected Topics. 2203.01

AFRAM 49

INDEPENDENT STUDY IN AFRICAN-AMERICAN STUDIES

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

Acceptable for credit: CSU, UC♦

See section on Independent Study. 2203.01

AFRAM 50A

HISTORY OF AFRICA TO 1800

3 Units, 3 Hours Lecture, (GR/PNP)

Acceptable for credit: CSU, UC

History of Africa from the Paleolithic period to 1800; an interdisciplinary survey of the emergence and development of African civilizations that focuses on geographical, environmental economic, social, cultural and political issues. 2203.00

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

AFRAM 50B

HISTORY OF AFRICA TO 1800

3 Units, 3 Hours Lecture, (GR/PNP)

Acceptable for credit: CSU

A study of African history in the 19th and 20th centuries; an examination of the implications of European expansion into Africa; an analysis of the "Scramble for Africa"; the emergence of independent African nations and the growth of African nationalism. 2203.00

AA/AS area 2, 5; CSU area D

AFRAM 248GA-MZ

SELECTED TOPICS IN

AFRICAN-AMERICAN STUDIES

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

See section on Selected Topics. 2203.01

ANTHROPOLOGY (ANTHR)

Anthropology is the holistic, comparative study of humans, from biological, social-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 (taught at the other Peralta Colleges) 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 our ancestors: emphasis on relationships to other mammals, primate anatomy, dentition and behavior, the fossil record of evolution, and genetic and other processes responsible for human adaptation over time. 2202.00

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

ANTHR 1L PHYSICAL ANTHROPOLOGY LABORATORY

1 unit, 4 hours laboratory (GR)

Pre-requisite or Co-requisite: Anthr 1

Acceptable for credit: CSU, UC

Adjunct laboratory to ANTHR 1: Emphasis on working with replicas of bones and visits to museums and zoos to study primate behavior and hominid evolution. 2202.00

CSU area B3; IGETC area 5B

ANTHR 3 INTRODUCTION TO SOCIAL AND CULTURAL ANTHROPOLOGY

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Cross-cultural analysis of social and cultural aspects of human behavior in the recent past and present. 2202.00

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

ANTHR 7 MAGIC, RELIGION AND WITCHCRAFT

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Comparative study of religion, magic, and supernatural beliefs and practices: Dynamics and function of religion and magic in human societies. 2202.00

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

ANTHR 48GA-MZ SELECTED TOPICS IN ANTHROPOLOGY

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

Acceptable for credit: CSU, UC♦

See section on Selected Topics. 2202.00

ANTHR 49 INDEPENDENT STUDY IN ANTHROPOLOGY

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

Acceptable for credit: CSU, UC♦

See section on Independent Study. 2202.00

ANTHR 248GA-MZ SELECTED TOPICS IN ANTHROPOLOGY

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

See section on Selected Topics. 2202.00

APPRENTICESHIP (APPR)

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

APPR 431 MILL AND CABINET MAKER APPRENTICE

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

Pre-requisite: Be a registered apprentice in the Mill and Cabinet Maker Apprentice Program

Non-degree applicable

Designed for Mill and Cabinet Maker Apprentices: Application of hand, portable, and stationary power tools; layout and print reading, fabrication techniques, plastic lamination construction, and millwork as it applies to the cabinet-making trades. 0952.51

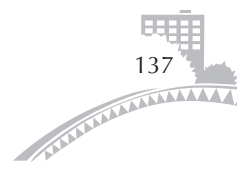
APPR 433 MOLDER AND COREMAKER APPRENTICE

1 unit, 3 hours laboratory (GR)

Pre-requisite: Be a registered apprentice in the Molder and Coremaker Apprentice Program

Non-degree applicable

Designed for Molder and Coremaker Apprentices: History, properties of metals and alloys; molding and coremaking processes including grating, risering, melting, and other special processes in the metal casting industry. 0956.01





COURSE ANNOUNCEMENT

APPR 441

ROOFER APPRENTICE

3 units, 3 hours lecture (GR)

Pre-requisite: Be a registered apprentice in the Roofer Apprentice Program

Non-degree applicable

Designed for apprentices who are working toward journeyman certificates in roofing and waterproofing. 0952.91

APPR 455

COSMETOLOGY APPRENTICE

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

Pre-requisite: Be a registered apprentice in the Cosmetology Apprentice Program

Non-degree applicable

Designed for apprentices who are engaged in acquiring a state license in Cosmetology. 3007.01

APPR 456

BARBER APPRENTICE

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

Pre-requisite: Be a registered apprentice in the Barber Apprentice Program

Non-degree applicable

Designed for apprentices who are engaged in acquiring a state license in Barbering. 3007.01

APPR 531

MILL AND CABINET MAKER (NON-CREDIT)

0 units, 1 hour lecture, 3 hours laboratory (GR)

Pre-requisite: Be a registered apprentice in the Mill and Cabinet Maker Apprenticeship Program.

Designed for Mill and Cabinet Maker Apprentices: Application of hand, portable and stationary power tools; layout and print reading, fabrication techniques, plastic lamination construction, and millwork as it applies to the cabinet-making trade. 0952.51

APPR 533

MOLDER AND COREMAKER APPRENTICE THEORY (NON-CREDIT)

0 units, 3 hours lecture (GR)

Pre-requisite: Be a registered apprentice in the Molder and Coremaker Apprenticeship Program

Designed for Molder and Coremaker Apprentices: History, properties of metals and alloys; molding and core-making processes including grating, risering, melting, and other special processes in the metal casting industry. 0956.01

ARCHITECTURE (ARCH)

The Architectural Technology Department offers a vocational and paraprofessional program 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 renders, 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.

ARCHITECTURAL TECHNOLOGY

Degree Major/Certificate Requirements:

Dept/No.	Title	Units
FIRST SEMESTER		
ARCH 10	Introduction to Design Professions and Architectural Administration	2
ARCH 13	Architectural Drafting and Design I	4
ARCH 107	Architectural History and Theory	3
CONMT 20	Blueprint Reading and Interpretation	3



SECOND SEMESTER

ARCH 23	Architectural Drafting and Design II	4
ARCH 35	Perspectives, Shades and Shadows I	2
ARCH 103	Materials of Construction	2
ARCH 104A	Beginning Computer-Aided Drafting (CAD)	3

THIRD SEMETER

ARCH 33	Architectural Drafting and Design III	4
ARCH 111	Introduction to Sustainable Architectural Design Applications	3
ARCH 121A	Introduction to Building Information Modeling with Autodesk Revit	2
PHYS 3A+	General Physics (5) or	
PHYS 4A+	General Physics with Calculus (5)	5

FOURTH SEMESTER

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 Required Units: 41-50

+ Course may be applied to Associate Degree General Education requirement.
For Associate Degree General Education requirements, refer to page 123.

Recommended:

ARCH 211, ARCH 45
ART 20, 60, 70
COMM 1A
ENGL 1B
PHOTO 10

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)

Pre-requisite: ARCH 211

Acceptable for credit: CSU, UC>

Two-and three-dimensional basic design principles: Freehand sketching and detailing; review of drafting techniques leading to preparation of preliminary architectural drawings of an assigned residential project and its construction systems and materials. 0201.00

ARCH 23

ARCHITECTURAL DRAFTING AND DESIGN II

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

Pre-requisite: ARCH 13

Acceptable for credit: CSU, UC>

Continuation of ARCH 13: Advanced study and practice in design/development of assigned projects via the use of freehand sketching, detailing and preliminary construction documentation via the utilization of various computer programs and model making; preliminary design development and working drawings; development of various manual/computer presentation techniques; perspectives and rendering of multi-dwelling complex or small commercial buildings; application of the use and interpretation of the International Building Code as it impacts the semester project design. 0201.00

ARCH 33

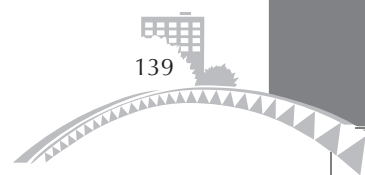
ARCHITECTURAL DRAFTING AND DESIGN III

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

Pre-requisite: 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)

Pre-requisite: 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)

Pre-requisite: 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, CAD 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)

Pre-requisite: 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****ARCHITECTURAL TECHNOLOGY**

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR)

Acceptable for credit: CSU, UC◆

See section on Selected Topics. 0953.00

ARCH 103**MATERIALS OF CONSTRUCTION**

2 units, 2 hours lecture (GR)

Pre-requisite: ARCH 13

Acceptable for credit: CSU

Description and demonstration of various construction/structural and finish materials: Characteristics and qualities necessary for proper selection and use. 0201.00

ARCH 104A**BEGINNING COMPUTER-AIDED DRAFTING (CAD)**

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

Pre-requisite: ARCH 13

Acceptable for credit: CSU

Basic computer drafting skills using current software: Use of computer and software, drawing and modifying objects layers, line types, colors and properties, dimensioning, blocks, hatching, views and scaling, printing and plotting. 0953.00

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

ARCH 110**INTRODUCTION TO 3D MODELING AND RENDERING**

3 units, 1.5 hours lecture, 4.5 hours laboratory (GR)

Recommended preparation: ARCH 104A or equivalent professional experience

Offered Spring Semester.

Acceptable for credit: CSU

Creation of 3D visualization/animation drawings from plans, elevations and sections using the latest 3D computer software: Computer-generated/rendered modeling drawings of a design project; image/video/lighting elements and techniques, resulting in the creation of an advanced, state-of-the-art rendering and/or animation. 0953.00



ARCH 112 BUILDING SYSTEMS PRINCIPLES FOR SUSTAINABLE RESIDENTIAL ADAPTATION

2 units, 2 hours lecture (GR or N/NP)

Acceptable for credit: CSU

Introduction to local precedents in design: Materials, practices, and function from a systems point of view. Survey of historic construction practices, current trends in building design, construction and rehabilitation practices. Exploration of new technologies and regulatory systems' impacts on maintenance of adaptation emphasizing indoor air quality, occupant comfort, and building durability. 0201.00

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)

Pre-requisite: 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 200 SPECIAL PROJECTS LABORATORY

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

Open laboratory for working on selected projects: Provides an opportunity for development of advanced projects of individual interest. 0953.00

ARCH 204 COMPUTER-AIDED DRAFTING LABORATORY-CAD LAB

1 unit, 4 hours laboratory (GR)

Pre-requisite or Co-requisite: ARCH 104A

Supervised computer-aided drafting laboratory: Designed as an adjunct to ARCH 104A, ARCH 110, ARCH 121A and ARCH 121B focusing on computer drafting skills using current software. 0953.00

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. 0953.00

ARCH 248GA-MZ SELECTED TOPICS IN ARCHITECTURAL TECHNOLOGY

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR)

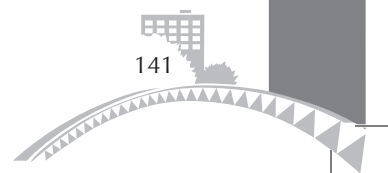
See section on Selected Topics. 0953.00

COPED 466B OCCUPATIONAL WORK EXPERIENCE IN ARCHITECTURAL TECHNOLOGY

1-4 units, hours to be arranged (GR) 0201.00

COPED 466J OCCUPATIONAL WORK EXPERIENCE IN ENGINEERING TECHNOLOGY

1-4 units, hours to be arranged (GR) 0953.00



ART (ART)

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.

<http://web.peralta.edu/admissions/schedule-of-classes/catalogs/deactivated-classes-fall-2013/>

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

CERAMICS

A major in ceramics provides the necessary technical knowledge, skills, and aesthetic judgment to students transferring to four-year institutions or professional art schools. The major can lead to a career in industrial design or as an individual craftsperson.

Degree Major Requirements:

Dept/No.	Title	Units
FIRST SEMESTER		
ART 41	Basic Design	2
ART 80	Beginning Ceramics	2-3
SECOND SEMESTER		
ART 20	Beginning Drawing and Composition	2-3
ART 70	Beginning Sculpture	2
ART 81	Continuing Ceramics	2
THIRD SEMESTER		
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 Ancient Art (Prehistoric to 1100 A.D.) (3)	
ART 3+	History of Medieval, Renaissance, Baroque Art (1100-1800 A.D.) (3)	
ART 4+	History of Modern Art (1800 to Present) (3)	3

FOURTH SEMESTER

ART 83	Advanced Ceramics	3
ART 84	Special Projects: Ceramics	2
Select one course from the following:		
ART 50	Beginning Painting (2)	
ART 60	Beginning Painting: Watercolor (2)	2

Revision in progress

+ Course may be applied to Associate Degree General Education requirement.

For Associate Degree General Education requirements, refer to page 123.

Recommended:

Art 2, 3, 4, 5, 6, 21, 72, 73, 118

COMMUNICATION GRAPHICS (ADVERTISING DESIGN)

Communication Graphics is a recommended preparation for students preparing to transfer to four-year institutions or professional art schools to develop careers in such fields as advertising, display, illustration, packaging, and printing.

Degree Major Requirements:

Dept/No.	Title	Units
FIRST SEMESTER		
ART 20	Beginning Drawing and Composition	2-3
ART 41	Basic Design	2
GRART 112	Creative Process and Solutions	3
SECOND SEMESTER		
ART 25	Beginning Figure Drawing and Composition	2
ART 40+	Color Dynamics: The Interaction of Color	3
ART 60	Beginning Painting: Watercolor	2
THIRD SEMESTER		
GRART 136	Adobe Photoshop Basics	2.5
ART 100	Beginning Printmaking	3

Revision in progress

+ Course may be applied to Associate Degree General Education requirement.

For Associate Degree General Education requirements, refer to page 123.



Recommended:

Art 26 or 30, 35, 50 and any Art History course
Media 103
Photo 10, 221C
Psych 1A

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 WESTERN ART:
PREHISTORY 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

ART 3

**HISTORY OF WESTERN ART:
RENAISSANCE TO CONTEMPORARY ART**

3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC
Recommended Preparation: ENGL 1A
Major visual art forms of Western cultures from the
Renaissance period to Contemporary period: Survey
of the foremost artists and their works. 1001.00
AA/AS area 3; CSU area C1; IGETC area 3A

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 19th
and 20th centuries: Concentration on the foremost
painters, sculptors and architects of the modern
period and their works. 1001.00
AA/AS area 3; CSU area C1; IGETC area 3A

ART 5

**HISTORY OF ASIAN ART
(PAST TO PRESENT)**

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

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

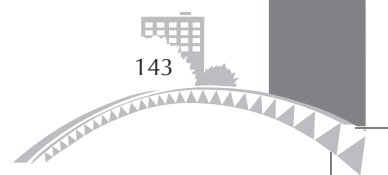
BEGINNING DRAWING AND COMPOSITION

3 units, 2 hours lecture, 4 hours lab
(GR or P/NP)
Acceptable for credit: CSU, UC
Freehand drawing with various media: Drawing
techniques and fundamentals of composition
applied to subject matter including an introduction
to perspective. 1002.10

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





COURSE ANNOUNCEMENT

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

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 26

CONTINUING FIGURE DRAWING AND COMPOSITION

2 units, 1 hour lecture, 3 hours laboratory

(GR or P/NP)

Acceptable for credit: CSU, UC

Continuing drawing from the live model: Introduction to more advanced problems. 1002.10

ART 27

INTERMEDIATE FIGURE DRAWING AND COMPOSITION

3 units, 2 hours lecture, 4 hours laboratory

(GR or P/NP)

Acceptable for credit: CSU, UC

Intermediate drawing from the live model: Emphasis on composition and color in figure drawing. 1002.10

ART 28

ADVANCED FIGURE DRAWING AND COMPOSITION

3 units, 2 hours lecture, 4 hours laboratory

(GR or P/NP)

Acceptable for credit: CSU, UC

Advanced drawing from the live model: Emphasis on developing an individual style. 1002.10

ART 29

SPECIAL PROJECTS: FIGURE DRAWING

2 units, 1 hour lecture, 3 hours laboratory

(GR or P/NP)

Acceptable for credit: CSU, UC

Continued study and development of special projects in figure drawing from the live model. 1002.10

ART 35

BEGINNING PORTRAITURE

2 units, 1 hour lecture, 3 hours laboratory

(GR or P/NP)

Acceptable for credit: CSU, UC

Drawing portraits from the live model: Emphasis on anatomy, proportion, and achieving a likeness. 1002.10

ART 36

CONTINUING PORTRAITURE

2 units, 1 hour lecture, 3 hours laboratory

(GR or P/NP)

Acceptable for credit: CSU, UC

Drawing portraits from the live model: Emphasis on composition, position, clothing, and color. 1002.10

ART 37

INTERMEDIATE PORTRAITURE

3 units, 2 hours lecture, 4 hours laboratory

(GR or P/NP)

Acceptable for credit: CSU

Drawing portraits from the live model: Achieving a likeness of the model in various media with emphasis on developing a personal style. 1002.10



ART 38

ADVANCED PORTRAITURE

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

Acceptable for credit: CSU

Professionally-oriented course structured around a variety of simulated portrait commissions: Executed in a variety of media; may include both drawing and painting. 1002.10

ART 39

SPECIAL PROJECTS: PORTRAITURE

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

Acceptable for credit: CSU

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

ART 41

BASIC DESIGN

2 units, 1 hour lecture, 3 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. 1002.10

ART 48GA-MZ

SELECTED TOPICS IN ART

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory
(GR or P/NP)

Acceptable for credit: CSU, UC♦

See section on Selected Topics. 1002.00

ART 49

INDEPENDENT STUDY IN ART

.5-5 units (GR or P/NP)

Acceptable for credit: CSU, UC♦

See section on Independent Study. 1002.00

ART 50

BEGINNING PAINTING

3 Units, 2 Hours Lecture 4 Hours Lab
(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

ART 51

CONTINUING PAINTING

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

Acceptable for credit: CSU, UC.

Emphasizes composition using oils, acrylics, and mixed media; may include live models. 1002.10

ART 52

INTERMEDIATE PAINTING

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

Acceptable for credit: CSU, UC

Continuation of ART 51: Emphasis on more independent and complex activities and projects. 1002.10

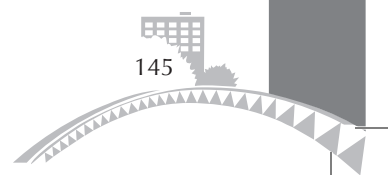
ART 53

ADVANCED PAINTING

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

Acceptable for credit: CSU, UC

Continuation of ART 52: Emphasis on developing greater clarity in personal imagery and painting style; development of a professional portfolio. 1002.10





COURSE ANNOUNCEMENT

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 62

INTERMEDIATE PAINTING: WATERCOLOR

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

Acceptable for credit: CSU, UC

Intermediate level development of skills, techniques, and content in watercolor painting: Creativity, composition, and individual expression through watercolor techniques emphasized; concentrated work in specific areas. 1002.10

ART 63

ADVANCED PAINTING: WATERCOLOR

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

Acceptable for credit: CSU, UC

Advanced watercolor painting skills, techniques, and content: Individual goals designed by student with instructor with concentration on a series of paintings for possible exhibition or portfolio presentation. 1002.10

ART 64

SPECIAL PROJECTS: WATERCOLOR PAINTING

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

Acceptable for credit: CSU, UC

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 176: 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

Course study under this section may be repeated three times.

Continued study and skill development in advanced sculpture projects. 1002.20

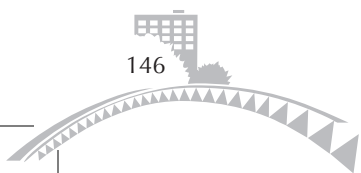
ART 76

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 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**

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. 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 collograph. 1013.00

ART 101**CONTINUING PRINTMAKING**

3 units, 2 hours lecture, 4 hours laboratory

(GR or P/NP)

Acceptable for credit: CSU, UC

Continuation of ART 100: Emphasis on color, larger-scale projects, and non-traditional methods. 1013.00

ART 102**INTERMEDIATE PRINTMAKING**

3 units, 2 hours lecture, 4 hours laboratory

(GR or P/NP)

Acceptable for credit: CSU, UC

Continuation of ART 101: Emphasis on multi-plate color printing and its refinement. 1013.00

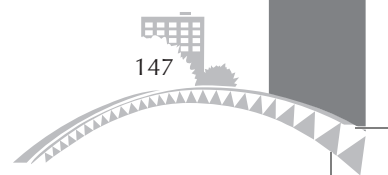
ART 103**ADVANCED PRINTMAKING**

3 units, 2 hours lecture, 4 hours laboratory

(GR or P/NP)

Acceptable for credit: CSU, UC

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



COURSE ANNOUNCEMENT

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 129

INTRODUCTION TO MURAL ART

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

Acceptable for credit: CSU, UC

Muralism as a social movement: Study of contemporary mural movements and their historical antecedents; social, economic, cultural and political influences and significance; actual execution of mural work created collaboratively by faculty and students. 1002.10
AA/AS area 3; CSU area C1

ART 141

ECO ART MATTERS: BEGINNING

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

Acceptable for credit: CSU

Exploration of the history and aesthetics of the environmental/community art movement: Exhibition of student-created eco art works, installations or performances based on an important "matter" of their choosing, and exploration of a variety of media; includes community outreach projects. 1001.10
AA/AS area 3

ART 248GA-MZ

SELECTED TOPICS IN ART

ASIAN AND ASIAN-AMERICAN STUDIES (ASAME)

The Asian and Asian American Studies Program includes courses concentrating on Asia as well as courses concerning Asian peoples and Asian Americans in the Americas. Historical, sociological, psychological and aesthetic perspectives are utilized in these courses

in order to provide a broad understanding of this diverse area of the world and the dynamic peoples who live there and trace their ancestry to that region.

Degree Major Requirements:

Dept/No.	Title	Units
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Select at least one course from both Group 1 and Group 2. The remainder of the 18 units can be selected from either Group 1 or Group 2.

GROUP 1

ASAME 17	Perspectives on American Racism (3)	
	or	
AFRAM 17	Perspectives on American Racism (3)	
	or	
M/LAT 17	Perspectives on American Racism (3)	
	or	
NATAM 17	Perspectives on American Racism (3)	
ASAME 32	Asian-American Psychology (3)	
ASAME 45A	Asian-American History to 1945 (3)	
ASAME 45B	Asian-American History from 1945 to the Present (3)	

GROUP 2

ASAME 21	Asian-American Communities (3)	
ASAME 26	Politics in Modern Asian (3)	
ASAME 29	China in the 20th Century (3)	
ASAME 30	Asians and Asian-Americans through Films (3)	
CHIN 1	Elementary Chinese (Mandarin) (5)	
CHIN 2	Elementary Chinese (Mandarin) (Continuation) (5)	
CHIN 3	Intermediate Chinese (Mandarin) (5)	
CHIN 4	Intermediate Chinese (Mandarin) (Continuation) (5)	
JAPAN 50A	Conversational Japanese and Culture (3)	
JAPAN 50B	Conversational Japanese and Culture (3)	18

Total Required Units (Minimum):

18

Courses may be applied to Associate Degree General Education requirement.

For Associate Degree General Education requirements, refer to page 123.



ASAME 17

PERSPECTIVES ON AMERICAN RACISM

3 units, 3 hours lecture (GR)

Also offered as AFRAM 17, M/LAT 17, and NATAM 17. Not open for credit to students who have completed or are currently enrolled in AFRAM 17, M/LAT 17, or NATAM 17.

Acceptable for credit: CSU, UC

Perspectives on racism in America: Exploration of the psychological, sociological, and economic implications and etiology of racism from the African-American, Asian-American, Mexican/Latin-American, and Native American perspectives. 2203.02

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

ASAME 21

ASIAN-AMERICAN COMMUNITIES

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Study of political, economic, and social structures of Asian-American communities, past and present: Emphasis on current issues and problems. 2203.02

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

ASAME 26

POLITICS IN MODERN ASIA

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Survey of major political developments in Asia in the twentieth century. 2203.02

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

ASAME 29

CHINA IN THE 20TH CENTURY

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Study of twentieth-century China as a society in change: Critical examination of the people and events that brought China from a decaying empire to a modern communist nation. 2203.02

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

ASAME 30

ASIANS AND ASIAN-AMERICANS THROUGH FILMS

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Culture and societies of Asia and the Asian Diaspora, with particular emphasis on Asian-American documentary and dramatic films: Examination of films as a medium of communication and representation of Asian and Asian-American cultures, exploring common cultural elements and symbols; themes and motifs in films by and about Asian Americans, Central Asians, East Asians, and South and Southeast Asians. 2203.02

AA/AS area 2, 3, 5; CSU area C2; IGETC area 3B

ASAME 32

ASIAN-AMERICAN PSYCHOLOGY

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Principles of psychology as they relate to the growth and development of Asian-Americans. 2203.02

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

ASAME 35

WOMEN OF COLOR

3 units, 3 hours lecture (GR)

Also offered as AFRAM 35, M/LAT 35, and NATAM 35. Not open for credit to students who have completed or are concurrently enrolled in AFRAM 35, M/LAT 35, or NATAM 35.

Acceptable for credit: CSU, UC

Interdisciplinary examination of the lives of women of color in the U.S.: Exploration of the intersection of gender, class, ethnicity, and race in the lives of African-American, Asian-American, Chicana/Latina, and Native-American women in the U.S. 2203.02

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

ASAME 45A

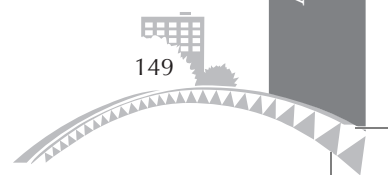
ASIAN-AMERICAN HISTORY TO 1945

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

Acceptable for credit: CSU, UC

Asian-American history from the Pre-Columbian period to 1945: The "old" Asian immigrants and their experiences: Labor, settlement, community, racist opposition, and eventual acceptance. 2203.02

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





COURSE ANNOUNCEMENT

ASAME 45B

ASIAN-AMERICAN HISTORY FROM 1945 TO THE PRESENT

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

Acceptable for credit: CSU, UC

Asian-American history from 1945 to the present:

The "new" Asian immigration, assimilation, Asian-American empowerment, and community development. 2203.02

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

ASAME 48GA-MZ

Selected Topics in Asian and Asian-American Studies

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

Acceptable for credit: CSU, UC♦

See section on Selected Topics. 2203.02

ASAME 49

INDEPENDENT STUDY IN ASIAN AND ASIAN-AMERICAN STUDIES

.5-5 units (GR)

Acceptable for credit: CSU, UC♦

See section on Independent Study. 2203.02

ASAME 248GA-MZ

SELECTED TOPICS IN ASIAN AND ASIAN-AMERICAN STUDIES

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

See section on Selected Topics. 2203.020

ASTRONOMY (ASTR)

ASTR 10

DESCRIPTIVE ASTRONOMY

3 units, 3 hours lecture (GR)

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

Acceptable for credit: CSU, UC>

Survey of astronomy at a descriptive level: Development of modern astronomy, light, astronomical instruments, the sun, formation and evolution of the solar system, the terrestrial planets, the Jovian planets, asteroids, comets, planets around other stars, and a brief survey of stars. 1911.00

AA/AS area 1; CSU area B1; IGETC area 5A

ASTR 48GA-MZ

SELECTED TOPICS IN ASTRONOMY

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

Acceptable for credit: CSU, UC♦

See section on Selected Topics. 1911.00

ASTR 248GA-MZ

SELECTED TOPICS IN ASTRONOMY

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

See section on Selected Topics. 1911.00

ATHLETICS (FORMERLY PHYSICAL EDUCATION) SEE ALSO KINESIOLOGY

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

<http://web.peralta.edu/admissions/schedule-of-classes/catalogs/deactivated-classes-fall-2013/>

Athletic Courses:

Laney College offers 6 sport teams for student-athlete participation: football, women's volleyball, women's water polo, women's basketball, women's track & 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.





ATHL 1

INTERCOLLEGIATE WOMEN'S BASKETBALL

1.5 Units, 5.00 Lab (GR/ PNP)

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

ATHL 12

BASEBALL FOUNDATIONS

3 Units, 12 Hours Lab (GR/ PNP)

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

ATHL 17

INTERCOLLEGIATE FOOTBALL

3 Units, 10 Hours Lab (GR/ PNP)

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

ATHL 51

INTERCOLLEGIATE WOMEN'S WATER POLO

3 Units, 10 Hours Lab (GR/ PNP)

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 71

INTERCOLLEGIATE WOMEN'S VOLLEYBALL

3 Units, 10 Hours Lab (GR)

Recommended Preparation: KIN 120B

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

BANKING AND FINANCE (BNK/F)

The Banking and Finance program prepares students for entry-level positions in banks, savings and loan associations, and credit unions.

Degree Major/Certificate Requirements:

Dept/No.	Title	Units
BNK/F 54	Principles of Banking	3
BNK/F 55	Money and Banking	3
BNK/F 56	Bank Management	3
BUS 1A	Financial Accounting (4) or	
BUS 20	General Accounting (3)	3-4
BUS 202*	Business Mathematics	3
ECON 1+	Principles of Economics (Macro-Economics)	3

Select one course from the following:

BUS 5	Human Relations in Business (3)	
BUS 210	Financial Management and Investments (3)	
RLEST 2A	Principles of Real Estate (3)	3

Total Required Units: 21-22

* 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 123.

BNK/F 48GA-MZ

SELECTED TOPICS IN BANKING AND FINANCE

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory

Acceptable for credit: CSU

See section on Selected Topics. 0504.00

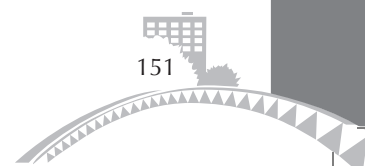
BNK/F 54

PRINCIPLES OF BANKING

3 units, 3 hours lecture (GR)

Course number assigned by the American Institute of Banking; course may or may not transfer to four-year institutions.

Comprehensive introduction to the diversified services and operations of the banking industry: Evaluation of U.S. banking; bank depositor relationships; marketing; deposit, loan and investment functions; Federal Reserve functions and services; regulations and controls. 0504.00





COURSE ANNOUNCEMENT

BNK/F 55

MONEY AND BANKING

3 units, 3 hours lecture (GR)

Course number assigned by the American Institute of Banking; course may or may not transfer to four-year institutions.

How money functions in the U.S. and world economies: The concept of the money supply, role banks play in the creation of money and as participants in the nation's payment mechanism, various types of operations of financial institutions, workings of monetary and fiscal policies, functions and powers of the Federal Reserve. 0504.00

BNK/F 56

BANK MANAGEMENT

3 units, 3 hours lecture (GR)

Course number assigned by the American Institute of Banking; course may or may not transfer to four-year institutions.

Introduction to bank management: Day-to-day bank activities, functional foundations in bank management, analytical techniques to measure performance, future expansion opportunities. 0504.00

BNK/F 248GA-MZ

SELECTED TOPICS IN BANKING AND FINANCE

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR)

See section on Selected Topics. 0504.00

BUS 456C

OCCUPATIONAL WORK EXPERIENCE IN BANKING AND FINANCE

1-4 units, hours to be arranged (GR) 0504.00

BIOLOGICAL SCIENCES (BIOL)

The mission of the Biology Department includes providing: introductory courses that meet requirements for AA and AS degrees, transfer courses to four-year schools, pre-requisites for professional schools (including programs for Registered Nurse, Licensed Vocational Nurse, Nurse Practitioner, Radiology Technicians, Physician Assistant, Dental,

Dental Hygiene, Medical and Pharmacy), and courses geared toward Biomanufacturing (including two certificates and an AS degree).

The Biomanufacturing program is designed to provide students with the knowledge and skills necessary for employment in the biomanufacturing/pharmaceutical industry. It is a career ladder program that begins with training in basic biotechnology and biomanufacturing skills. In one semester, students can earn a Certificate of Proficiency in Biomanufacturing Skills (9 units).

Students may continue their academic training by taking additional courses to earn a Certificate of Achievement in Biomanufacturing (one additional semester, total of 17 units). An AS in Biomanufacturing Production can be earned with one additional year of biomanufacturing courses along with required general education courses/electives.

BIOMANUFACTURING SKILLS

The biomanufacturing program is designed to provide students with the knowledge and skills necessary for employment in the biomanufacturing/pharmaceutical industry. It functions as a career ladder program, intending to train students in basic biotechnology and biomanufacturing skills in one semester, earning a Certificate of Proficiency in biomanufacturing Skills.

Career Opportunities in

Glassware washing, documentation coordinators, laboratory support workers, quality control inspectors.

Certificate of Proficiency Requirements:

Dept/No.	Title	Units
BIOL 75	Fundamentals of Biotechnology	2
CHEM 30A	Introductory Inorganic Chemistry	4
MATH 208	Mathematics for Laboratory Sciences	<u>3</u>
Total Required Units:		9

BIOMANUFACTURING

Students continue their academic training by taking additional courses to earn a Certificate of Achievement in Biomanufacturing gaining the skills and knowledge necessary for a higher level of employment within the manufacturing sector of the pharmaceutical industry.

**Career Opportunities in**

Manufacturing and production ex. Material handlers, manufacturing assistant, instrumentation and calibration techniques, media prep assistant Research and Development ex. Laboratory assistant, green house worker, animal caretakers Quality control/Quality Assurance (QA/QCP ex. QC technician, QA specialist or assistant.

Certificate of Achievement Requirements:

Dept/No.	Title	Units
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FALL SEMESTER

BIOL 75	Fundamentals of Biotechnology	2
CHEM 30A	Introductory Inorganic Chemistry	4
MATH 208	Mathematics for Laboratory Sciences	3

SPRING SEMESTER

BIOL 3	Microbiology	5
BIOL 76	Principles of Biomanufacturing	3

Total Required Units:		17
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BIOMANUFACTURING PRODUCTION

The associate degree continues to build on the courses taught for the certificates of proficiency and achievement to prepare graduates to work in the biomanufacturing/pharmaceutical industry as technicians. Students will learn how to operate and maintain the equipment used to manufacture protein pharmaceutical products; culture bacterial, yeast, and mammalian cells and recover the proteins that those cells produce. Students will follow good manufacturing practices by maintaining records in order to comply with quality assurance procedures and government regulations.

Career Opportunities in

Manufacturing Technician, Production Technician, Laboratory Technician, Quality Control Technician.

Degree Major/Certificate Requirements:

Dept/No.	Title	Units
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FIRST SEMESTER

BIOL 75	Fundamentals of Biotechnology	2
CHEM 30A	Introductory General Chemistry	4
MATH 208	Mathematics for Laboratory Sciences	3

SECOND SEMESTER

BIOL 3	Microbiology or	5
BIOL 73	Cell Culture Principles and Techniques (4) and	
BIOL 76	Principles of Biomanufacturing (3)	

THIRD SEMESTER

BIOL 72A	Biotech Instrumentation: Good Laboratory Practices and Safe Chemical Handling	1
BIOL 72B	Biotech Instrumentation: Clean Room	1
BIOL 72C	Biotech Instrumentation: PCR	1
BIOL 72D	Biotech Instrumentation: Quality Control	1
BIOL 74	Scientific Communication	3

FOURTH SEMESTER

BIOL 77	Business and Regulatory Practices in Biomanufacturing	3
BIOL 79	Bioreactor Cell Culture and Protein Recovery	4

Total Required Units:		28-30
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For Associate Degree General Education requirements, refer to page 123.

Recommendations include ENGL 1A, HUMAN 30A and courses in Computer Information Systems.

BIOL 1A**GENERAL BIOLOGY**

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

Pre-requisite: CHEM 1A

Acceptable for credit: CSU, UC

Introduction to general biology: Cell structure and function, metabolism, molecular and organismal genetics, and animal physiology. 0401.00

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

BIOL 1B**GENERAL BIOLOGY**

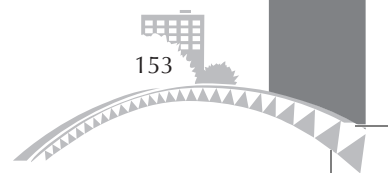
5 units, 3 hours lecture, 6 hours laboratory (GR)

Pre-requisite: 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





COURSE ANNOUNCEMENT

BIOL 2

HUMAN ANATOMY

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

Pre-requisite: BIOL 10 or 24

Acceptable for credit: CSU, UC>

Detailed study of human body structure: Molecules, cells, tissues, organs and organ systems, basic physiology and cell division, selected human diseases. Laboratory work includes extensive use of microscopes, figures/charts, three-dimensional models, dissected human cadavers, and dissection of other mammalian organisms/organs. 0410.00
AA/AS area 1; CSU area B2, B3; IGETC area 5B

BIOL 3

MICROBIOLOGY

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

Pre-requisite: CHEM 1A or 30A

Recommended preparation: BIOL 10

Acceptable for credit: CSU, UC

Survey of the various microscopic agents of particular importance to humans: Emphasis on microbes involved in infectious diseases, host defenses against diseases, elements of infectious chains and means utilized for breaking the chains. 0403.00
AA/AS area 1; CSU area B2, B3; IGETC area 5B

BIOL 4

HUMAN PHYSIOLOGY

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

Pre-requisite: CHEM 1A or 30A

Recommended preparation: BIOL 2

Acceptable for credit: CSU, UC>

Detailed study of human body function: Molecules, cells, tissues, organs and organ systems, basic anatomy essential to understanding function, physical and chemical factors and process, and selected human diseases. Laboratory work includes computer simulations and interactive programs, physiological experiments and demonstrations, and use of microscopes. 0410.00
AA/AS area 1; CSU area B2, B3; IGETC area 5B

BIOL 10

INTRODUCTION TO BIOLOGY

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

Not open for credit to students who have completed or are currently enrolled in BIOL 1A or 1B or 25.

Students with previous credit in BIOL11 receive only 1 unit of credit for BIOL10.

Acceptable for credit: CSU, UC>

Fundamentals of biology for the non-major: Scientific inquiry, biological chemistry, cell structure and function, DNA and genetics, evolution and ecology, and an overview of living organisms. Includes laboratory exercises designed to complement lectures. 0401.00

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

BIOL 11

PRINCIPLES OF BIOLOGY

3 units, 3 hours lecture (GR)

Not open for credit to students who have completed or are currently enrolled in BIOL1A 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 CHEM30A

Acceptable for credit: CSU, UC>

Structure and function of the human body: Biological chemistry, cytology, tissues, and integumentary, skeletal, muscular and nervous systems; selected human diseases. Laboratory work: Dissection of mammalian organs, work with dissected human cadavers; use of microscopes, figures/charts, three-dimensional models; physiological experiments and demonstrations, and computer simulations. 0410.00
AA/AS area 1; CSU area B2, B3; IGETC area 5B

**BIOL 20B****HUMAN ANATOMY AND PHYSIOLOGY**

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

Pre-requisite: BIOL 20A

Acceptable for credit: CSU, UC

Structure and function of the human body: Special senses, endocrine, cardiovascular, immune, respiratory, digestive, urinary and reproductive systems; selected human diseases. Laboratory work includes dissection of mammalian organs, work with dissected human cadavers; use of microscopes, figures/charts, three-dimensional models; physiological experiments and demonstrations, and computer simulations. 0410.00
AA/AS area 1; CSU area B2, B3; IGETC area 5B

BIOL 24**BASIC HUMAN ANATOMY AND PHYSIOLOGY**

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

Acceptable for credit: CSU, UC

Fundamentals of the structure and function of the human body from an organ system perspective: Key concepts and basic principles of the chemistry of life and organic compounds, cells and tissues, cell physiology, organ systems, selected human diseases. Laboratory work includes use of microscopes, figures/charts, three-dimensional models, dissection of mammalian organs and demonstration of human cadavers. 0410.00
AA/AS area 1; CSU area B2, B3; IGETC area 5B

BIOL 27**HUMAN SEXUALITY**

3 units, 3 hours lecture (GR)

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

Acceptable for credit: CSU, UC

Exploration and analysis of the multifaceted aspects of human sexuality: Physiological, psychological, anatomical, sociological, legal, medical, educational, cultural; urogenital system of both sexes, birth control devices, and pregnancy. 0401.00
AA/AS area 2; CSU area D, E; IGETC area 4

BIOL 28**HUMAN NUTRITION**

3 units, 3 hours lecture (GR)

Not open for credit to students who have completed or are currently enrolled in BIOL31 at College of Alameda or NUTR 10 at Merritt College.

Acceptable for credit: CSU, UC

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

BIOL 40**INFECTIOUS DISEASES**

2 units, 2 hours lecture (GR)

Acceptable for credit: CSU

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

BIOL 41**AIDS: FACTS AND ISSUES**

1 unit, 1 hour lecture (GR)

Acceptable for credit: CSU

Introduction to AIDS: Virology, epidemiology, pathology, immunology, and diagnosis of Acquired Immune Deficiency Syndrome (AIDS); related public health issues. 0401.00

BIOL 48GA-MZ**SELECTED TOPICS IN BIOLOGICAL SCIENCES**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

Acceptable for credit: CSU, UC

See section on Selected Topics. 0401.00

BIOL 49**INDEPENDENT STUDY IN BIOLOGICAL SCIENCES**

.5-5 units (GR)

Acceptable for credit: CSU, UC

See section on Independent Study. 0401.00





COURSE ANNOUNCEMENT

BIOL 72A

BIOTECH INSTRUMENTATION: GOOD LABORATORY PRACTICES AND SAFE CHEMICAL HANDLING

1 unit, .5 hour lecture, 1.5 hours laboratory (GR)

Acceptable for credit: CSU

Good Laboratory Practices: Use of Good Laboratory Practices (GLP) for working in the laboratory and in writing and maintaining batch production records. 0430.00

BIOL 72B

BIOTECH INSTRUMENTATION: CLEAN ROOM

1 unit, .5 hour lecture, 1.5 hours laboratory (GR)

Acceptable for credit: CSU

Clean Room gowning: Introduction to clean room gowning, proper sanitation techniques necessary for working the production floor of biomanufacturing companies. 0430.00

BIOL 72C

BIOTECH INSTRUMENTATION: PRC

1 unit, .5 hour lecture, 1.5 hours laboratory (GR)

Acceptable for credit: CSU

Polymerase Chain reaction techniques: Molecular mechanisms and underlying biological concepts; applications of PCR in biotechnology and biomanufacturing, types of PCR methods, PCR experimental design issues and troubleshooting. 0430.00

BIOL 72D

BIOTECH INSTRUMENTATION: QUALITY CONTROL

1 unit, .5 hour lecture, 1.5 hours laboratory (GR)

Acceptable for credit: CSU

Quality Control Assays: Common assays used in quality control including electrophoresis, High Performance Liquid Chromatography (HPLC) and Enzyme Linked Immunosorbent Assay (ELISA) to test products. 0430.00

BIOL 73

CELL CULTURE PRINCIPLES AND TECHNIQUES

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

Pre-requisite: BIOL75

Acceptable for credit: CSU

Principles of and techniques for cell culture: Characteristics of cultured cells, types of cells grown, cell cycle, growth factors, understanding, avoiding, and detecting contamination, cell structure and differentiation includes bacterial, yeast, plant and mammalian cells. 0430.00

BIOL 74

SCIENTIFIC COMMUNICATION

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Scientific communication in biomanufacturing and biotechnology: Analysis and preparation of protocols and standard operating procedures (SOPs) report and present data and experimental conclusions, analysis of articles about scientific research and developments in biotechnology. 0430.00

BIOL 75

FUNDAMENTALS OF BIOTECHNOLOGY

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

Acceptable for credit: CSU, UC

Fundamentals in biotechnology laboratory techniques: Emphasis on developing skillful use of applicable instruments; protein purification and assays; recombinant DNA work; isolation and tracking techniques; the laboratory notebook, spreadsheet data analysis; written protocols and familiarity with standard operating procedures. 0430.00

BIOL 76

PRINCIPLES OF BIOMANUFACTURING

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

Acceptable for credit: CSU

Development, production, recovery and analysis of biotechnology products: Tracing the path of a drug or biologic from the cell through the production facility, the final processing, and into the human body; growth characteristics of the organisms used to produce pharmaceutical proteins, and the techniques used in product recovery and product analysis. 0430.00

AA/AS area 1

**BIOL 77****BUSINESS AND REGULATORY PRACTICES IN PRINCIPLES OF BIOMANUFACTURING**

3 units, 3 hours lecture (GR)

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)

Pre-requisite: BIOL3, 73 and 75

Acceptable for credit: CSU

Biomanufacturing production technician skills: Emphasis on growth and monitoring of fermenters and bioreactors, including cleaning, media preparation, aseptic inoculation, cell harvesting, lysis, protein recovery and purification of proteins using centrifugation, ultrafiltration, and chromatography techniques. 0430.00

BIOL 248GA-MZ**SELECTED TOPICS IN BIOLOGICAL SCIENCES**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

See section on Selected Topics. 0401.00

COPED 484A**OCCUPATIONAL WORK EXPERIENCE IN BIOTECHNOLOGY**

1-4 units, hours to be arranged (GR) 0430.00

BUSINESS (BUS)

The Business Department offers a wide variety of courses for students planning to: (1) develop Business skills for immediate employment; (2) upgrade knowledge and skills in specific occupational areas; (3) transfer to four-year institutions with a major in the field of Business. Four major options are outlined as well as Banking and Finance, and Management and Supervision.

ACCOUNTING**Degree Major/Certificate Requirements:**

Dept/No.	Title	Units
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FIRST SEMESTER

BUS 10	Introduction to Business	3
BUS 202**	Business Mathematics	3
BUS 204AB	Business Machine Calculations (1-1)	2
BUS 230D	Beginning Keyboarding	1

SECOND SEMESTER

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

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

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 for Certificate:	38
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Total Required Units for Degree Major:	47
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* When the Accounting major is applied to the Associate Degree, these additional courses are required.

** Math 201 or 210ABCD or a more advanced Math course may be substituted for BUS 202.

*** Engl 1A or 201A or 201B may be substituted for BUS 201.

+ Course may be applied to Associate Degree General Education requirement.

For Associate Degree General Education requirements, refer to page 123.

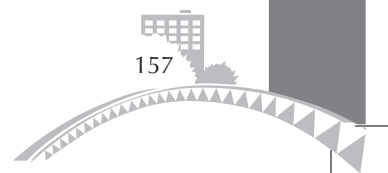
Recommended:

COMM 45

RLEST 2A

BANKING AND FINANCE

For course descriptions refer to Banking and Finance Department, see page 151.



COURSE ANNOUNCEMENT

Degree Major/Certificate Requirements:

Dept/No.	Title	Units
BNK/F 54	Principles of Banking	3
BNK/F 55	Money and Banking	3
BNK/F 56	Bank Management	3
BUS 1A	Financial Accounting (4) or	
BUS 20	General Accounting (3)	3-4
BUS 202*	Business Mathematics	3
ECON 1+	Principles of Economics (Macro-Economics)	3

Select one course from the following:

BUS 5	Human Relations in Business (3)	
BUS 210	Financial Management and Investments (3)	
RLEST 2A	Principles of Real Estate (3)	3

Total Required Units: 21-22

- * 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 123.

BUSINESS ADMINISTRATION

Degree Major/Certificate Requirements:

Dept/No.	Title	Units
FIRST SEMESTER		
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)	3-4
SECOND SEMESTER		
BUS 1B	Managerial Accounting	4
BUS 2	Introduction to Business Law	3
THIRD SEMESTER		
CIS 5+	Introduction to Computer Science	5
ECON 1+	Principles of Economics (Macro-Economics)	3

FOURTH SEMESTER

ECON 2+	Principles of Economics (Micro-Economics)	3
MATH 13**+	Introduction to Statistics	4

Total Required Units: 32-33

- * Engl 1A is required for students who plan to transfer.
- ** In addition to statistics, calculus is usually required prior to transfer. Students should check with a counselor for specific information on this and additional transfer requirements.
- + Course may be applied to Associate Degree General Education Requirement.
For Associate Degree General Education requirements, refer to page 123.

Recommended:

M/SVN 61, 64

ASSOCIATE OF SCIENCE DEGREE IN BUSINESS ADMINISTRATION FOR TRANSFER: AS-T DEGREE

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 Administration or similar major for completion of a baccalaureate degree.

Students are required to complete: (1) a minimum of 27 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. (2) 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. (3) No more than 60 semester units are required.

The Associate in Science Degree in Business Administration for Transfer will also assist Business Administration major students to transfer to a U.C. or other baccalaureate institutions. Students are advised to consult with a counselor to verify transfer requirements.



Required Core Courses

Dept/No.	Title	Units
BUS 1A	Financial Accounting	4
BUS 1B	Managerial Accounting	4
BUS 2	Introduction to Business Law	3
ECON 1	Principles of Economics (Macro-Economics)	3
ECON 2	Principles of Economics (Micro-Economics)	3

Choose one of the following (3-4 units)

MATH 13	Introduction to Statistics	4
or		
MATH 16A	Calculus for Business and the Life and Social Sciences	3
Require for degree (5-8 units)		
BUS 10	Introduction to Business	3
CIS 1	Introduction to Computer Information Systems	4
IGETC or CSU GE-Breadth Education Pattern		37-39

Total Units **60**

BUSINESS INFORMATION SYSTEMS

Degree Major/Certificate Requirements:

Dept/No.	Title	Units
FIRST SEMESTER		
BUS 205	Filing and Records Management	3
BUS 207A	Business English	3
BUS 237+	Microsoft Windows	2
BUS 230DEF	Beginning Keyboarding (1-1-1)	3
	Semester Total:	11

SECOND SEMESTER

BUS 38+	Introduction to 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 WordPerfect (4)	
BUS 245E+	Word Processing Using Microsoft Word (4)	4
	Semester Total:	14

THIRD SEMESTER

BUS 204AB	Business Machine Calculation (1-1)	2
BUS 221ABC	Office Procedures and Practices (1-1-1)	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)	3
	Semester Total:	11

FOURTH SEMESTER

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
	Semester Total:	7

Total Required Units: **43**

** 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 123.

Recommended:

BUS 24, 40A, 40AA, 40AB, 54, 231DEF
COMM 45
ECON 2
RLEST 2A

ENTREPRENEURSHIP

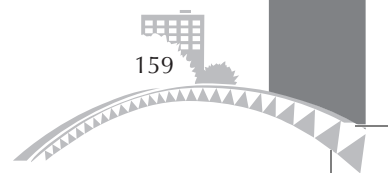
Certificate of Proficiency Requirements:

Dept/No.	Title	Units
BUS 2	Introduction to Business Law	3
BUS 54	Small Business Management	3
BUS 70	Introduction to Marketing	3
BUS 76	E-Commerce/Entrepreneurship	3
BUS 219	Computer Literacy	1
BUS 239	QuickBooks Pro	1.5
CIS 233	Introduction to the Internet	2

Total Required Units: **16.5**

MANAGEMENT AND SUPERVISION

For course descriptions refer to Management and Supervision Department; see page 253.



COURSE ANNOUNCEMENT

Degree Major/Certificate Requirements:

Dept/No.	Title	Units
BUS 5+	Human Relations in Business	3
BUS 56	Human Resources Management	3
M/SVN 60	Introduction to Management	3
M/SVN 61	Psychology of Management	3
M/SVN 64	Organization and Management	3
M/SVN 82	Essentials of Manageria Communications	<u>3</u>

Total Required Units: 18

+ Course may be applied to Associate Degree General Education Requirement.
For Associate Degree General Education requirements, refer to page 123.

MARKETING AND SALES

Degree Major/Certificate Requirements:

Dept/No.	Title	Units
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FIRST SEMESTER

BUS 1A*	Financial Accounting	4
BUS 10	Introduction to Business	3
BUS 75	Salesmanship	3

SECOND SEMESTER

BUS 1B*	Managerial Accounting	4
BUS 5+	Human Relations in	3

Business

BUS 70	Introduction to Marketing	3
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THIRD SEMESTER

BUS 2	Introduction to Business Law	3
BUS 38+	Introduction to Microcomputers and Business Software	4

FOURTH SEMESTER

BUS 72	Principles of Retailing	3
BUS 74	Introduction to Advertising	<u>3</u>

Total Required Units for Certificate: 25

Total Required Units for Degree Major 33

* When the Marketing and Sales major is applied to the Associate Degree, these additional courses are required.

+ Course may be applied to Associate Degree General Education requirement.

For Associate Degree General Education requirements, refer to page 123.

Recommended:

BUS 54, 201, 230DEF

COMM 45

ECON 2

RLEST 2A

RETAIL MANAGEMENT

Certificate of Achievement Requirements:

Dept/No.	Title	Units
BUS 5	Human Relations in Business	3
BUS 20	General Accounting	3
BUS 54	Small Business Management	3
BUS 56	Human Resources Management	3
BUS 70	Introduction to Marketing	3
BUS 72	Principles of Retailing	3
BUS 202*	Business Mathematics	3
BUS 207A**	Business English	3
COMM 1A	Introduction to Speech	3

Select one course from the following:

BUS 38	Introduction to Microcomputers and Business Software (4)	
CIS 1	Introduction to Computer Information Systems (4)	4

Select a minimum of one course from the following:

BUS 237	Microsoft Windows (2)	
CIS 209	Introduction to Windows (1)	
CIS 233	Introduction to Internet (2)	<u>1-2</u>

Total Required 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.

BUS 1A

FINANCIAL ACCOUNTING

4 units, 4 hours lecture (GR)

Acceptable for credit: CSU, UC

Study of purpose, theory, and specific methods of accounting: Systems and methods employed in accumulating data for financial statements;



income measurement including cost measurement, classification, and expiration; revenue recognition and measurement. 0502.00

**BUS 1B
MANAGERIAL ACCOUNTING**

4 units, 4 hours lecture (GR)

Pre-requisite: 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

**BUS 4
COST ACCOUNTING**

3 units, 3 hours lecture (GR)

Pre-requisite: BUS 1B

Acceptable for credit: CSU

Manufacturing accounting theory and problems: Records and financial statements, elements of cost and process, specific job order, and standard cost accounting from the managerial point of view. 0502.00

**BUS 5
HUMAN RELATIONS IN BUSINESS**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Application of behavioral science concepts to human problems in organizations: Action necessary to prevent and resolve problems among individuals within groups; application of logical decision-making techniques. 0501.00
AA/AS area 2

**BUS 10
INTRODUCTION TO BUSINESS**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Introduction to Business: Survey of various phases of Business, organization, finance, personnel, production, marketing, managerial controls, and government-Business relations. 0501.00

**BUS 18
GOVERNMENTAL AND NONPROFIT
ACCOUNTING**

3 units, 3 hours lecture (GR)

Pre-requisite: 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

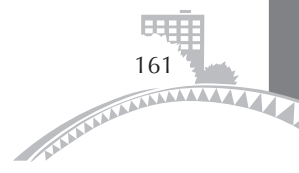
**BUS 21
PAYROLL ACCOUNTING**

2 units, 2 hours lecture (GR)

Pre-requisite: 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





COURSE ANNOUNCEMENT

BUS 24

COMPUTERIZED ACCOUNTING PRINCIPLES

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

Pre-requisite: 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)

Pre-requisite or co-requisite: BUS 230D or 215A or 233A

Formerly offered as BUS 227.

Acceptable for credit: CSU

Introduction to Business software on microcomputers: Basic machine operations of the PC or compatible computer; introduction to the operating system, the internet, and various Business software, such as word processing, spreadsheet, database, presentation and integrating applications. 0514.00
AA/AS area 4c

BUS 40A

INTRODUCTION TO MICROSOFT ACCESS FOR BUSINESS APPLICATIONS

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

BUS 40AA plus BUS 40AB are equivalent to BUS 40A.
Not open for credit to students who have completed or are currently enrolled in BUS 40AA or 40AB.

Acceptable for credit: CSU

Creation, access, and modification of database: Working interactively with applications and concepts of programming; menu-driven systems; differences between original version and program upgrades. 0514.00

AA/AS area 4c

BUS 40AA

INTRODUCTION TO MICROSOFT ACCESS FOR BUSINESS APPLICATIONS

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

BUS 40AA plus BUS 40AB are equivalent to BUS 40A.
Not open for credit to students who have completed or are currently enrolled in BUS 40A.

Acceptable for credit: CSU

Creation, access, and modification of databases: Working interactively with applications and concepts of programming, menu-driven systems, and differences between original version and program upgrades. 0514.00
AA/AS area 4c

BUS 40AB

INTRODUCTION TO MICROSOFT ACCESS FOR BUSINESS APPLICATIONS

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

BUS 40AA plus BUS 40AB are equivalent to BUS 40A.
Not open for credit to students who have completed or are currently enrolled in BUS 40A.

Acceptable for credit: CSU

Continuation of BUS 40AA: Advanced tables, relationships, queries, forms, and reports; Access Tools; and customizing Access. 0514.00
AA/AS area 4c



BUS 43B

INTRODUCTION TO MICROSOFT EXCEL FOR BUSINESS APPLICATIONS

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

BUS 43BA plus BUS 43BB are equivalent to BUS 43B.
Not open for credit to students who have completed or are currently enrolled in BUS 43BA or 43BB.

Recommended preparation: Knowledge of basic mathematics skills and working knowledge of PC-compatible computer

Acceptable for credit: CSU

Introduction to spreadsheets using Microsoft Excel Windows version on the PC with emphasis on Business applications: Calculations using functions and formulas; modifying, changing, and formatting cell entries; saving, retrieving, and printing worksheets; linking and consolidating spreadsheets; creating charts; working with database features; and using macros. 0514.00

AA/AS area 4c

BUS 43BA

INTRODUCTION TO MICROSOFT EXCEL FOR BUSINESS APPLICATIONS

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

BUS 43BA plus BUS 43BB are equivalent to BUS 43B.
Not open for credit to students who have completed or are currently enrolled in BUS 43B.

Recommended preparation: Knowledge of basic mathematics skills and working knowledge of PC-compatible computer

Acceptable for credit: CSU

Introduction to spreadsheets using Microsoft Excel Windows version on the PC with emphasis on Business applications: Calculations using functions and formulas; modifying, changing, and formatting cell entries; saving, retrieving, and printing a worksheets. 0514.00

AA/AS area 4c

BUS 43BB

INTRODUCTION TO MICROSOFT EXCEL FOR BUSINESS APPLICATIONS

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

BUS 43BA plus BUS 43BB are equivalent to BUS 43B.
Not open for credit to students who have completed or are currently enrolled in BUS 43B.

Acceptable for credit: CSU

Continuation of BUS 43BA: Linking and consolidating spreadsheets, creating charts, working with database features, and using macros. 0514.00

AA/AS area 4c

BUS 48GA-MZ

SELECTED TOPICS IN BUSINESS

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory
(GR)

Acceptable for credit: CSU

See section on Selected Topics. 0501.00

BUS 49

INDEPENDENT STUDY IN BUSINESS

.5-5 units (GR)

Acceptable for credit: CSU

See section on Independent Study. 0501.00

BUS 54

SMALL BUSINESS MANAGEMENT

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Functions and objectives of an executive: Definition of duties, and basic knowledge of administration and organization; practice through case studies in making Business decisions. 0506.40

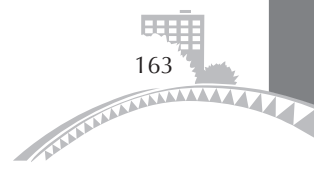
BUS 56

HUMAN RESOURCES MANAGEMENT

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

Acceptable for credit: CSU

Introduction to human resources management: Impact and accountability to the organization in human resource activities, global human resources strategies, social and organizational realities, legal implications affecting people at work, union/non-union practices, comparable work, employee compensation and benefits, and employee rights. 0506.00





COURSE ANNOUNCEMENT

BUS 70

INTRODUCTION TO MARKETING

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Basic principles and related management concerns in the fields of marketing: Practical uses of marketing, consumer needs, and motivations in the development of marketing strategy. 0509.00

BUS 72

PRINCIPLES OF RETAILING

3 units, 3 hours lecture (GR)

Offered Spring Semester.

Acceptable for credit: CSU

Retail stores from management's perspective: Principles and practices used in merchandising, operational problems of the firm, trends in merchandising, and case-method techniques of actual on-the-job problems. 0506.50

BUS 74

INTRODUCTION TO ADVERTISING

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Survey of advertising in Business: Marketing research, techniques in copywriting and art, advertising media, advertising agencies and campaigns, and current developments. 0509.10

BUS 75

SALESMANSHIP

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Principles and practical application of techniques involved in selling services, commodities or ideas: Personal factor in connection with selling; use of appeals, ethics, motivation, suggestion, and persuasiveness. 0506.50

BUS 76

E-COMMERCE/ENTREPRENEURSHIP

3 units, 3 hours lecture (GR)

Recommended preparation:

BUS 219/CIS 205 or BUS 223/CIS 233 or CIS 237

Acceptable for credit: CSU

Introduction to principles of international e-commerce and entrepreneurship: Emphasis on developing a Business plan for conducting online commerce, market analysis, product access, payment methods, promotion, and back-end technology requirements for creating an e-commerce site. 0509.70

BUS 201

BUSINESS COMMUNICATIONS

3 units, 3 hours lecture (GR)

Recommended preparation:

ENGL 267B (or 250D) or 252B or 269B

Effective planning and composition of various types of Business communications: Emphasis on style, tone, vocabulary, methodology, and psychology of purposeful and forceful Business communications; practical application of principles to letters, memoranda, reports, procedures, manuals, prospectuses, and proposals. 0501.00

AA/AS area 4d

BUS 202

BUSINESS MATHEMATICS

3 units, 3 hours lecture (GR)

Use of basic mathematical principles in solving Business problems: Simple and compound interest, installment sales, trade and cash discounts, markup percents, pricing discounting notes and drafts, inventory, financial statement analysis, depreciation, statistics and binary system, taxes, distribution of ownership and profits, and stocks and bonds. 0501.00

BUS 204A

BUSINESS MACHINE CALCULATION

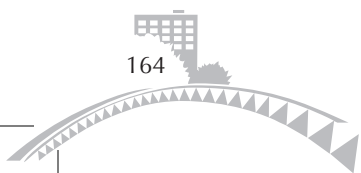
1 unit, 0.5 hour lecture, 1.5 hours laboratory (GR)

Modular, open-entry/open-exit course

Recommended preparation:

BUS 202 or MATH 250 or 251D

Operation of commonly used electronic and printing calculators: Basic arithmetic and Business mathematics tools; practice in the manipulation of decimals, percents, and reciprocals. 0514.00





BUS 204B

BUSINESS MACHINE CALCULATION

1 unit, 0.5 hour lecture, 1.5 hours laboratory (GR)

Modular, open-entry / open-exit course

Recommended preparation:

BUS 202 or MATH 250 or 251D

Operation of commonly used electronic and printing calculators: Basic arithmetic and Business mathematics tools; practice in the manipulation of decimals, percents, and reciprocals. 0514.00

BUS 205

FILING AND RECORDS MANAGEMENT

3 units, 3 hours lecture (GR)

Recommended preparation:

Ability to type 25 words per minute

Study and application of basic alphabetic filing rules: Numeric and subject filing, storage and retention of records, microfilm and microfiche operations, and filing and records management. 0514.00

BUS 207A

BUSINESS ENGLISH

3 units, 3 hours lecture (GR)

Development of writing skills for effectively expressing ideas in the world of work: Principles of grammar including syntax, punctuation, spelling, proofreading, editing, and an introduction to the communication process. 0514.00

BUS 209

FUNDAMENTALS OF INCOME TAX

4 units, 4 hours lecture (GR)

Study of federal and California tax laws and procedures: Individual, partnership and corporation income tax returns from the accounting point of view; brief survey of social security, gift, and estate taxes. 0502.10

BUS 210

FINANCIAL MANAGEMENT AND INVESTMENTS

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

Survey course which examines sound money management skills and financial plans: Tax-sheltered annuities, real estate, stocks, bonds, trust deeds, new tax laws, borrowing of money, financial adjustments to inflation, and other economic indicators. 0504.00

BUS 219

COMPUTER LITERACY

1 unit, .75 hours lecture, .75 hours laboratory

(GR or P/NP)

Also offered as CIS 205. Not open for credit to students who have completed or are currently enrolled in CIS 205.

Introduction to computers and information technology for people with no background in nor knowledge of computers. 0501.00

AA / AS area 4c

BUS 221A

OFFICE PROCEDURES AND PRACTICES

1 unit, .67 hour lecture, 1 hour laboratory (GR)

Modular, open-entry / open-exit course

Pre-requisite: BUS 205 and 207A

Individualized, self-paced course in office procedures and practices: Characteristics of the successful employee; basic principles of document preparation and writing letters, memorandums, and reports; forms of electronic communications; and processing of mail. 0514.00

BUS 221B

OFFICE PROCEDURES AND PRACTICES

1 unit, .67 hour lecture, 1 hour laboratory (GR)

Modular, open-entry / open-exit course

Individualized, self-paced course in office procedures and practices: Introduction to computer hardware and software; filing and records management; administrative office routines including setting up meetings and conferences, making travel arrangements, and routine fiscal procedures. 0514.00

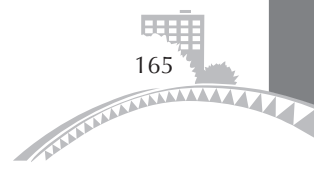
BUS 221C

OFFICE PROCEDURES AND PRACTICES

1 unit, .67 hour lecture, 1 hour laboratory (GR)

Modular, open-entry / open-exit course

Individualized, self-paced course in office procedures and practices: Business and e-commerce terminology; the office environment including making purchases, payments, and banking; setting priorities and dealing with customers and the public; job-seeking skills including preparing a resume and job application; professional development opportunities; and stress management and Business etiquette. 0514.00





COURSE ANNOUNCEMENT

BUS 222 USING POWERPOINT FOR BUSINESS PRESENTATIONS

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

Recommended preparation: Working knowledge of word processing and spreadsheet software
Introduction to Microsoft PowerPoint presentation graphics: Preparation for creating, saving, editing, and printing presentation materials; graphic techniques and overhead transparencies, color slides, outline notes, handouts, and on-screen graphics. 0514.00
AA/AS area 4c

BUS 223 INTRODUCTION TO THE INTERNET

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

Recommended preparation: BUS 219 or CIS 205
Also offered as CIS 233. Not open for credit to students who have completed or are currently enrolled in CIS 233.
Using the Internet for access to information resources: Access methods, resources and how to use them. 0514.00
AA/AS area 4c

BUS 230D BEGINNING KEYBOARDING

1 unit, .67 hour lecture, 1 hour laboratory (GR)
Modular, open-entry / open-exit course
Students may enroll up to the 8th week of the semester.
Introduction to the computer keyboard: Basic skill development. 0501.00

BUS 230E BEGINNING KEYBOARDING

1 unit, .67 hour lecture, 1 hour laboratory (GR)
Modular, open-entry / open-exit course
Students may enroll up to the 8th week of the semester.
Introduction to the computer keyboard: Basic formats for various Business forms. 0501.00

BUS 230F BEGINNING KEYBOARDING

1 unit, .67 hour lecture, 1 hour laboratory (GR)
Modular, open-entry / open-exit course
Students may enroll up to the 8th week of the semester.
Introduction to the computer keyboard: Emphasis on skills improvement and speed development to 35 words per minute. 0501.00

BUS 231D INTERMEDIATE KEYBOARDING

1 unit, .67 hour lecture, 1 hour laboratory (GR)
Modular, open-entry / open-exit course
Students may enroll up to the 8th week of the semester.
Continued computer keyboarding skills: Emphasis on accuracy control. 0501.00

BUS 231E INTERMEDIATE KEYBOARDING

1 unit, .67 hour lecture, 1 hour laboratory (GR)
Modular, open-entry / open-exit course
Students may enroll up to the 8th week of the semester.
Continued computer keyboarding skills: Developing tables with various features. 0501.00

BUS 231F INTERMEDIATE KEYBOARDING

1 unit, .67 hour lecture, 1 hour laboratory (GR)
Modular, open-entry / open-exit course
Students may enroll up to the 8th week of the semester.
Continued computer keyboarding skills: Variations of Business forms and financial statements; speed development to 42 words per minute. 0501.00

BUS 237 MICROSOFT WINDOWS

2 units, 1 hour lecture, 3 hours laboratory
(GR or P/NP)
Introduction to Microsoft Windows: Concepts, features, and procedures necessary for being an efficient and effective Windows user. 0514.00
AA/AS area 4c

BUS 239 QUICKBOOKS PRO

1.5 units, 1 hour lecture, 1.5 hours laboratory (GR)
Introduction to QuickBooks Business accounting software: Company setup, payroll, and transactions to complete the accounting cycle. 0502.00

BUS 245E WORD PROCESSING USING MICROSOFT WORD

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



Recommended preparation: BUS 230F

BUS 245EA plus BUS 245EB are equivalent to BUS 245E.

Not open for credit to students who have completed or are currently enrolled in BUS 245EA or 245EB.

Use of Microsoft Word word processing software:

Production of mailable copy from machine dictation, handwritten, and draft materials. 0514.00

AA/AS area 4c

BUS 245EA

WORD PROCESSING USING MICROSOFT WORD

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

BUS 245EA plus BUS 245EB are equivalent to BUS 245E. Not open for credit to students who have completed or are currently enrolled in BUS 245E.

Recommended preparation: BUS 230F or 215B or 233B

Use of Microsoft Word word processing software:

Production of mailable copy from machine dictation, handwritten and draft materials. 0514.00

AA/AS area 4c

BUS 245EB

WORD PROCESSING USING MICROSOFT WORD

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

BUS 245EA plus BUS 245EB are equivalent to BUS 245E. Not open for credit to students who have completed or are currently enrolled in BUS 245E.

Recommended preparation: BUS 230F

Use of Microsoft Word word processing software:

Production of mailable copy from machine dictation, handwritten and draft materials. 0514.00

AA/AS area 4c

BUS 246

ADVANCED WORD PROCESSING APPLICATIONS

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

Pre-requisite: BUS 245B or 245E or 238A or 242C or 244B or 247B

Advanced word processing applications: Production of mailable documents and production timed writings. 0514.00

AA/AS area 4c

BUS 248GA-MZ

SELECTED TOPICS IN BUSINESS

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR)

See section on Selected Topics. 0501.00

BUS 456A-456P

OCCUPATIONAL WORK EXPERIENCE IN (BUSINESS PROGRAM)

1-4 units, hours to be arranged (GR)

Co-requisite: During regular semesters, students must enroll in a minimum of seven units including Cooperative Work Experience Education. During summer session, students must enroll in one other class in addition to Cooperative Work Experience Education.

Acceptable for credit: CSU

Course study under this section may be repeated three times for a maximum of 16 units for occupational or a combination of general and occupational work experience education (including Regular and Alternate Plan and General / Occupational / Apprentice Work Experience). Supervised employment providing opportunities to become a productive, responsible individual and to extend learning in a chosen occupational field.

BUS 456A

OCCUPATIONAL WORK EXPERIENCE IN ACCOUNTING

1-4 units, hours to be arranged (GR) 0502.00

Also offered as COPED 456A.

BUS 456C

OCCUPATIONAL WORK EXPERIENCE IN BANKING AND FINANCE

1-4 units, hours to be arranged (GR) 0502.00

BUS 456D

OCCUPATIONAL WORK EXPERIENCE IN BUSINESS ADMINISTRATION

1-4 units, hours to be arranged (GR) 0506.00

Also offered as COPED 456D.

BUS 456I

OCCUPATIONAL WORK EXPERIENCE IN MANAGEMENT AND SUPERVISION

1-4 units, hours to be arranged (GR) 0502.00

COURSE ANNOUNCEMENT

BUS 456J OCCUPATIONAL WORK EXPERIENCE IN MARKETING AND SALES

1-4 units, hours to be arranged (GR) 0509.00
Also offered as COPED 456J.

BUS 456Q OCCUPATIONAL WORK EXPERIENCE IN ADMINISTRATIVE OFFICE SYSTEMS AND APPLICATIONS

1-4 units, hours to be arranged (GR) 0514.00
Also offered as COPED 456Q. 4/25

CARPENTRY (CARP)

The program is designed to instruct students in the principles of carpentry and provide participation in all phases of the building process. Carpentry students build a new house and/or remodel existing structures in partnership with the City of Oakland.

Degree Major/Certificate Requirements:

Dept/No.	Title	Units
CARP 210	Foundations and Forms Construction	3.5
CARP 211	Elements of Construction	3.5
CARP 220	Rough Framing	3
CARP 221	Advanced Elements of Construction	3.5
CARP 230	Stair Building and Framing	2
CARP 231	Roof Framing	3
CARP 232	Residential Plumbing for Carpenters	1.5
CARP 233	Residential Electrical for Carpenters	1.5
CARP 240A	Construction Rehabilitation	2
CARP 240B	Construction Rehabilitation	2
CONMT 11	Construction Estimating I/ Residential Projects	3
CONMT 210	Residential Building Codes for Carpenters	3
MATH 220A*	Technical Mathematics with Algebra - Part 1 (Lab)	.5
MATH 220B*	Technical Mathematics with Algebra - Part 2 (Lab)	.5
MATH 220C*	Technical Mathematics with Algebra - Part 3 (Lab)	.5
MATH 220D*	Technical Mathematics with Algebra - Part 4 (Lab)	.5
MATH 220E*	Technical Mathematics with Geometry - Part 1 (Lab)	.5
MATH 220F*	Technical Mathematics with Geometry - Part 2 (Lab)	.5

Total Required Units: 34.5

* Mathematics 201 or 210ABCD or a more advanced Mathematics course may be substituted.
For Associate Degree General Education requirements, refer to page 123.

Recommended:

ARCH 23
CARP 218, 251A, 251B
CONMT 22
E/ET 217
MATH 220G
WELD 201

BUILDING PERFORMANCE AND ENERGY EFFICIENCY

See Interdisciplinary Programs

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)

co-requisite: 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 205 GREEN CONSTRUCTION TECHNIQUES AND MATERIALS

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

Introduction to green construction: Techniques and materials used in remodeling and new construction of homes and commercial jobs. All aspects of sustainability energy, design, recycling and systems. 0952.10

CARP 206 ENERGY EFFICIENCY AND WEATHERIZATION

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

Introduction to energy efficiency standards and weatherization principles: Remodeling and new construction of homes and commercial buildings; all aspects of energy efficiency, design and systems of weatherization. 0952.10

CARP 207 MATH FOR CONSTRUCTION TRADES

3 Units, 3 Hours Lecture, (GR/PNP)

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 ELEMENTS OF CONSTRUCTION

3.5 units, 2 hours lecture, 5 hours laboratory (GR)

Various elements of construction: Manipulative skills with hand and power tools, mathematical problems and interpretation of working drawings, development of leadership skills while performing various methods of framing, applying interior/exterior finishes, and exploration of innovative building techniques. 0952.10

CARP 220 ROUGH FRAMING

3 units, 1 hour lecture, 6 hours laboratory (GR)

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

CARP 221 ADVANCED ELEMENTS OF CONSTRUCTION

3.5 units, 2 hours lecture, 5 hours laboratory (GR)

Installation and fabrication of interior and exterior finishes: Principles of finishing materials for interiors including finishing floors, walls and ceilings; developing working drawings. 0952.10

CARP 230 STAIR BUILDING AND FRAMING

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

Principles of stair building and framing: Types, terminology, calculations, railings, codes, layout, and rough framing. 0952.10

CARP 231 ROOF FRAMING

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

Offered Fall Semester.

Basic layout and calculations for roof framing: Framing-square tables and applications; materials take-off, cutting, and assembly of various roofing styles. 0952.10

CARP 232 RESIDENTIAL PLUMBING FOR CARPENTERS

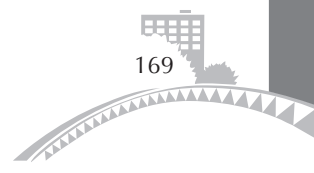
1.5 units, 1 hour lecture, 1.5 hours laboratory (GR)

Basic plumbing skills needed by carpenters in construction of new or remodeled homes: Manipulative skills with hand and power tools. 0952.10

CARP 233 RESIDENTIAL ELECTRICAL FOR CARPENTERS

1.5 units, 1 hour lecture, 1.5 hours laboratory (GR)

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





COURSE ANNOUNCEMENT

CARP 240A

CONSTRUCTION REHABILITATION

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

Principles of preparatory demolition for rehabilitation in the remodeling and reconstruction of existing structures: Preplanning; interpretation of specifics; identification of structural damage; project scheduling. 0952.10

CARP 240B

CONSTRUCTION REHABILITATION

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

Continuation of CARP 240A: Continuation of cognitive and manipulative skills development. 0952.10

CARP 248GA-MZ

SELECTED TOPICS IN CARPENTRY

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR)
See section on Selected Topics. 0952.10

CARP 251A

INTRODUCTION TO THE SKILLED TRADES I

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

Introduction to the skilled trades as it relates to residential construction and related fields: Basic instruction in the use of hand and power tools, blueprint reading, safety, and measuring; residential electrical, drywall, and carpentry mathematics. 0952.10

CARP 251B

INTRODUCTION TO THE SKILLED TRADES II

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

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

COPED 466G

OCCUPATIONAL WORK EXPERIENCE IN CARPENTRY

1-4 units, hours to be arranged (GR) 0952.10

CARP 255

SURVEY COURSE FOR THE SKILLED TRADES

.5 Units, 1.5 Hours Lab (P/NP)

Co-requisite: 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 trades survey class including Welding 255, Machine Technology 255, Wood Technology 255. 0952.10

CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION (CSU GE BREADTH REQUIREMENTS) UPDATED ANNUALLY

If you plan to transfer to the California State University system (CSU), you are encouraged to pursue a Certificate of Achievement in Liberal Arts. You should consult with a counselor to develop your own program of study.

CSU TRANSFER

You are encouraged to pursue this certificate if you plan to apply to transfer to the California State University system and want to complete and have certified the CSU General Education Breadth Requirements. You will select courses that fulfill the CSU General Education Breadth Requirements (completing at least 30 units with a "C" or better to include areas A-1, A-2, A-3 and B-4 and an overall GPA of 2.0), for a total of 39 transferable semester units. Upon completion of these requirements you will file both a "Petition for a Certificate of Achievement" form and a "Request for General Education or IGETC Certification" form with the Admissions and Records Office.

Certificate of Achievement

Complete the following requirements:

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

Minimum of 9 semester (12-15 quarter) units, one 3-unit course from each subgroup (A1, A2, and A3) with a grade of "C" or better.



A1: Oral Communication

Communication 1A, 1B, 44, 45

A2: Written Communications

English 1A

A3: Critical Thinking*

English 5

Philosophy 10

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

Area B: Physical Universe and Its Life Forms

Minimum of 9 semester (12-15 quarter) units, one from Physical Science, one from Life Sciences, and one from Mathematics/Quantitative Reasoning. One lab activity required from either Physical Science or Life Sciences (/L=with Lab)

B1: Physical Science

Astronomy 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

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

B3: Laboratory Activity

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

Anthropology 1L

Geography 1L

Physical Science 20L

B4: Mathematics, Quantitative Reasoning (Must be completed with a grade of "C" or better.)

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

Physics 4A, 4B, 4C

*3 units required.

Area C: Arts, Literature, Philosophy, and Foreign Languages

Minimum of 9 semester (12-15 quarter) units, with units divided between the C1 and C2 subgroups.

C1: Arts

African-American Studies 26

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

Dance 1, 5

Music 2A, 2B, 3A, 3B, 4A, 4B, 8A, 8B, 8C, 8D, 9, 10, 14A, 14B, 15A, 15B

Theatre Arts 2, 11

C2: Humanities

African-American Studies 6A, 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, 2A, 2B

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

Japanese 1A, 1B

Mexican/Latin-American Studies 30A, 30B

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

Sociology 30

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

*Students receive credit and certification for one course only.

Area D: Social Sciences – Social, Political, and Economic Institutions and Behavior, and Historical Background

Minimum of 9 semester (12-15 quarter) units from at least two disciplines.

African-American Studies 1, 2, 5, 811, 12, 14A, 14B, 16, 17*, 23, 29, 30, 31, 32, 35**, 38, 50A, 50B

Anthropology 3, 5, 7, 14, 16

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

Biology 27***

Communication 19

Economics 1, 2

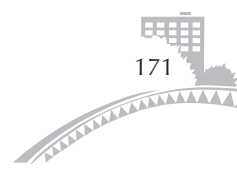
Ethnic Studies 1

Geography 1, 2, 3, 8

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

Journalism 62

Labor Studies 10



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

Native American Studies 1, 2, 17*, 35**

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

Psychology 1A, 1B, 7A, 7B, 7L, 12***, 24, 33

Sociology 1, 2, 5, 13, 30, 45

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

Area E: Lifelong Understanding and Self-Development

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

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

Asian/Asian-American Studies 32

Biology 27*, 28

Counseling 24, 30, 57

Health Education 1

Psychology 6, 8, 12*, 30, 33

*Students receive credit and certification for one course only.

Total Minimum Required Units: 39

NOTE: Students must request certification of CSU general education requirements from Admissions and Records prior to transfer. For full certification of GE requirements, student must complete 9 units from area A, a minimum of 9 units from areas B, C, and D, and 3 units from area E for a total of 39 units.

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)

Pre-requisite: MATH 203 or 211D

Recommended preparation: CHEM 30A Course outline needs update in CNET

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

(C-ID: CHEM 110) (C-ID: CHEM 120S when taken with CHEM 1B)

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

CHEM 1B

GENERAL CHEMISTRY

5 units, 3 hours lecture, 3 hours lecture-demonstration, 3 hours laboratory (GR)

Pre-requisite: 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

(C-ID: CHEM 120S when taken with CHEM 1A)

AA/AS area 1; CSU area B1; IGETC area 5A

CHEM 12A

ORGANIC CHEMISTRY

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

Pre-requisite: 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

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

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

**CHEM 12B****ORGANIC CHEMISTRY**

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

Pre-requisite: 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

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

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

CHEM 25**THE CHEMISTRY OF ENERGY AND ENVIRONMENTAL ISSUES**

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

Recommended Preparation: MATH 200AB or 201 or 208 or 210ABCD

Acceptable for credit: CSU, UC

Introduction to chemistry and applications to environmental issues: Basic chemistry concepts, quantitative problem solving, analysis of environmental arguments, study of energy sources, and analysis of environmental issues that relate to chemistry. 1905.00

AA/AS area 1; CSU area B1; IGETC area 5A

CHEM 30A**INTRODUCTORY GENERAL CHEMISTRY**

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

Pre-requisite: MATH 201 or 208 or 210D

Acceptable for credit: CSU, UC

Fundamental principles of general chemistry: Metric measurements, matter and energy, atomic structure, chemical nomenclature, chemical bonding, chemical reactions, stoichiometry, gas laws, nuclear chemistry; properties of liquids, solids, solutions, acids and bases. 1905.00

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

CHEM 30B**INTRODUCTORY ORGANIC AND BIOCHEMISTRY**

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

Pre-requisite: CHEM 30A

Acceptable for credit: CSU, UC

Introduction to basic organic chemistry and biochemistry: Hydrocarbons; organic functional groups, nomenclature, and reactions; polymers, carbohydrates, proteins, enzymes, lipids, nucleic acids, protein synthesis, and metabolic pathways. 1905.00

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

CHEM 48GA-MZ**SELECTED TOPICS IN CHEMISTRY**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

Acceptable for credit: CSU, UC

See section on Selected Topics. 1905.00

CHEM 49**INDEPENDENT STUDY IN CHEMISTRY**

.5-5 units (GR)

Acceptable for credit: CSU, UC

See section on Independent Study. 1905.00

CHEM 248GA-MZ**SELECTED TOPICS IN CHEMISTRY**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

See section on Selected Topics. 1905.00

**CHINESE
(CHIN)****CHIN 1****ELEMENTARY CHINESE (MANDARIN)**

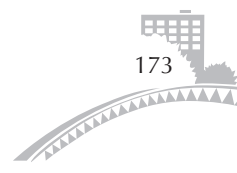
5 units, 5 hours lecture (GR or P/NP)

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

Acceptable for credit: CSU, UC

Introduction to elementary Chinese: Pronunciation, grammar, sentence patterns, practical vocabulary, and aural-oral exercises in speaking and understanding Mandarin Chinese or Pu Tong Hua. 1107.00

AA/AS area 3; CSU area C2; IGETC area Language





COURSE ANNOUNCEMENT

CHIN 2

ELEMENTARY CHINESE (MANDARIN) (CONTINUATION)

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

Pre-requisite: CHIN 1

Acceptable for credit: CSU, UC

Continuation of CHIN 1: Study and practice in speaking, understanding, reading, and writing Mandarin Chinese characters. 1107.00

AA/AS area 3; CSU area C2; IGETC area 3B & Language

CHIN 3

INTERMEDIATE CHINESE (MANDARIN)

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

Pre-requisite: CHIN 2

Acceptable for credit: CSU, UC

Continuation of CHIN 2: Expansion of grammar, sentence patterns, Mandarin Chinese characters, word compounds and culturally-related readings, writings, and discussions. 1107.00

AA/AS area 3; CSU area C2; IGETC area 3B & Language

CHIN 4

INTERMEDIATE CHINESE (MANDARIN) (CONTINUATION)

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

Pre-requisite: CHIN 3

Acceptable for credit: CSU, UC

Continuation of CHIN 3: Additional study of Mandarin Chinese characters and word compounds; expansion of reading, writing, and speaking exercises. 1107.00

AA/AS area 3; CSU area C2; IGETC area 3B & Language

CHIN 25

CHINESE CHARACTER WRITING

3 units, 3 hours lecture (GR or CR/NC)

Acceptable for credit: CSU

Introductory course for learners of Chinese character writing: Emphasis on the construction of Hanzi (Chinese characters), including basic strokes, the proper stroke order, and the most frequently used radicals; provides the opportunity to practice the art of ancient calligraphy. 1107.00

CHIN 40A

CONVERSATIONAL CHINESE (MANDARIN)

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

Eligible for credit by exam

Acceptable for credit: CSU

Beginning level Chinese conversational skills: Proper pronunciation and usage of the Pinyin romanization systems; sentence structure and vocabulary for a variety of basic personal interactions such as greetings, exchanging personal information, asking directions and getting around the home, school and office. 1107.00

CHIN 40B

CONVERSATIONAL CHINESE (MANDARIN)

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

Pre-requisite: CHIN 40A

Acceptable for credit: CSU

Continuation of CHIN 40A: Vocabulary, grammar, and sentence structure using topics such as the geography of China, social interactions including introductions, ordering and sharing meals, visiting friends and family, shopping and Business, transportation, and the mail system. 1107.00

CHIN 48GA-MZ

SELECTED TOPICS IN CHINESE

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC♦

See section on Selected Topics. 1107.00

CHIN 49

INDEPENDENT STUDY IN CHINESE

.5-5 units (GR or P/NP)

Acceptable for credit: CSU, UC♦

See section on Independent Study. 1107.00

CHIN 248GA-MZ

SELECTED TOPICS IN CHINESE

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

See section on Selected Topics. 1107.00



COMMUNICATION (COMM)

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.

ASSOCIATE OF ARTS DEGREE IN COMMUNICATION STUDIES FOR TRANSFER: AA-T DEGREE

Degree Major Requirements:

Dept./No.	Title	Units
Complete the following core requirement courses: 9 Units		
COMM 5	Public Speaking	3
COMM 44	Argumentation	3
COMM 20	Interpersonal Communication Skills	3
Complete the following courses: 6 Units		
COMM 19	Survey of Mass Media	3
COMM 2A	The Fundamentals of Oral Interpretation of Literature	3
Select one course from the following: 3-4Units		
ANTHR 3	Introduction to Social and Cultural Anthropology or	3
PSYCH 1A	Introduction to General Psychology or	3
SOC 1	Introduction to Sociology or	3
ENGL 1B	Composition and Reading or	4
ENGL 5	Critical Thinking in Reading and Writing or	3
JOURN 21	Newsriting	3
IGETC or CSU GE-Breath Education pattern		37-39
CSU Elective courses		<u>2-5</u>
Total Units		60

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

(C-ID: COMM 170)

AA/AS area 3, 4d; CSU area C2

COMM 19 SURVEY OF MASS MEDIA

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC>

Survey of traditional and non-traditional mass media in America: Impact of mass media trends and technology into the 21st century; critical analysis of media messages and examination of mass media from historical, political, social, and cultural perspectives. 1506.00

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

COMM 20 INTERPERSONAL COMMUNICATION SKILLS

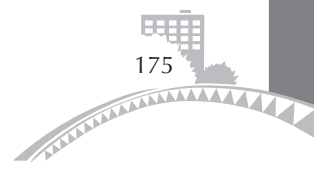
3 units, 3 hours lecture (GR/PNP)

Acceptable for credit: CSU, UC>

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

(C-ID: COMM 130)

AA/AS area 4d





COURSE ANNOUNCEMENT

COMM 44 ARGUMENTATION

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Principles of argumentation and persuasion: Practice in creating persuasive communication through finding issues, using evidence, detecting fallacies, and employing argumentative brief writing. 1506.00
AA/AS area 4d; CSU area A1; IGETC area 1C

COMM 45 PUBLIC SPEAKING

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Principles of public speaking: Oral presentations based on political and social issues; critical thinking, organization, and research. 1506.00
(C-ID: COMM 110)
AA/AS area 4d; CSU area A1; IGETC area 1C

COMM 48GA-MZ SELECTED TOPICS IN COMMUNICATION

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)
Acceptable for credit: CSU, UC◆
See section on Selected Topics. 1506.00

COMM 49 INDEPENDENT STUDY IN COMMUNICATION

.5-5 units (GR)
Acceptable for credit: CSU, UC◆
See section on Independent Study. 1506.00

**COMM 248GA-MZ
SELECTED TOPICS IN COMMUNICATION**
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)
See section on Selected Topics. 1506.00

COMPUTER INFORMATION SYSTEMS (CIS)

The Computer Information Systems (CIS) Department provides students with the computer skills necessary to find employment, and the analytic and technical knowledge necessary to progress to four-year institutions.

The CIS department at Laney College offers courses in computer programming languages and systems that are transferable and articulated with UC and CSU schools (check with www.assist.org for more information). Also offered are technical courses and programs that are in high-demand areas of software and systems design, development and applications.

COMPUTER INFORMATION SYSTEMS

The major in Computer Information Systems prepares students for careers in Information Technology. 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.

CIS 1 INTRODUCTION TO COMPUTER INFORMATION SYSTEMS

4 units, 3 hours lecture, 3 hours laboratory
(GR or P/NP)
Acceptable for credit: CSU, UC
General nature of computer hardware, software and systems: Hands-on applications include introduction to word processing, spreadsheet, database management and presentation software, and a brief introduction to web browsing and email. 0701.00
AA/AS area 4c

CIS 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 26

Acceptable for credit: CSU, UC

Object-oriented methods of software development using C++: Design and implementation of objects, class construction and destruction, encapsulation, inheritance, and polymorphism. 0707.10

AA/AS area 4c

CIS 27
DATA STRUCTURES AND ALGORITHMS

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

Pre-requisite: 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)

Pre-requisite: CIS 25 or 26 or 215

Acceptable for credit: CSU, UC

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

AA/AS area 4c

CIS 36B

JAVA PROGRAMMING LANGUAGE II

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

Pre-requisite: CIS 36A

Acceptable for credit: CSU, UC

Object-oriented program design using the Java programming language: Designing and programming with exceptions, threads, file input/output (I/O); networking and graphics classes; developing code using tools such as Java 2D API and SWING; and working with projects in areas such as animation. 0707.10

AA/AS area 4c

CIS 40

DATABASE MANAGEMENT

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

Recommended preparation: CIS 1 or 5

Acceptable for credit: CSU

Design, implementation, and maintenance of databases: Analysis of user requirements; building tables, queries, forms, reports, and other topics. 0702.10

AA/AS area 4c

CIS 48GA-MZ

**SELECTED TOPICS IN COMPUTER
INFORMATION SYSTEMS**

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR)

Acceptable for credit: CSU, UC♦

See section on Selected Topics. 0702.00





COURSE ANNOUNCEMENT

CIS 49

INDEPENDENT STUDY IN COMPUTER INFORMATION SYSTEMS

.5-5 units (GR)

Acceptable for credit: CSU, UC♦

See section on Independent Study. 0702.00

CIS 61

STRUCTURE AND INTERPRETATION OF COMPUTER PROGRAMS

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

Acceptable for credit: CSU, UC>

Problem-solving approach to computer programming: Emphasis on design and implementation of functions, representation of abstract forms of data, and effects of different programming methods on software development. 0707.10

AA/AS area 4c

CIS 73

NETWORKING CONCEPTS

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

Pre-requisite: CIS 1 or 5

Acceptable for credit: CSU

Networking concepts: Network architecture, hardware, software, concepts, protocols and standards. 0708.10

AA/AS area 4c

CIS 96A

INTRODUCTION TO SYSTEM/SOFTWARE SECURITY AND ENCRYPTION

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

Pre-requisite: CIS 26

Recommended preparation: CIS 25 and 36A and 39A

Acceptable for credit: CSU

Introduction to system/software security and encryption: Theory and programming practice on computer system security, security in computing, data strategy, secure software, web security, and encryption. 0707.10

AA/AS area 4c

CIS 205

COMPUTER LITERACY

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

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

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

AA/AS area 4c

CIS 248GA-MZ

SELECTED TOPICS IN COMPUTER INFORMATION SYSTEMS

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory

See section on Selected Topics. 0702.00

CIS 255

COMPUTER LITERACY PREPARATION (PROJECT BRIDGE)

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

Non-degree applicable

Introduction to basic computer operating skills: Computer terminology, use of software programs, internet navigation skills, and use of e-mail. 0701.00

CIS 260

PREPARATION FOR COMPUTER LITERACY FOR THE DEAF

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

Recommended preparation: Fluency in American Sign Language

Recommended for deaf students.

Non-degree applicable

Designed to acquaint deaf students whose primary language is American Sign Language with basic knowledge of the capabilities, impact, and uses of the computer: English terminology needed to read menus, prompts, and other English materials such as manuals required in Computer Literacy, CIS 205; hands-on experience with the standard keyboard and microcomputers. 4930.30



COPED 462A

OCCUPATIONAL WORK EXPERIENCE IN COMPUTER INFORMATION SYSTEMS

1-4 units, hours to be arranged (GR) 0702.00

COPED 462B

OCCUPATIONAL WORK EXPERIENCE IN COMPUTER PROGRAMMING

1-4 units, hours to be arranged (GR) 0707.10

COPED 462C

OCCUPATIONAL WORK EXPERIENCE IN MANAGEMENT INFORMATION SYSTEMS PROGRAMMING

1-4 units, hours to be arranged (GR) 0707.10

CONSTRUCTION MANAGEMENT (CONMT)

Construction Management provides students, who work in or plan to enter management of residential projects and commercial projects, with the knowledge and skills necessary for employment. Emphasis is placed on inspection, estimating, scheduling, legal, and business aspects of construction.

Degree Major/Certificate Requirements:

Dept/No.	Title	Units
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FIRST SEMESTER

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

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

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)

3

Total Required Units:

36

For Associate Degree General Education requirements, refer to page 123.

Recommended:

ARCH 100

BUS 1A, 20

CHEM 1A, 30A

ENGL 1A

MATH 220A, 220B, 220C, 220D

PHYS 4A, 10

BUILDING CODES AND INSPECTIONS

Certificate of Proficiency Requirements:

Dept/No.	Title	Units
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FIRST SEMESTER

CONMT 12	Uniform Building Codes I	3
CONMT 15	Electrical Code Inspections	3

SECOND SEMESTER

CONMT 16	Plumbing Code Inspections	3
CONMT 22	Uniform Building Codes II	3

THIRD SEMESTER

CONMT 14	Mechanical Code Inspections	3
CONMT 17	Seismic Code Inspections	<u>2.5</u>

Total Required Units:

17.5

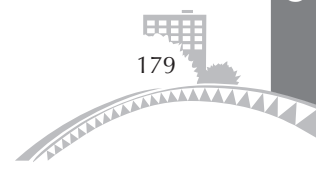
CONMT 10

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





COURSE ANNOUNCEMENT

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)

Pre-requisite: 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)

Pre-requisite: CONMT 19



Acceptable for credit: CSU

Estimation of multi-unit buildings and small commercial projects: Interpretation of general conditions, plans, and specifications; labor costs; grade in overhead and profit; application of the critical-path method. 0957.00

CONMT 22

UNIFORM BUILDING CODES II

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Continuation of CONMT 12: Requirements of the Codes in residential and commercial construction. 0957.00

CONMT 30

STATE CONTRACTING LICENSE LAW

3 units, 3 hours lecture (GR)

Offered Fall Semester.

Acceptable for credit: CSU

California state contractor laws: Rationale for laws, business and professional codes, the Contractor State License Board, advertising regulations, state bonding regulations, government codes, subletting, labor laws, California building standards, health and safety codes, CAL-OSHA, Workman's Compensation Insurance, and mechanic's liens. 0957.00

CONMT 31A

COMPUTER APPLICATIONS IN CONTRACTING-SCHEDULING

(Formerly CONMT 31)

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

Recommended preparation:

BUS 219 or CIS 205 or equivalent

Acceptable for credit: CSU

Selected software for construction scheduling and management: Gantt chart, critical path, resource allocation, milestones, and report writing. 0957.00

AA/AS Area 4c

CONMT 31B

COMPUTER APPLICATIONS IN CONTRACTING-BUSINESS MANAGEMENT

(Formerly CONMT 31)

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

Recommended preparation:

BUS 219 or CIS 205 or equivalent

Acceptable for credit: CSU

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

AA/AS Area 4c

CONMT 32

MATERIALS AND METHODS OF CONSTRUCTION

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Applications and maintenance of construction materials: Strength, durability, and degree of fire resistance. 0957.00

CONMT 40

CONSTRUCTION CONTRACTS AND SPECIFICATIONS

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Legal nature of contracts: Subcontracts and their specifications, Master Format, documentations, defaults, remedies, negotiations, and arbitration. 0957.00

CONMT 42

MANAGING RESIDENTIAL REMODELING PROJECTS

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Maintaining control of remodeling projects: Steps required from idea to finished project. 0957.00

CONMT 48GA-MZ

SELECTED TOPICS IN CONSTRUCTION MANAGEMENT

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR)

Acceptable for credit: CSU

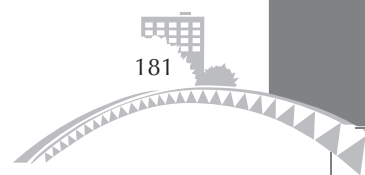
See section on Selected Topics. 0957.00

CONMT 210

RESIDENTIAL BUILDING CODES FOR CARPENTERS

3 units, 3 hours lecture (GR)

Building codes applicable to the residential carpenter: Origin, rationale, legal basis, and application. 0957.00





COURSE ANNOUNCEMENT

CONMT 230 BUILDING INSPECTIONS

3 units, 3 hours lecture (GR)

Building inspections: Focus on areas requiring inspection with emphasis on the International Conference of Building Officials (ICBO) guidelines and preparation for the inspections licensing examination. 0957.20

CONMT 248GA-MZ SELECTED TOPICS IN CONSTRUCTION MANAGEMENT

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR)

See section on Selected Topics. 0957.00

COPED 466H OCCUPATIONAL WORK EXPERIENCE IN CONSTRUCTION MANAGEMENT

1-4 units, hours to be arranged (GR) 0957.00

COOPERATIVE WORK EXPERIENCE EDUCATION (COPED)

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

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

During regular semesters, students must enroll in a minimum of seven units including Cooperative Work Experience Education. During summer sessions, students must enroll in one other class in addition to Cooperative Work Experience Education.

Students may enroll in no more than four units of Cooperative Work Experience Education per semester, on the basis of 75 hours of paid work experience per semester per each unit of credit, or 60 hours of unpaid or volunteer work experience per semester per each unit of credit.

COPED 450 GENERAL WORK EXPERIENCE

1-3 units, hours to be arranged (GR)

Co-requisite: During regular semesters, students must enroll in a minimum of seven units including Cooperative Work Experience Education. During summer sessions, students must enroll in one other class in addition to Cooperative Work Experience Education. Acceptable for credit: CSU

Course study under this section may be repeated three times for a maximum of 16 units for occupational or a combination of general and occupational work experience education (including Regular and Alternate Plan and General/Occupational/Apprentice Work Experience).

Supervised employment to assist in acquiring desirable work habits and attitudes, increase educational motivation, and develop improved human relations skills. Employment need not be related to educational or occupational goals. 4932.00

COPED 451 OCCUPATIONAL WORK EXPERIENCE

1-4 units, hours to be arranged (GR)

Co-requisite: During regular semesters, students must enroll in a minimum of seven units including Cooperative Work Experience Education. During summer session, students must enroll in one other class in addition to Cooperative Work Experience Education. Acceptable for credit: CSU

Course study under this section may be repeated three times for a maximum of 16 units for occupational or a combination of general and occupational work experience education (including Regular and Alternate Plan and General/Occupational/Apprentice Work Experience).

Supervised employment of students extending classroom-based occupational learning at an on-the-job learning station relating to students' educational or occupational goals. 4932.00

COPED 456A-484A OCCUPATIONAL WORK EXPERIENCE

1-4 units, hours to be arranged (GR)

Co-requisite: During regular semesters, students must enroll in a minimum of seven units including Cooperative Work Experience Education. During summer session, students must enroll in one other class in addition to Cooperative Work Experience Education. Acceptable for credit: CSU



Course study under this section may be repeated three times for a maximum of 16 units for occupational or a combination of general and occupational work experience education (including Regular and Alternate Plan and General/Occupational/Apprentice Work Experience).

Supervised employment providing opportunities to become a productive, responsible individual and to extend learning in a chosen occupational field.

**COPED 456A
OCCUPATIONAL WORK EXPERIENCE IN
ACCOUNTING**

1-4 units, hours to be arranged (GR) 0502.00

**COPED 456C
OCCUPATIONAL WORK EXPERIENCE IN
BANKING AND FINANCE**

1-4 units, hours to be arranged (GR) 0502.00

**COPED 456D
OCCUPATIONAL WORK EXPERIENCE IN
BUSINESS ADMINISTRATION**

1-4 units, hours to be arranged (GR) 0506.00

**COPED 456H
OCCUPATIONAL WORK EXPERIENCE IN
LABOR STUDIES**

1-4 units, hours to be arranged (GR) 0516.00

**COPED 456I
OCCUPATIONAL WORK EXPERIENCE IN
MANAGEMENT AND SUPERVISION**

1-4 units, hours to be arranged (GR) 0502.00

**COPED 456J
OCCUPATIONAL WORK EXPERIENCE IN
MARKETING AND SALES**

1-4 units, hours to be arranged (GR) 0509.00

**COPED 456P
OCCUPATIONAL WORK EXPERIENCE IN
BUSINESS INFORMATION SYSTEM**

1-4 units, hours to be arranged (GR) 0514.00

**COPED 458A
OCCUPATIONAL WORK EXPERIENCE
IN COSMETOLOGY**

1-4 units, hours to be arranged (GR) 3007.00

**COPED 460A
OCCUPATIONAL WORK EXPERIENCE IN
MEDIA COMMUNICATIONS**

1-4 units, hours to be arranged (GR) 0604.20

**COPED 462A
OCCUPATIONAL WORK EXPERIENCE IN
COMPUTER INFORMATION SYSTEMS**

1-4 units, hours to be arranged (GR) 0702.00

**COPED 462B
OCCUPATIONAL WORK EXPERIENCE IN
COMPUTER PROGRAMMING**

1-4 units, hours to be arranged (GR) 0707.10

**COPED 462C
OCCUPATIONAL WORK EXPERIENCE IN
MANAGEMENT INFORMATION SYSTEMS
PROGRAMMING**

1-4 units, hours to be arranged (GR) 0707.10

**COPED 466A
OCCUPATIONAL WORK EXPERIENCE IN
ENVIRONMENTAL CONTROL TECHNOLOGY**

1-4 units, hours to be arranged (GR) 0946.00

**COPED 466B
OCCUPATIONAL WORK EXPERIENCE IN
ARCHITECTURAL TECHNOLOGY**

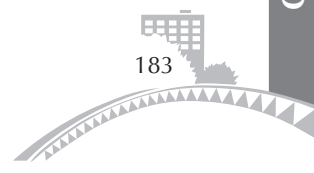
1-4 units, hours to be arranged (GR) 0201.00

**COPED 466G
OCCUPATIONAL WORK EXPERIENCE IN
CARPENTRY**

1-4 units, hours to be arranged (GR) 0952.10

**COPED 466H
OCCUPATIONAL WORK EXPERIENCE IN
CONSTRUCTION MANAGEMENT**

1-4 units, hours to be arranged (GR) 0957.00





COURSE ANNOUNCEMENT

COPED 466J

OCCUPATIONAL WORK EXPERIENCE IN ENGINEERING TECHNOLOGY

1-4 units, hours to be arranged (GR) 0953.00

COPED 466K

OCCUPATIONAL WORK EXPERIENCE IN GRAPHIC ARTS

1-4 units, hours to be arranged (GR) 1030.00

COPED 466L

OCCUPATIONAL WORK EXPERIENCE IN MACHINE TECHNOLOGY

1-4 units, hours to be arranged (GR) 0956.30

COPED 466M

OCCUPATIONAL WORK EXPERIENCE IN WELDING TECHNOLOGY

1-4 units, hours to be arranged (GR) 0956.50

COPED 466N

OCCUPATIONAL WORK EXPERIENCE IN WOOD TECHNOLOGY

1-4 units, hours to be arranged (GR) 0952.50

COPED 468A

OCCUPATIONAL WORK EXPERIENCE IN PHOTOGRAPHY

1-4 units, hours to be arranged (GR) 1012.00

COPED 470D

OCCUPATIONAL WORK EXPERIENCE IN VOCATIONAL NURSING

1-4 units, hours to be arranged (GR) 1230.20

COPED 472B

OCCUPATIONAL WORK EXPERIENCE IN CULINARY ARTS/BAKING

1-4 units, hours to be arranged (GR) 1306.31

COPED 472C

OCCUPATIONAL WORK EXPERIENCE IN CULINARY ARTS/COOKING

1-4 units, hours to be arranged (GR) 1306.32

COPED 484A

OCCUPATIONAL WORK EXPERIENCE IN BIOTECHNOLOGY

1-4 units, hours to be arranged (GR) 0430.00

COPED 478A-478B-478C

APPRENTICE WORK EXPERIENCE

1-4 units, hours to be arranged (GR)

Co-requisite: Concurrent enrollment in an apprentice training course and employment as an apprentice

Non-degree applicable

Course study under this section may be repeated three times for a maximum of 16 units for occupational or a combination of general and occupational work experience education (including Regular and Alternate Plan and General/Occupational/Apprentice Work Experience).

Correlation of employment experience to classroom study for more effective vocational training.

COPED 478A

APPRENTICE WORK EXPERIENCE IN MILL AND CABINET MAKER

1-4 units, hours to be arranged (GR) 0952.51

COPED 478B

APPRENTICE WORK EXPERIENCE IN MOLDER AND COREMAKER

1-4 units, hours to be arranged (GR) 0956.01

COPED 478C

APPRENTICE WORK EXPERIENCE IN ROOFER

1-4 units, hours to be arranged (GR) 0952.91

COSMETOLOGY (COSM)

The Cosmetology program prepares students in all phases of cosmetology. The program consists of 1600 hours training in theoretical foundations, manipulative skills, Business knowledge, professional and ethical practices and prepares students to take the California State Board of Cosmetology examination for licensure.



Admission Requirements: Contact the Cosmetology Department at (510) 464-3285 for supplementary application information and forms. First-time students are required to attend an orientation meeting. A grade of "C" or above is required in each pre-requisite course to continue in the sequence of course offerings.

Transfer students will be accepted when space is available, providing they have not achieved more than 300 certified hours and apply within a one-year period of withdrawal from a previous school.

Upon completion of the 1600-hour program, students are eligible for the Cosmetology certificate and are qualified to apply for licensing through California State Board of Cosmetology.

DAY PROGRAM

Degree Major/Certificate Requirements:

Dept/No.	Title	Units
FIRST SEMESTER		
COSM 210	Cosmetology Theory I	5
COSM 210L	Cosmetology Laboratory I	7
COSM 211	Manicuring & Pedicuring I	1
COSM 212	Chemical Services/Haircutting I	1
COSM 213	Hairstyling Services/Haircutting I	1
COSM 214	Haircolor Services/Haircutting I	1
COSM 215	Facials I	1
SECOND SEMESTER		
COSM 220	Cosmetology Theory II	5
COSM 220L	Cosmetology Laboratory II	7
COSM 221	Manicuring & Pedicuring II	1
COSM 222	Chemical Services/Haircutting II	1
COSM 223	Hairstyling Services/Haircutting II	1
COSM 224	Haircolor Services/Haircutting II	1
COSM 225	Facials II	1
THIRD SEMESTER		
COSM 230	Cosmetology Theory III	5
COSM 230L	Cosmetology Laboratory III	7
COSM 231	Manicuring & Pedicuring III	1
COSM 232	Chemical Services/Haircutting III	1
COSM 233	Hairstyling Services/Haircutting III	1
COSM 234	Haircolor Services/Haircutting III	1
COSM 235	Facials III	1
Total Required Units:		51

For Associate Degree General Education requirements, refer to page 123.

EVENING PROGRAM

Degree Major/Certificate Requirement:

Dept/No.	Title	Units
FIRST SEMESTER		
COSM 210	Cosmetology Theory I	5
COSM 210LE	Cosmetology Laboratory I	5
COSM 211	Manicuring & Pedicuring I	1
COSM 212	Chemical Services/Haircutting I	1
COSM 213	Hairstyling Services/Haircutting I	1
COSM 214	Haircolor Services/Haircutting I	1
COSM 215	Facials I	1
SECOND SEMESTER		
COSM 220	Cosmetology Theory II	5
COSM 220LE	Cosmetology Laboratory II	5
COSM 221	Manicuring & Pedicuring II	1
COSM 222	Chemical Services/Haircutting II	1
COSM 223	Hairstyling Services/Haircutting II	1
COSM 224	Haircolor Services/Haircutting II	1
COSM 225	Facials II	1
THIRD SEMESTER		
COSM 230	Cosmetology Theory III	5
COSM 230LE	Cosmetology Laboratory III	5
COSM 231	Manicuring & Pedicuring III	1
COSM 232	Chemical Services/Haircutting III	1
COSM 233	Hairstyling Services/Haircutting III	1
COSM 234	Haircolor Services/Haircutting III	1
COSM 235	Facials III	1

FOURTH SEMESTER

Select one course from the following:

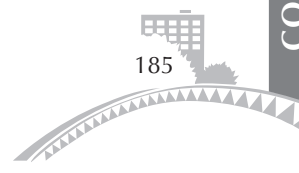
COSM 240LE	Cosmetology Laboratory IV (5)	
COSM 200	Special Projects Laboratory (5)	5

Total Required Units: 50

For Associate Degree General Education requirements, refer to page 123.

Recommended:

BUS 20, 54
COMM 45
PSYCH 6
SOC 1



COSM 200**SPECIAL PROJECTS LABORATORY**

1-7 units, 3-21 hours laboratory (GR)

Pre-requisite: Completion of lecture and laboratory courses from any level

Laboratory experience in all phases of Cosmetology: Developing proficiency, accuracy and speed. 3007.00

COSM 201**MANICURIST THEORY**

7 units, 7 hours lecture (GR)

Co-requisite: COSM 201L

Principles and procedures in all phases of manicuring and pedicuring: Applied principles of bacteriology; anatomy, physiology and chemistry of nails, hands, and arm structure; disorders and diseases of the nail; sanitation; health and safety/hazardous substances; salon management; state rules and regulations. 3007.00

COSM 201L**MANICURIST LABORATORY**

6 units, 18 hours laboratory (GR)

Co-requisite: COSM 201

Laboratory experience in all phases of manicuring, pedicuring, and related operations. 3007.00

COSM 210**COSMETOLOGY THEORY**

5 units, 5 hours lecture (GR)

Co-requisite: COSM 210L or 210LE, 211, 212, 213, 214, 215
Beginning cosmetology theory: Bacteriology, public health and safety, HIV and hepatitis, disinfection and sanitation, hygiene and grooming; professionalism and ethics; State Board Rules and Regulations Act and Performance Criteria; dermatology, trichology, onychology structure and function, disorders and diseases, related anatomy and physiology. 3007.00

COSM 210L**COSMETOLOGY LABORATORY**

7 units, 22.5 hours laboratory (GR)

Co-requisite: 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)

Co-requisite: 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)

Co-requisite: 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)

Co-requisite: 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)

Co-requisite: 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)

Co-requisite: 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)

Co-requisite: 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)

Pre-requisite: COSM 210, 210L or 210LE, 211, 212, 213, 214, 215
Co-requisite: COSM 220L or 220LE, 221, 222, 223, 224, 225
Intermediate cosmetology theory: Bacteriology, public health and safety, disinfection and sanitation, hygiene and grooming; professionalism and ethics; State Board Rules and Regulations Act and Performance Criteria; dermatology, trichology, onychology structure and function, disorders and diseases, related anatomy, physiology and chemistry; laboratory technique training, MSDS requirements; hazardous waste disposal; desk and receptionist training. 3007.00

COSM 220L

COSMETOLOGY LABORATORY II

7 units, 22.5 hours laboratory (GR)

Pre-requisite: COSM 210, 210L, 211, 212, 213, 214, 215
Co-requisite: 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)

Pre-requisite: COSM 210, 210LE, 211, 212, 213, 214, 215
Co-requisite: 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)

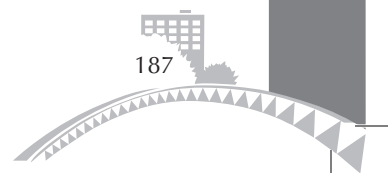
Pre-requisite: COSM 210, 210L or 210LE, 211, 212, 213, 214, 215
Co-requisite: COSM 220, 220L or 220LE, 222, 223, 224, 225
Intermediate level manicuring and pedicuring: Terminology and definitions, disinfection and sanitation, tools and equipment, nail cosmetics, public health, safety, onychology structure 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)

Pre-requisite: COSM 210, 210L or 210LE, 211, 212, 213, 214, 215
Co-requisite: 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)

Pre-requisite: COSM 210, 210L or 210LE, 211, 212, 213, 214, 215

Co-requisite: 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)

Pre-requisite: COSM 210, 210L or 210LE, 211, 212, 213, 214, 215

Co-requisite: 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)

Pre-requisite: COSM 210, 210L or 210LE, 211, 212, 213, 214, 215

Co-requisite: 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)

Pre-requisite: COSM 220, 220L or 220LE, 221, 222, 223, 224, 225

Co-requisite: COSM 230L or 230LE, 231, 232, 233, 234, 235
Advanced level cosmetology theory: Bacteriology, public health and safety, disinfection and sanitation, hygiene and grooming; professionalism and ethics; State Board Rules and Regulations Act and Performance Criteria; dermatology, trichology, onychology structure and function, disorders and diseases, related anatomy, physiology, chemistry; laboratory technician training; MSDS requirements; hazardous waste disposal; desk and receptionist training; career exploration and planning; salon management; sales and marketing. 3007.00

COSM 230L**COSMETOLOGY LABORATORY III**

7 units, 22.5 hours laboratory (GR)

Pre-requisite: COSM 220, 220L, 221, 222, 223, 224, 225

Co-requisite: 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)

Pre-requisite: COSM 220, 220LE, 221, 222, 223, 224, 225

Co-requisite: 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)

Pre-requisite: COSM 220, 220L or 220LE, 221, 222, 223, 224, 225

Co-requisite: 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)

Pre-requisite: COSM 220, 220L or 220LE, 221, 222, 223, 224, 225

Co-requisite: 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)

Pre-requisite: COSM 220, 220L or 220LE, 221, 222, 223, 224, 225

Co-requisite: 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

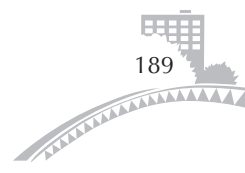
COSM 234

HAIRCOLOR SERVICES/HAIRCUTTING III

1 unit, 1 hour lecture (GR)

Pre-requisite: COSM 220, 220L or 220LE, 221, 222, 223, 224, 225

Co-requisite: 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





COURSE ANNOUNCEMENT

COSM 235 FACIALS III

1 unit, 1 hour lecture (GR)

Pre-requisite: COSM 220, 220L or 220LE, 221, 222, 223, 224, 225

Co-requisite: 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)

Pre-requisite: COSM 230, 230LE, 231, 232, 233, 234, 235

Practical training for advanced level skills in all phases of beauty culture: Preparation for California State Board of Cosmetology examination for licensure as a cosmetologist. 3007.00

COSM 245 INTRODUCTION TO COSMETOLOGY

2 units, 2 hours lecture (GR)

Topics of interest to prospective Cosmetology students: History of cosmetology, career paths for a cosmetologist, personality development and attitude, effective communication, goal setting, time management, and ethics. 3007.00

COSM 248GA-MZ SELECTED TOPICS IN COSMETOLOGY

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR)

See section on Selected Topics. 3007.00

COSM 252 ADVANCED HAIRSTYLING

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

Recommended preparation: Current California Cosmetology License

Non-degree applicable

Advanced hairstyling theory and practice: Current methods and techniques used in hairstyling, haircutting, coloring and permanent waving of hair; professionalism; salesmanship; attitudes and ethics. 3007.00

COPED 458A OCCUPATIONAL WORK EXPERIENCE IN COSMETOLOGY

1-4 units, hours to be arranged (GR) 3007.00

COUNSELING (COUN)

COUN 24 COLLEGE SUCCESS

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

Recommended preparation: Engl 201B or ESL 21B

Not open for credit to students who have completed LRNRE 24.

Acceptable for credit: CSU, UC

Identification and development of resources that facilitate college success: High-performance learning utilizing information organization and management, critical-thinking and problem-solving skills, effective time management, learning styles and strategies and memory theory, goal setting and educational planning, and campus/community resources. 4930.10

CSU area E

COUN 30 PERSONAL GROWTH AND DEVELOPMENT

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

Recommended preparation: ENGL 201B or ESL 21B

Acceptable for credit: CSU

Examination of the psycho-social dynamics of personal growth: Focus on self-exploration, learning to make choices, stress and coping, interpersonal relationships, origin and resolution of conflicts and the role of emotions in behavior and health; includes active personal involvement, group interaction, and self-study. 4930.10

AA/AS Area 2; CSU Area E



COUN 57

CAREER AND LIFE PLANNING

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

Recommended preparation: ENGL 201B or ESL 21B

Not open for credit to students who have completed LRNRE 57.

Acceptable for credit: CSU, UC

In-depth career and life planning: Self-exploration, identifying values, interests, needs and goals; development of skills for assuming careers and lifestyles over the life span, influence of career choice on the quality of life, and the development of a career action plan. Designed to assist those students considering the transition of a career change or undecided about the selection of a college transfer major. 4930.10

CSU area E

COUN 200A

ORIENTATION TO COLLEGE

.5 unit, .5 hour lecture (GR or P/NP)

Information for new students: College programs, policies and procedures, campus resources and assessment. 4930.10

COUN 200B

ORIENTATION TO COLLEGE

.5 unit, .5 hour lecture (GR or P/NP)

Recommended preparation: COUN 200A

Educational planning and college success skills: Development of a Student Educational Plan (SEP) with a counselor and introduction to topics such as time management, study skills, note-taking, and test-taking techniques. 4930.10

COUN 202

ORIENTATION TO AMERICAN CULTURE AND COLLEGE

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

Introduction to American collegiate life to immigrant and international students: Cultural issues, interpersonal communication skills, navigation of the educational system and campus resources, and strategies of effective study patterns. 4930.10

COUN 207

CAREER EXPLORATION

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

Not open for credit to students who have completed or are currently enrolled in COUN 207A, 207B, or 207C.

Career decision-making, occupational assessment, and job search: Exploration of values, skills, and goals leading to realistic career choices; practice in networking, employment research, resume preparation, and interviewing techniques. 4930.10

COUN 207A

CAREER EXPLORATION

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

Not open for credit to students who have completed or are currently enrolled in COUN 207.

Career decision making: Exploration and clarification of values, skills, and goals to facilitate informed and realistic career choices, and introduction to personal and occupational assessment tools. 4930.10

COUN 207B

CAREER EXPLORATION

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

Not open for credit to students who have completed or are currently enrolled in COUN 207.

Occupational assessment tools: Practice in networking, informational interviews, research on employment opportunities and trends, and resources used in job search. 4930.10

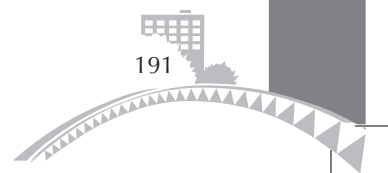
COUN 207C

CAREER EXPLORATION

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

Not open for credit to students who have completed or are currently enrolled in COUN 207.

Job search skills: Resumes, cover letters, telephone skills, and interviewing techniques. 4930.10





COURSE ANNOUNCEMENT

COUN 221

PREPARING FOR COLLEGE/UNIVERSITY TRANSFER

.5-1 unit, .5-1 hour lecture (GR or P/NP)

In-depth information and assistance with the transfer process to four-year colleges and universities: Lower-division major and general education requirements, college/university selection, admission procedures, application deadlines, financial aid, and scholarship information. Students will receive the information necessary to develop a Student Educational Plan (SEP) for transfer. 4930.10

COUN 224

COLLEGE PREPAREDNESS

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

Recommended preparation: COUN 200A and 200B

Acquisition of college success skills: Time management, good study habits, effective note taking, goal-setting strategies, educational planning, and use of library and other learning resources. 4930.10

COUN 230

STRATEGIES FOR PERSONAL DEVELOPMENT

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

Examination of theories and principles of personal growth and interpersonal effectiveness: Dynamics of relationships in the areas of friendship, love, family, school, occupations and other group relations; emphasis on self-exploration and developing positive coping strategies. 4930.10

AA/AS Area 2

COUN 260

CAREER PREPARATION FOR PROJECT BRIDGE

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

Also offered as LRNRE 260. Not open for credit to students who have completed or are currently enrolled in LRNRE 260.

Non-degree applicable

Preparation for work and career success: Analysis, evaluation, and discussion of the skills, personal attributes, and education required for the world of work and career achievement. 4930.10

COUN 501

COUNSELING LEARNING LAB (NON-CREDIT)

0 unit, 1-5 hours laboratory (Not graded)

Students may attend multiple sessions per semester. Success and retention strategies offered in small groups: Provides supervised tutoring to students in overcoming barriers in reaching their educational goals and increasing their successful completion of college courses and programs. 4930.13

CULINARY ARTS (CULIN)

The two certificate programs (majors) in this department are Baking and Pastry and Restaurant Management. They provide students with the knowledge, skills, and attitudes which enhance successful employment in the various job classifications of the Culinary Arts industry. The programs include pre-employment courses, supervised experience prior to employment, extension classes, and short-term workshops for upgrading skills. Many classes are approved by Retail Bakers Association (RBA) and National Restaurant Association (NRA).

BAKING AND PASTRY

The major in Baking and Pastry prepares students for employment in retail bakeries, and in industrial and commercial establishments as pastry cooks or bakers.

NOTE: This program includes frequent application of fractions, decimals, and percents. Mathematics 251A-B is recommended for students who want a review.

Degree Major/Certificate Requirements:



Dept/No.	Title	Units
FIRST SEMESTER		
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		
CULIN 205	Artisan Breads	5
CULIN 206	Advanced Cake Decorating	5
THIRD SEMESTER		
CULIN 207	International Patisserie	6
CULIN 208	Confiserie (Candy and Chocolate Making)	5
FOURTH SEMESTER		
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 or	
CULIN 217	Recipe, Formulas and Food Costs	1
Total required units:		43-44

For Associate Degree General Education requirements, refer to page 123.

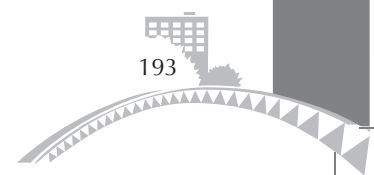
RESTAURANT MANAGEMENT

The major in Restaurant Management offers technical trade theory and practical laboratory experiences in basic restaurant management and cooking procedures which prepare students for entry into the various job classifications of the industry. Students have the opportunity to demonstrate their capabilities in the operations and supervision of the food preparation facility at Laney College.

NOTE: This program includes frequent application of fractions, decimals, and percents. Mathematics 251A B is recommended for students who want a review.

Dept/No.	Title	Units
FIRST SEMESTER		
CULIN 212	Introduction to Culinary Arts Fundamentals Lab	4
CULIN 214	Hospitality Careers and Skills Development	1
CULIN 215	Culinary Math Fundamentals	1
CULIN 216	Introduction to Food Science and Nutrition	1
CULIN 217	Recipe, Formula, and Food Costs	1
CULIN 218	Ingredients and Equipment	1
CULIN 219	Introduction to Sanitation	1
SECOND SEMESTER		
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		
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		
CULIN 41	International Cuisine	7
CULIN 50	Principles of Food, Beverage, and Labor Controls	3
CULIN 51	Supervision in the Hospitality Industry	3
Total Required Units:		46

For Associate Degree General Education requirements, refer to page 123.



COURSE ANNOUNCEMENT

COOKING

Certificate of Proficiency Requirements:

Dept/No.	Title	Units
FIRST SEMESTER		
CULIN 212	Introduction to Culinary Arts Fundamentals Lab	4
CULIN 214	Hospitality Careers and Skills Development	1
CULIN 215	Culinary Math Fundamentals	1
CULIN 216	Introduction to Food Science and Nutrition	1
CULIN 217	Recipe, Formula, and Food Costs	1
CULIN 218	Ingredients and Equipment	1
CULIN 219	Introduction to Sanitation	1

SECOND SEMESTER

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 Required Units:		16

CULIN 31 GARDE MANGER AND CONTEMPORARY AMERICAN BISTRO COOKING

7 units, 3 hours lecture, 12 hours laboratory (GR)
 Pre-requisite: CULIN 223, 224, 225, 226, 227
 Co-requisite: CULIN 33, 53, 232
 Appropriate department dress code and T.B. clearance required.
 Acceptable for credit: CSU
 Introduction to professional fine-dining restaurant food service: Emphasis on a la carte cooking and garde manger; hands-on lab experience in a working restaurant incorporating contemporary American cooking techniques and theories. 1306.32

CULIN 33 MANAGING FOOD SANITATION

2 units, 2 hours lecture (GR)
 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)
 Pre-requisite: CULIN 31, 33, 53, 232
 Co-requisite: CULIN, 51
 Appropriate department dress code and T.B. clearance required.
 Acceptable for credit: CSU
 Introduction to professional fine-dining restaurant food service: Emphasis on a la carte cooking; hands-on lab experience in a working restaurant incorporating international cooking techniques and theories. 1306.32

CULIN 48GA-MZ SELECTED TOPICS IN CULINARY ARTS

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR)
 Acceptable for credit: CSU
 See section on Selected Topics. 1306.30

CULIN 50 PRINCIPLES OF FOOD, BEVERAGES, AND LABOR CONTROLS

3 units, 3 hours lecture (GR)
 Pre-requisite: CULIN 31, 33, 53, 232
 Co-requisite: CULIN 41, 51
 TB clearance required.
 Course can lead to National Restaurant Association Education Foundation certification.
 Open to non-degree hospitality and culinary arts industry professionals.
 Acceptable for credit: CSU
 Advanced theory and techniques of food-service management: Emphasis on food, beverage, and labor cost controls. 1306.32

CULIN 51 SUPERVISION IN THE HOSPITALITY INDUSTRY

3 units, 3 hours lecture (GR)
 Pre-requisite: COUN 31, 33, 53, 232
 Co-requisite: 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)

Pre-requisite: CULIN 223, 224, 225, 226, 227

Co-requisite: CULIN 31, 33, 232

TB clearance required.

Acceptable for credit: CSU

Introduction to the basic elements of nutrition: Nutritional menu planning, developing healthy recipes, and marketing good nutrition to the public. 1306.32

CULIN 200

SPECIAL PROJECTS LABORATORY

1-2 units, 3-6 hours laboratory (GR or P/NP)

Recommended preparation: Two semesters of any Culinary Arts baking courses

Open laboratory for upgrading of specific culinary skills, and selected culinary projects. 1306.30

CULIN 201

FRONT-DESK HOSPITALITY OPERATIONS

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

Systematic approach to front-office hotel procedures: From the Reservations process to check-out and payment; effective management emphasizing planning and evaluation of operations; human resources management. 1307.20

CULIN 202A

SUPERVISION: FOOD PREPARATION AND SERVICE

4 units, 12 hours laboratory (GR)

Basic principles and responsibilities of restaurant cooking, table service, and food-line service: Related terminology; ingredient uses and preparations. 1307.10

CULIN 203

INTRODUCTION TO BAKING

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

Recommended preparation: ESL 203A or ESL 208A or Engl 268A

Fundamental theories, techniques, processes and methods in baking and pastry production: Basic principles including history of the industry, identification of equipment and ingredients, weights and measurements, safety and sanitation, basic formulas and production. 1306.31

CULIN 204

BASIC PATISSERIE

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

Co-requisite: CULIN 203, 215, 216, and 219

Recommended preparation: ESL 203A or ESL 208A or Engl 268A

Introduction to baking theory and practice: Organization of work and production; classical to modern techniques for cakes, pies, tarts, and cookie-making methods. 1306.31

CULIN 205

ARTISAN BREADS

5 units, 2 hours lecture, 9 hours laboratory (GR)

Pre-requisite: CULIN 203, 204, 215, 216, and 219

Co-requisite: CULIN 206

Introduction to artisan bread making: Science of baking, vocabulary of bread, various mixing and baking methods, pre-ferments, sourdough starters with natural yeast, and flatbreads. 1306.31

CULIN 206

ADVANCED CAKE DECORATING

5 units, 2 hours lecture, 9 hours laboratory (GR)

Pre-requisite: CULIN 203, 204, 215, 216, and 219

Co-requisite: CULIN 205

Advanced cake-decorating techniques: Speed and accuracy of cake assembly, production of fillings and creams, design projection, salutations, borders, floral piping, and wedding cakes. 1306.31

CULIN 207

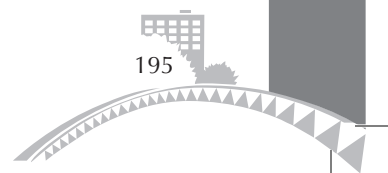
INTERNATIONAL PATISSERIE

6 units, 2 hours lecture, 12 hours laboratory (GR)

Pre-requisite: CULIN 205 and 206

Co-requisite: CULIN 208

Application of advanced baking and pastry methods: Set up, design and preparation of buffet; preparation of international pastries including French, Italian, Austrian, and Asian. 1306.31





COURSE ANNOUNCEMENT

CULIN 208

CONFISERIE (CANDY AND CHOCOLATE MAKING)

5 units, 2 hours lecture, 9 hours laboratory (GR)

Pre-requisite: CULIN 205 and 206

Co-requisite: CULIN 207

Introduction to the principles involved in candy and chocolate making: Tempering chocolate, creating confections with a variety of centers, techniques in creating brittles, nougats, and marshmallows. 1306.31

CULIN 209

CONTEMPORARY PLATED DESSERTS

6 units, 2 hours lecture, 12 hours laboratory (GR)

Pre-requisite: CULIN 207 and 208

Co-requisite: CULIN 33, 217, and 229

Capstone course requiring creation and presentation of plated desserts: Application of advanced frozen desserts and ice creams, seasonally attractive presentations, and specialized diet modifications. 1306.31

CULIN 212

CULINARY ARTS FUNDAMENTALS LAB

4 units, 12 hours laboratory (GR)

Co-requisite: CULIN 214, 215, 216, 217, 218, 219

TB clearance required.

Introductory practical experience in food production: Breakfast cookery, cold-food production, grill and fry cooking, and retail service. 1306.32

CULIN 214

HOSPITALITY CAREERS AND SKILLS DEVELOPMENT

1 unit, 1 hour lecture (GR)

Co-requisite: CULIN 212, 215, 216, 217, 218, 219

TB clearance required.

Introduction to the hospitality industry: Culinary and hospitality industry vocabulary, basic culinary math principles, careers in the field, and job retention skills. 1307.00

CULIN 215

CULINARY MATH FUNDAMENTALS

1 unit, 1 hour lecture (GR)

Co-requisite: CULIN 212, 214, 216, 217, 218, 219

Culinary math fundamentals: Theory and application of mathematics used in the hospitality industry. 1306.32

CULIN 216

INTRODUCTION TO FOOD SCIENCE AND NUTRITION

1 unit, 1 hour lecture (GR)

Co-requisite: CULIN 212, 214, 215, 217, 218, 219

TB clearance required.

Theory and application of chemistry and physics to the storage, processing, preparation and cooking of food: Relationship of food to the biology of the human body. 1306.32

CULIN 217

RECIPE, FORMULA, AND FOOD COSTS

1 unit, 1 hour lecture (GR)

Co-requisite: CULIN 212, 214, 215, 216, 218, 219

TB clearance required.

Development and standardization of food production: Techniques in relation to planning and quality. 1306.32

CULIN 218

INGREDIENTS AND EQUIPMENT

1 unit, 1 hour lecture (GR)

Co-requisite: CULIN 212, 214, 215, 216, 217, 219

TB clearance required.

Introduction to the tools and products of food production: Storage, and handling and processing of food. 1306.32

CULIN 219

INTRODUCTION TO SANITATION

1 unit, 1 hour lecture (GR)

Co-requisite: CULIN 212, 214, 215, 216, 217, 218

TB clearance required.

Introduction to food sanitation in the hospitality industry: Safe food handling, HACCP plan development, and personal hygiene and safety. 1306.30

CULIN 222

BANQUET AND INSTITUTIONAL SERVING AND COOKING TECHNIQUES

4 units, 1 hour lecture, 9 hours laboratory (GR)

NRA ProStart class

Introduction to banquet and institutional serving and cooking techniques: Food preparation, cooking, and service; terminology, sanitation and safety, and professional responsibilities. 1306.32



CULIN 223

SOUPS, STOCKS AND SAUCES

1 unit, 1 hour lecture (GR)

Pre-requisite: CULIN 212, 214, 215, 216, 217, 218, 219

Co-requisite: CULIN 224, 225, 226, 227

TB clearance required.

Introduction to soups, stocks and sauces: Quantity hot-food production of basic stocks, sauces and soups. 1306.32

CULIN 224

DYNAMICS OF HEAT COOKING

1 unit, 1 hour lecture (GR) Pre-requisite: CULIN 212, 214, 215, 216, 217, 218, 219

Co-requisite: CULIN 223, 225, 226, 227

TB clearance required.

Introduction to dry-heat and wet-heat cooking techniques: Boiling, braising, sautéing, grilling, baking, roasting, simmering, steaming, poaching, and broiling; fundamentals and methods of heat transfer. 1306.32

CULIN 225

INTRODUCTION TO GARDE MANGER AND FOOD PRESENTATION

1 unit, 1 hour lecture (GR)

Pre-requisite: CULIN 212, 214, 215, 216, 217, 218, 219

Co-requisite: CULIN 223, 224, 226, 227

TB clearance required.

Introduction to quantity cold-food production, display, food art, and plate presentation: Salads, sandwiches, cheeses, deli meats, non-meat proteins, and restaurant dessert presentations. 1306.32

CULIN 226

INTRODUCTION TO BAKING FOR CHEFS

3 units, 1.5 hours lecture, 4.5 hours laboratory (GR)

Pre-requisite: CULIN 212, 214, 215, 216, 217, 218, 219

Co-requisite: CULIN 223, 224, 225, 227

TB clearance required.

Introduction to baking for chefs: Basic doughs and batters, yeast products, and cookies and cakes. 1306.32

CULIN 227

QUANTITY FOOD PRODUCTION LAB

3 units, 9 hours laboratory (GR)

Pre-requisite: CULIN 212, 214, 215, 216, 217, 218, 219

Co-requisite: CULIN 223, 224, 225, 226

TB clearance required.

Food preparation and cooking methods focusing on quantity hot-food production: Use of food production tools and equipment, use of standardized recipes, food display, and application of speed and accuracy in food production. 1306.32

CULIN 229

CULINARY CAREER SUCCESS STRATEGIES

2 units, 2 hours lecture (GR)

Preparation for work and career success in the Culinary Arts: Writing resumes with cover letters, interviewing techniques, filling out job applications, phone etiquette, investigating job search resources, and management responsibilities. 1306.31

CULIN 232

DINING ROOM SERVICE AND MANAGEMENT

2 units, 2 hours lecture (GR)

Pre-requisite: CULIN 223, 224, 225, 226, 227

Co-requisite: CULIN 31, 33, 53

Contemporary and classical dining service and management: Fine art of hospitality, dining room management, steps to "service progression," bar and beverage service, quick- and full-service restaurant operations, and management and supervision. 1307.00

CULIN 233

HOW TO OPEN A BAKING BUSINESS

2 units, 2 hours lecture (GR)

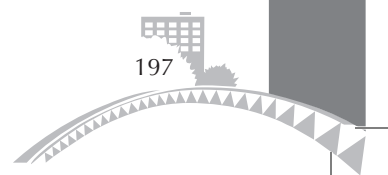
Preparation for opening a bakery Business: Emphasis in math, accounting, investment, financing, budgeting, food cost and pricing. 1306.30

CULIN 248GA-MZ

SELECTED TOPICS IN CULINARY ARTS

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR)

See section on Selected Topics. 1306.30





COURSE ANNOUNCEMENT

CULIN 252A

GENERAL BAKING I

2 units, 1 hour lecture, 4 hours laboratory (GR)

TB test required by second week of class.

Non-degree applicable

Basic principles of baking: Responsibilities of a baker, baking terminology, ingredient use, sanitation, and shop safety. 1306.31

COPEd 472B

OCCUPATIONAL WORK EXPERIENCE IN CULINARY ARTS/BAKING

1-4 units, hours to be arranged (GR) 1306.31

COPEd 472C

OCCUPATIONAL WORK EXPERIENCE IN CULINARY ARTS/COOKING

1-4 units, hours to be arranged (GR) 1306.32

DANCE (DANCE)

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

<http://web.peralta.edu/admissions/schedule-of-classes/catalogs/deactivated-classes-fall-2013/>

PROGRAM OF STUDY DANCE A.A. Degree the Department of Dance offers an Associate Arts Degree in dance that provides an extensive curriculum in dance theory and practice which meets most of the CSU/UC transfer requirements. The A.A. program gives an interdisciplinary concentration to students through dance in the context of a broader education within the Liberal Arts. Students have opportunities in dance composition; performance; production; historical and cultural perspectives; 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 Programs, College and Universities. Dance/Fitness instructor opportunities (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.)

Degree Major Requirements:

Program under process

For Associate Degree General Education requirements, refer to page 123.

DANCE 1

HISTORY OF DANCE

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

Offered Fall Semester.

Acceptable for credit: CSU, UC

Theory and history of dance: Dance as an art form, educational medium, and therapeutic tool; contributions of choreographers and artists. 1008.00 AA/AS area 3; CSU area C1; IGETC area 3A

DANCE 3

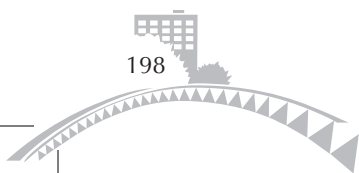
DANCE COMPOSITION

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

Offered Spring Semester

Acceptable for credit: CSU, UC

Course study under this section may be repeated one time. Elements of dance composition: Improvisation, selection, organization and evaluation of choreographic ideas culminating in the presentation of original solo and group dance studies in a performance. 1008.00





DANCE 5

RHYTHMIC ANALYSIS

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

Offered Fall Semester.

Acceptable for credit: CSU, UC

Course study under this section may be repeated one time.
Rhythmic analysis of movement and musical forms
accompanying dance: Moving rhythmic patterns and
metric combinations. 1008.00

CSU area C1

DANCE 6

DANCE PRODUCTION

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

Offered Spring Semester.

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 Lab, (GR)

Study of dance via travel to country of origin: Spiritual
values, history, language, folklore and research of
cultural life cycles as reflected in the region of study.
1008.00

AA/AS area 3

DANCE 48GA-MZ

SELECTED TOPICS IN DANCE

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory
(GR or P/NP)

Acceptable for credit: CSU, UC♦

See section on Selected Topics. 1008.00

DANCE 49

INDEPENDENT STUDY IN DANCE

.5-5 units (GR or P/NP)

Acceptable for credit: CSU, UC♦

See section on Independent Study. 1008.00

DANCE 248GA-MZ

SELECTED TOPICS IN DANCE

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory
(GR or P/NP)

See section on Selected Topics. 1008.00

ECONOMICS (ECON)

Economics is the social scientific study of how
individuals, organizations and societies produce and
consume goods, services and resources now and in
the future. Through the economics courses offered
at Laney College, students will develop a better
understanding of the choices we make as individuals
and societies regarding the development and use
of resources and their multifarious impacts in the
microsphere and macrosphere.

ECON 1

PRINCIPLES OF ECONOMICS (MACRO-ECONOMICS)

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Prerequisite: MATH 203

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)

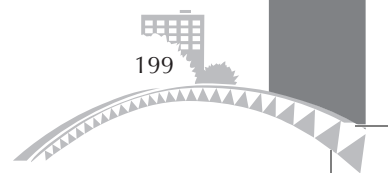
Econ 1 is not pre-requisite to Econ 2.

Acceptable for credit: CSU, UC

Prerequisite: MATH 203

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





COURSE ANNOUNCEMENT

ECON 48GA-MZ

SELECTED TOPICS IN ECONOMICS

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

Acceptable for credit: CSU, UC♦

See section on Selected Topics. 2204.00

ECON 49

INDEPENDENT STUDY IN ECONOMICS

.5-5 units (GR)

Acceptable for credit: CSU, UC♦

See section on Independent Study. 2204.00

ECON 248GA-MZ

SELECTED TOPICS IN ECONOMICS

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

See section on Selected Topics. 2204.00

EDUCATION (EDUC)

EDUC 1

INTRODUCTION TO THE FIELD OF EDUCATION

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

Acceptable for credit: CSU, UC

Historical and sociological analysis of the education system and careers in teaching: Study of principles of effective instructional models with emphasis on student-centered and culturally-relevant methods, research of resources for curriculum and instruction, and observation of teaching practices in local schools.

0801.00

AA/AS area 2

EDUC 48GA-MZ

SELECTED TOPICS IN EDUCATION

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC♦

See section on Selected Topics. 0801.00

EDUC 248GA-MZ

SELECTED TOPICS IN EDUCATION

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

See section on Selected Topics. 0801.00

ELECTRICITY/ ELECTRONICS TECHNOLOGY (E/ET)

The Electricity/Electronics offerings are designed to provide a knowledge-base and practical skills necessary to many careers. A fundamental knowledge of electricity and electronics are part of what drives all technology of the 21st century. In particular, anyone desiring careers in telecommunications, electronics product development (including computers and micro-processor driven equipment), Bio-Science Technologies (including anyone using medical equipment), construction, manufacturing, engineering and transportation must consider one or more of these classes. These courses are necessary for anyone involved with facility or plant maintenance, Homeowners and consumers will find many of the courses useful to aid them in selection of consumer products and effecting general household repairs.

Preparation of students for employment on new and remodeled electrical systems work in residential, light commercial and heavy commercial installations: Employability skills, residential and commercial wiring methods, and electrical system design and estimating skills. Students gain broad-based background skills and hands-on experience wiring typical residential and commercial scenarios. Basic to all topics is the observance and practice of electrical safety for workers and installation of electrical in accordance with the National Electrical Code.

Career Opportunities

Graduates will be employed as apprentice "inside journeyman" electricians, lighting installers, photovoltaic (solar electrical) system installers, in residential developments, home remodel, light





commercial installations such as stores and strip-malls, as well as manufacturing facilities where they will install power, lighting, machine wiring and controls, and motor control systems.

ELECTRICIAL TECHNOLOGY

Degree Major/Certificate of Achievement Requirements:
Dept/No. Title Units

FIRST SEMESTER

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

E/ET 208	Introduction to Photovoltaics	3
E/ET 217	Residential House Wiring	3
E/ET 226	Lighting Efficiency Technology	3

THIRD SEMESTER

E/ET 207A	National Electrical Code for Electronics 1	3
E/ET 218	Commercial Electrical Wiring	3
E/ET 221	Motors and Drives	2

FOURTH SEMESTER

E/ET 207B	National Electrical Code 2 for Electricians	3
E/ET 227	Customer Service for the Building Trades	2

Total Required Units: 30

BUILDING PERFORMANCE AND ENERGY EFFICIENCY

See Interdisciplinary Programs

BUILDING AUTOMATION SYSTEMS

See Interdisciplinary Programs

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)

Pre-requisite: 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)

Pre-requisite: 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



COURSE ANNOUNCEMENT

E/ET 202

FUNDAMENTALS OF ELECTRICITY FOR ECT

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR)

Co-requisite: ECT 214

Introduction to basic concepts of electricity: Ohm's law, power, electrical circuits, electrical diagrams, magnetism and electromagnetism, instruments and tools used in the industry, safety procedures, and controls and motors. 0934.40

E/ET 203

BASIC ELECTRICITY

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

Recommended preparation: E/ET 204

Introduction to basic concepts of electricity: Ohm's law, power, electrical circuits, electrical diagrams, magnetism and electromagnetism, controls and motors, instruments and tools used in the industry, and safety procedures. 0934.40

E/ET 204

TECHNICAL MATH FOR ELECTRICIANS

3 units, 3 hours lecture (GR)

Recommended preparation: MATH 201

Topics in mathematics with specific application to the electrical/electronics industry: Decimals and fractions, ratios and proportions, unit conversions, areas and volumes, application of algebraic equations in Ohm's and Kirchoff's Laws, solving for circuit resistance and reactance, relevant trigonometric functions, and use of graphs to represent and analyze data. 0934.40

E/ET 206

CABLING TECHNICIAN

4 units, 2 hours lecture, 6 hours laboratory (GR or P/NP)

Various kinds of cables used in the telecommunication industry: Emphasis on installation application of connectors. 0934.30

E/ET 207A

NATIONAL ELECTRICAL CODE FOR ELECTRICIANS 1

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

Recommended preparation: E/ET 218

Introduction to the first half of the current National Electrical Code: General wiring including "Wiring and Protection", "Wiring Methods and Materials," and "Equipment for General Use". 0934.40

E/ET 207B

NATIONAL ELECTRICAL CODE FOR ELECTRICIANS 2

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

Recommended preparation: E/ET 218

Introduction to the second half of the National Electrical Code: "Special Occupancies", "Special Equipment", "Special Conditions", "Communications Systems", and "Tables". 0934.40

E/ET 208

INTRODUCTION TO PHOTOVOLTAICS

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

Recommended preparation: E/ET 101 and 102

Introduction to basic principles of photovoltaics: Arrays, the electrical power they generate, and their inclusion in the electrical system; power sources and energy storage techniques, and system attachment to structures. Hands on practice with photovoltaic (PV) power generation and its present and future applications. 0934.40

E/ET 214A

ELECTRONICS I

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

Basic concepts of electronics: Semiconductor and zener diodes, junction field-effect and metallic-oxide semiconductor field-effect transistors, bipolar and unijunction transistors. 0934.20



E/ET 214B

ELECTRONICS II

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

Pre-requisite: E/ET 214A

Basic concepts of electronics: Programmable unijunction transistors (PUT), silicon-controlled rectifiers, diacs/triacs (THYRISTORS), optoelectronic devices, operational amplifiers, and 555 precision timer IC. 0934.20

E/ET 216A

INDUSTRIAL CONTROL I

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

Principles of industrial control: Motor controls, motor starters, and pilot devices; relays and contactors; installing control systems; DC and AC motor controls. 0934.40

E/ET 216B

INDUSTRIAL CONTROL II

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

Pre-requisite: E/ET 216A

Continuation of E/ET 216A: Controller input/output and programming, processor unit numbering system, ladder logic diagrams, timers and counters, and troubleshooting. 0934.40

E/ET 217

RESIDENTIAL HOUSE WIRING

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

Safely wiring a single-family dwelling per the National Electrical Code using laboratory mock-up walls: Lighting and appliance branch circuits, special purpose outlets, service-entrance calculations, and grounding; project estimating and pricing. 0934.40

E/ET 218

COMMERCIAL ELECTRICAL WIRING

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

Commercial electrical wiring: Emphasis on safety and branch circuit requirements and installation for both power and lighting; main electrical services and calculations, grounding, fault current, transformers and motors (both single and three-phase), and motor controls. 0934.40

E/ET 221

MOTORS AND DRIVES

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR)

Pre-requisite: ECT 11

Introduction to the application of motors and drives used in commercial and industrial refrigeration, air conditioning, heating and ventilation: Different types of motors and drives and their applications, including electric and magnetic (VFD) variable frequency drives for improved efficiency control and energy savings. 0934.40

E/ET 222

PHOTOVOLTAIC NABCEP TEST PREPARATION

2 units, 2 hours lecture (GR)

Recommended preparation: E/ET 208

Preparation of NABCEP certification exam: Comprehension and application of key terms and concepts of photovoltaic (solar electric) system operation. 0934.40

E/ET 223

CAL-OSHA 30-HOUR CONSTRUCTION INDUSTRY TRAINING

2 units, 2 hours lecture (GR)

CAL-OSHA 30-hour training: Industry Standards for regulations covered by the Occupational Safety and Health Administration (OSHA) Standards for the Construction Industry 29 CFR 1926. 0934.40

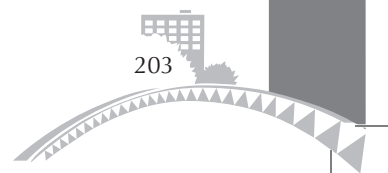
E/ET 224

INTRODUCTION TO SECURITY AND FIRE ALARM SYSTEMS

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

Recommended preparation: E/ET 203

Introduction to Security and Fire Alarm systems: Security and Fire Alarm systems design, installation, commissioning, and troubleshooting. 0934.40





COURSE ANNOUNCEMENT

E/ET 225

SOUND AND COMMUNICATION TECHNOLOGY

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

Recommended preparation: E / ET 203

Introduction to Sound and communication Industry: Electrical code, system wiring methods, fastening devices, electrical conductors, circuits, voltage and data communication, and system devices. 0934.40

E/ET 226

LIGHTING EFFICIENCY TECHNOLOGY

3 units, 3 hours lecture (GR)

Recommended preparation: E / ET 203

Current technology in energy efficient lighting control and systems: Latest advances in lamp, ballast, luminaire and control technologies as well as recent developments in energy legislation. 0934.40

E/ET 227

CUSTOMER SERVICE FOR THE BUILDING TRADES

2 units, 2 hours lecture (GR)

Introduction to basic concepts of Customer Service as applied to the building trades: Installers, designers, estimators, and sales persons. Creating a rapport with the client recognizing and responding to the clients needs, going beyond client expectations. 0934.40

E/ET 248GA-MZ

SELECTED TOPICS IN ELECTRICITY/ ELECTRONICS TECHNOLOGY

.5-0 units, 0-9 hours lecture, 0-27 hours laboratory (GR)

See section on Selected Topics. 0934.00

ENGINEERING (ENGIN)

Engineers design the systems, structures and products that keep the world running. Engineers specialize in one of a wide range of fields such as electrical engineering, mechanical engineering, chemical engineering, materials engineering, industrial engineering, civil engineering, and more. Depending on specialization, engineers can find work in a wide range of different settings from a manufacturing plant in Silicon Valley or energy efficient construction project in San Francisco to road building in Africa, petroleum exploration in the North Sea, or design of new nanotechnology products at a national laboratory.

Laney College offers the lower division engineering major preparation courses for transfer in good standing to colleges and universities across California and the U.S. Engineering involves the application of scientific and mathematical principles to solve practical technical problems. In addition to the engineering courses, the preparation typically includes coursework in the sciences and mathematics, for example: Chemistry 1A and 1B (additional courses required for chemical Engineering), Physics 4A, 4B, and 4C, and Math 2A, 3A, 3B, 3C, 3E, and 3F. Because specific requirements vary among colleges and universities and between majors in different branches of engineering, students seeking transfer with an engineering major should consult with a Laney counselor to develop an appropriate Student Education Plan (SEP) and review CSU and UC engineering articulation agreements via the ASSIST website (www.assist.org) to ensure that all required courses for the major are completed.



ENGIN 17

INTRODUCTION TO ELECTRICAL ENGINEERING

3 units, 3 hours lecture (GR)

Pre-requisite: PHYS 4B

Pre-requisite or co-requisite: MATH 3F or 3D

Acceptable for credit: CSU, UC

Introduction to electrical engineering: Basic circuit elements, modeling, critical laws and network theorems; techniques for analysis of lumped, linear circuits including operational amplifiers; analysis of AC circuits and power; semiconductor diodes and rectifier design. 0901.00

ENGIN 22

ENGINEERING GRAPHICS

3 units, 1 hour lecture, 6 hours laboratory (GR)

Acceptable for credit: CSU, UC

Fundamentals of engineering graphics: Technical drawings and design, description geometry, vector geometry, and graphical computation; CAD techniques used in solving problems. 0901.00

ENGIN 35

ENGINEERING MECHANICS-STATICS

3 units, 3 hours lecture (GR)

Pre-requisite: MATH 3C and PHYS 4A

Acceptable for credit: CSU, UC

Vectorial treatment of principles of the static of particles and rigid bodies: Applications to problem of two- and three-dimensional systems; centroids and moments of inertia, structures, friction, and principles of virtual work. 0901.00

ENGIN 36

ENGINEERING MECHANICS-MECHANICS OF MATERIALS

3 units, 3 hours lecture (GR)

Pre-requisite: ENGIN 35

Acceptable for credit: CSU, UC

Application of principles of statics to materials: Concepts of stress, strain, and material behavior used to analyze simple structural members under axial, bending, and torsional loadings; multi-axial treatment of stresses and strains, tensor transformations, yielding and failure. 0901.00

ENGIN 45

PROPERTIES OF MATERIALS

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

Pre-requisite: 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 Lab (GR)

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. 0934.60

ENGIN 51

INTRODUCTION TO BIOMEDICAL ENGINEERING 1

3 Units, 2 Hours Lecture, 3 Hours Lab (GR)

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 proced. 0934.60

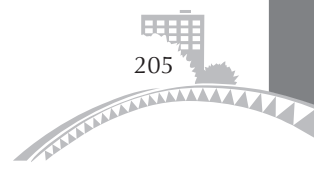
ENGIN 53

REGULATIONS FOR MEDICAL DEVICE TECHNOLOGY

1 Unit, 1 Hour Lecture (GR)

Acceptable for credit, CSU

Introduction to US and international regulatory and quality management system requirements for medical devices: Primary focus on US Food and Drug Administration Regulations. 0934.60





COURSE ANNOUNCEMENT

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 293A-B

Associate Degree Applicable and Non-Transferable:
English 201AB, through 248GA-MZ

Transferable to UC and/or CSU, and Associate
Degree Applicable: English 1A through 138

LANEY EDUCATIONAL/AFTER-SCHOOL PATHWAYS (LEAP) PROGRAM

See Interdisciplinary Programs

ENGL 1A

COMPOSITION AND READING

4 units, 4 hours lecture (GR)

Pre-requisite: ENGL 201B or ESL 21B or appropriate placement through multiple-measures assessment process

Acceptable for credit: CSU, UC

Reading and writing expository prose: Critical thinking, identifying logical fallacies, and reasoning inductively and deductively. 1501.00

AA/AS area 4a, 4d; CSU area A2; IGETC area 1A

ENGL 1B

COMPOSITION AND READING

4 units, 4 hours lecture (GR)

Pre-requisite: ENGL 1A

Acceptable for credit: CSU, UC

Continued expository writing: Careful reading of selected plays, poems, and novels. 1501.00

AA/AS area 3, 4a, 4d; CSU area C2, IGETC area 3B

ENGL 2

ADVANCED EXPOSITORY WRITING

3 units, 3 hours lecture (GR)

Pre-requisite: ENGL 1A

Acceptable for credit: CSU, UC

Advanced expository writing: Writing, discussing, editing, and analyzing expository prose. 1501.00

AA/AS area 3, 4a, 4d

ENGL 5

CRITICAL THINKING IN READING AND WRITING

3 units, 3 hours lecture (GR)

Pre-requisite: ENGL 1A

Acceptable for credit: CSU, UC

Development of the ability to analyze, criticize and advocate ideas: Relationship of language to logic, induction and deduction, facts, inferences, judgments, and formal and informal fallacies of language and thought. Instructs in writing about issues of critical thinking to develop both thinking and writing skills. 1501.00

AA/AS area 4a, 4d; CSU area A3; IGETC area 1B

**ENGL 10A****CREATIVE WRITING**

3 units, 3 hours lecture (GR)

Pre-requisite: ENGL 1A

Acceptable for credit: CSU, UC

Writing fiction, poetry, and drama: Careful analysis of the techniques used by established writers. 1507.00
AA/AS area 3, 4d; CSU area C2

ENGL 10B**CREATIVE WRITING**

3 units, 3 hours lecture (GR)

Pre-requisite: ENGL 1A

Engl 10A is not pre-requisite to Engl 10B.

Acceptable for credit: CSU, UC

Continuation of writing fiction, poetry, and drama: Careful analysis of the techniques used by established writers. 1507.00

AA/AS area 3, 4d; CSU area C2

ENGL 12**FILM: THE TWENTIETH CENTURY MEDIUM**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Film as a contemporary medium and a means of communication: Viewing and reviewing the history and language of factual and fictional films; filmmaking and its effect on contemporary society. 1501.00

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

ENGL 17A**SHAKESPEARE**

3 units, 3 hours lecture (GR)

Pre-requisite: 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)

Pre-requisite: ENGL 1A

Engl 17A is not pre-requisite 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)

Pre-requisite: ENGL 1A

Engl 30A is not pre-requisite to Engl 30B

Acceptable for credit: CSU, UC

Survey of American literature: From pre-colonial beginnings to Walt Whitman. 1503.00

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

ENGL 30B**INTRODUCTION TO AMERICAN LITERATURE**

3 units, 3 hours lecture (GR)

Pre-requisite: ENGL 1A

Engl 30A is not pre-requisite to Engl 30B.

Acceptable for credit: CSU, UC

Survey of American literature: From American romanticism to literature of the twentieth century. 1503.00

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

ENGL 31**SURVEY OF AFRICAN-AMERICAN LITERATURE**

3 units, 3 hours lecture (GR)

Pre-requisite: 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)

Pre-requisite: ENGL 1A

Acceptable for credit: CSU, UC

Introduction to the elements of poetry: Imagery, sound, form, tone, and diction. 1503.00

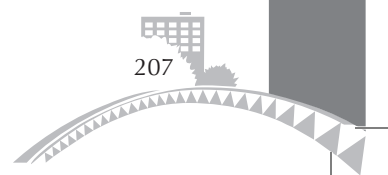
AA/AS area 3, 4d; CSU area C2; IGETC area 3B

ENGL 48GA-MZ**SELECTED TOPICS IN ENGLISH**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC♦

See section on Selected Topics. 1501.00





COURSE ANNOUNCEMENT

ENGL 49

INDEPENDENT STUDY IN ENGLISH

.5-5 units (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)

Pre-requisite: 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)

Pre-requisite: ENGL 201A

Continuation of college-level reading and writing of expository prose: Development of college-level reading skills; analysis of texts with an emphasis on non-fiction; expository writing including various modes of developing essays, essay organization; paragraph development; sentence development; and practice in editing/proofreading. 1501.00

AA/AS area 4d

ENGL 206A

ENGLISH GRAMMAR

3 units, 3 hours lecture (GR)

Review of basic principles of grammar: Sentence patterns including compound-complex sentence patterns, functions of parts of speech and punctuation, and development of paragraph structure. 1501.00

ENGL 206B

ENGLISH GRAMMAR

3 units, 3 hours lecture (GR)

Pre-requisite: Engl 206A

Continued review of basic principles of grammar: Sentence patterns including compound-complex sentence patterns, functions of parts of speech and punctuation, and development of paragraph structure. 1501.00

ENGL 208A

WRITING WORKSHOP

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

Individualized instruction in writing: Thesis control and essay organization. 1501.00

ENGL 208B

WRITING WORKSHOP

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

Individualized instruction in writing: Thesis control, essay organization, and idea development. 1501.00

ENGL 208C

WRITING WORKSHOP

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

Individualized instruction in writing: Thesis control, essay organization, idea development and sentence structure. 1501.00

ENGL 208D

WRITING WORKSHOP

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

Individualized instruction in writing: Thesis control, essay organization, idea development, sentence structure and editing/proofreading. 1501.00



ENGL 209

WRITING THE RESEARCH PAPER

1-2 units, 1-2 hours lecture (GR)

Course study under this section may be repeated one time. Designed to provide the skills for compiling a term (library research) paper: Development of researchable questions; organization and narrowing of topics, methods of outlining, writing a bibliography, taking notes, documenting with footnotes, and using library research materials. 1501.00

ENGL 210A

CREATIVE WRITING

3 units, 3 hours lecture (GR)

Writing fiction, poetry, and drama: Careful analysis of the techniques used by established writers. 1507.00
AA/AS area 3, 4d

ENGL 210B

CREATIVE WRITING

3 units, 3 hours lecture (GR)

ENGL 210A is not pre-requisite to ENGL 210B. Continuation of writing fiction, poetry, and drama: Careful analysis of the techniques used by established writers. 1507.00
AA/AS area 3, 4d

ENGL 217A

SHAKESPEARE

3 units, 3 hours lecture (GR)

Study of selected works of Shakespeare. 1503.00
AA/AS area 3, 4d

ENGL 217B

SHAKESPEARE

3 units, 3 hours lecture (GR)

ENGL 217A is not pre-requisite 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 literature: From pre-colonial beginnings to Walt Whitman. 1503.00
AA/AS area 3, 4d

ENGL 230B

INTRODUCTION TO AMERICAN LITERATURE

3 units, 3 hours lecture (GR)

ENGL 230A is not pre-requisite to ENGL 230B.

Survey of American literature: From American romanticism to literature of the twentieth century. 1503.00
AA/AS area 3, 4d

ENGL 231

SURVEY OF AFRICAN-AMERICAN LITERATURE

3 units, 3 hours lecture (GR)

Major works in African-American literature: From the earliest literature through the Harlem Renaissance to the present. 1503.00
AA/AS area 3, 4d, 5

ENGL 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

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)
See section on Selected Topics. 1501.00

ENGL 253

COMPUTER-ASSISTED COMPOSITION

.5-1 unit, 1.5-3 hours laboratory (GR)

Non-degree applicable

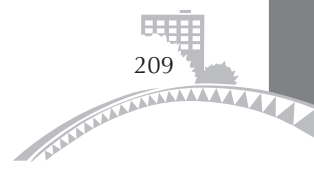
Course study under this section may be repeated one time. Introduction to writing using the computer: Practice in writing and revising essays and other related writing exercises. 1501.00

ENGL 258A

WRITING WORKSHOP

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

Individualized instruction in writing: Thesis control and essay organization. 1501.00





COURSE ANNOUNCEMENT

ENGL 258B WRITING WORKSHOP

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

Individualized instruction in writing: Thesis control, essay organization, and idea development. 1501.00

ENGL 258C WRITING WORKSHOP

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

Individualized instruction in writing: Thesis control, essay organization, idea development and sentence structure. 1501.00

ENGL 258D WRITING WORKSHOP

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

Individualized instruction in writing: Thesis control, essay organization, idea development, sentence structure and editing/proofreading. 1501.00

ENGL 267A BASIC WRITING

1-3 units, 1-3 hours lecture (GR)

Not open for credit to students who have completed or are currently enrolled in ENGL 252A-B or 259A-D/269A-B.

Non-degree applicable

Course study under this section may be repeated two times. Review of writing skills: Spelling, grammar and punctuation, organizing strategies, and use of the writing process. 4930.21

ENGL 267B BASIC WRITING

1-3 units, 1-3 hours lecture (GR)

Pre-requisite: 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)

Pre-requisite: 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

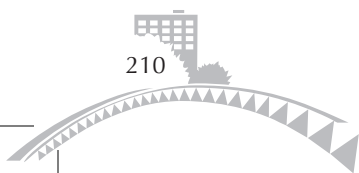
Foundations in reading and writing to prepare students for success in college: Reading strategies including prereading, summarizing, paragraph analysis, study techniques, scanning, and note taking; and writing strategies including prewriting, essay organization, paragraph development, sentence combining, editing, and proofreading. 4930.20

ENGL 269B FOUNDATIONS IN READING AND WRITING

6 units, 6 hours lecture (GR)

Pre-requisite: ENGL 269A or (259A-C)

Not open for credit to students who have completed or are currently enrolled in ENGL 250A-D/267A-B or 251A-D/268A-B.





Non-degree applicable

Continuation of ENGL 269A with further study in reading and writing strategies to prepare students for success in college: Reading strategies including prereading, summarizing, paragraph analysis, study techniques, scanning, and note taking; and writing strategies including prewriting, essay organization, paragraph development, sentence combining, editing, and proofreading. 4930.20

ENGLISH AS A SECOND LANGUAGE (ESL)

The 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 new, 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 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 learn the language

ESL 50A ADVANCED LISTENING AND SPEAKING

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

Pre-requisite: ESL 233B or appropriate placement through multiple-measures assessment process

Acceptable for credit: CSU

Advanced level of 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)

Pre-requisite: ESL 50A or appropriate placement through multiple-measures assessment process

Acceptable for credit: CSU

Continuation of advanced level of 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)

Pre-requisite: ESL 21A or appropriate placement through multiple-measures assessment process

Recommended for ESL students taking, or planning to take Engl 1A.

Acceptable for credit: CSU, UC

Advanced level of reading and writing: Critical thinking skills, critical and analytical reading of college level texts, and writing of research and other academic papers. 4930.87

AA/AS area 4a, 4d

ESL 52B ADVANCED READING AND WRITING

6 units, 6 hours lecture (GR or P/NP)

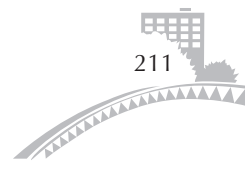
Recommended for ESL students who are taking English 1A.

Pre-requisite: ESL 52A or appropriate placement through multiple-measures assessment process

Acceptable for credit: CSU, UC

Continuation of advanced level of reading and writing: Critical thinking skills, critical and analytical reading of college level texts, and writing of research and other academic papers. 4930.87

AA/AS area 4a, 4d





COURSE ANNOUNCEMENT

ESL 211

READING FOR COLLEGE SUCCESS IN THE HUMANITIES AND SOCIAL SCIENCES

2 Units, 2 Hours Lecture, (GR/PNP)

co-requisite: 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 214

TECHNICAL READING FOR CAREER TECHNICAL STUDENTS

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

Pre-requisite: ESL 251B or 253B

Support language skills for career technical students in reading English texts: Workplace terminology, comprehension, and efficient reading techniques. 4930.85

ESL 215A

INTERMEDIATE GRAMMAR

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

Pre-requisites: ESL 284B or placement through multiple measures assessment process.

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)

Pre-requisites: ESL 215A or placement through multiple measures assessment process.

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)

Pre-requisite: ESL 215B or appropriate placement through multiple-measures assessment process

High intermediate level of 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)

Pre-requisite: ESL 216A or appropriate placement through multiple-measures assessment process

Continuation of high intermediate level of 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)

Pre-requisite: ESL 216B

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)

Pre-requisite: ESL 217A

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)

Pre-requisite: ESL 217B or appropriate placement through multiple-measures assessment process

Grammar, Editing, and proofreading skills for advanced ESL writers: Review and clarification of troublesome grammar points, and practice writing, editing, and proofreading. 4930.84

ESL 219B

APPLIED GRAMMAR AND EDITING

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

Pre-requisite: ESL 219A or appropriate placement through multiple-measures assessment process

Continuation of grammar, Editing, and proofreading skills for advanced ESL writers: Review and clarification of troublesome grammar points, and practice writing, editing, and proofreading. 4930.84

ESL 222A

INTERMEDIATE READING AND WRITING

6 units, 6 hours lecture (GR or P/NP)

Pre-requisite: ESL 285B or appropriate placement through multiple-measures assessment process

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)

Pre-requisite: ESL 222A or appropriate placement through multiple-measures assessment process

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)

Pre-requisite: ESL 222B or appropriate placement through multiple-measures assessment process

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. 4930.85

ESL 223B

HIGH INTERMEDIATE READING AND WRITING

6 units, 6 hours lecture (GR or P/NP)

Pre-requisite: ESL 223A or appropriate placement through multiple-measures assessment process

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. 4930.85

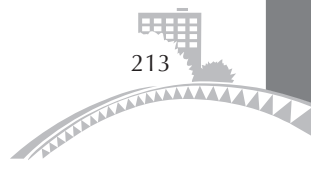
ESL 224

WRITING FOR CAREER TECHNICAL STUDENTS

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

Pre-requisite: ESL 251B or 253B

Language skills for career technical students in writing for the workplace: Reports, instructions, memos, letters and other related materials. Workplace terminology included. 4930.84



ESL 232A**INTERMEDIATE LISTENING AND SPEAKING**

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

Pre-requisite: ESL 283B or appropriate placement through multiple-measures assessment process

Intermediate level listening and speaking: Improving fluency and accuracy in American English through listening comprehension, grammar, vocabulary, idioms, pronunciation, and presentation skills. 4930.85

ESL 232B**INTERMEDIATE LISTENING AND SPEAKING**

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

Pre-requisite: ESL 232A or appropriate placement through multiple-measures assessment process

Continuation of intermediate level listening and speaking: Improving fluency and accuracy in American English through listening comprehension, grammar, vocabulary, idioms, pronunciation, and presentation skills. 4930.85

ESL 233A**HIGH INTERMEDIATE LISTENING AND SPEAKING**

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

Pre-requisite: ESL 232B or appropriate placement through multiple-measures assessment process

High intermediate level listening and speaking: Improving fluency and accuracy in American English through listening comprehension, grammar, vocabulary, idioms, pronunciation, and presentation skills. 4930.85

ESL 233B**HIGH INTERMEDIATE LISTENING AND SPEAKING**

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

Pre-requisite: ESL 233A or appropriate placement through multiple-measures assessment process

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. 4930.85

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)

High beginning level listening and speaking: Improving fluency and accuracy in American English through listening comprehension, grammar, vocabulary, idioms, pronunciation, and presentation skills. 4930.85

ESL 283B**HIGH BEGINNING LISTENING AND SPEAKING**

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

Pre-requisite: ESL 283A or appropriate placement through multiple-measures assessment process

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. 4930.85

ESL 284A**HIGH BEGINNING GRAMMAR**

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

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)

Pre-requisite: ESL 284A or appropriate placement through multiple-measures assessment process

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)

High beginning level of English Reading and Writing: Fiction and non-fiction readings adapted for ESL; writing short narrative and descriptive paragraphs. 4930.86

ESL 285B

HIGH BEGINNING READING AND WRITING

6 units, 6 hours lecture (GR or P/NP)

Pre-requisite: ESL 285A

Continuation of high beginning level of English Reading and Writing: Fiction and non-fiction readings adapted for ESL; writing short narrative and descriptive paragraphs. 4930.86

ESL 248GA-MZ

SELECTED TOPICS IN ENGLISH AS A SECOND LANGUAGE

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

See section on Selected Topics. 4930.81

ESL 256A

SPELLING 1: SPELLING AND PHONICS

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

Pre-requisite: ESL 284A or appropriate placement through multiple-measures assessment process

Non-degree applicable

Study of the spelling of American English: Focus upon sounds and patterns. 4930.84

ESL 256B

SPELLING 2: DIFFICULT-TO-SPELL WORDS

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

Pre-requisite: ESL 256A or appropriate placement through multiple-measures assessment process

Non-degree applicable

Study of the spelling of American English: Focus upon difficult-to-spell words. 4930.84

ESL 266

ESL FOR CUSTOMER SERVICE

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

Development and strengthening of English language skills: Dealing with customers in service areas. 4931.00

ESL 275

ESL FOR WOOD TECHNOLOGY

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

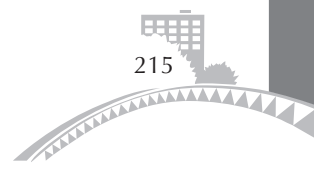
Designed to provide speaking, grammar, reading, writing, and technical vocabulary skills to students enrolled in the Wood Technology program. 4931.00

ENVIRONMENTAL CONTROL TECHNOLOGY (ECT)

Environmental Control Technology is a technical program offering the theoretical, technical, and problem-solving skills essential for employment in the heating, ventilation, air conditioning, and refrigeration industry. Students completing the suggested curriculum can seek employment as refrigeration technicians, heating, ventilation, air conditioning technicians, and building engineers and technicians.

BUILDING AUTOMATION SYSTEMS

Building Automation Systems prepares students to install, service, operate, maintain, and troubleshoot building automation systems (BAS) in commercial buildings, controlling Heating, Ventilation, and Air Conditioning (HVAC) Systems, energy management systems, as well as lighting and security systems. Students who complete this program can significantly impact building energy consumption. Graduates can seek employment as building automation technicians and control systems technicians with manufacturers, vendors, service companies, and large facilities, such as government and education facilities, hospitals, and office buildings.



COURSE ANNOUNCEMENT

Degree Major/Certificate of Achievement Requirements:

Dept/No.	Title	Units
FIRST SEMESTER		
E/ET 202	Fundamentals of Electricity for ECT	2
ECT 1	Physics for Building Science	
	or	
PHYS 99	Physics for Building Science	4
ECT 37	Introduction to PC Hardware and Software for Building Technicians	
	or	
E/ET 37	Introduction to PC Hardware and Software for Building Technicians	3
ECT 214	Technical Mathematics for ECT	3
SECOND SEMESTER		
E/ET 221	Motors and Drives	2
ECT 11	Mechanical and Electrical Devices	2
ECT 21	Introduction to Direct Digital Controls	2
ECT 22	Commercial HVAC Systems	2
ECT 24	Commercial HVAC System Troubleshooting	2
ECT 31	Introduction to DDC Hardware for Building Automation Systems	
	or	
E/ET 31	Introduction to DDC Hardware for Building Automation Systems	3
THIRD SEMESTER		
ECT 12	Blueprint Reading and Interpretation For ECT	1.5
ECT 25	Introduction to Building Commissioning	2
ECT 27	Advanced Direct Digital Controls	2
ECT 32	Control Systems Design	2
ECT 33	Control Systems Networking for Building Automation	
	or	
E/ET 33	Control Systems Networking for Building Automation	3
ECT 212	Testing, Adjusting and Balancing HVAC	2
FOURTH SEMESTER		
ECT 26	Advanced Building Commissioning	3
ECT 29	Data Analysis for Performance Monitoring	2
ECT 34	Control Routines for Energy Efficiency	2
ECT 35	Control Systems Integration	2
ECT 36	Energy Issues, Policies, and Codes	1.5
Total Required Units:		48

For Associate Degree General Education requirements, refer to page 123.

BUILDING PERFORMANCE AND ENERGY EFFICIENCY

Certificate of Achievement Requirements:

Dept/No.	Title	Units
FIRST SEMESTER		
ARCH 112	Building Systems Principles for Sustainable Residential Adaptation	2
CARP 205	Green Construction Techniques and Materials	2
CARP 233	Electrical for Carpenters	1.5
CARP 240A	Construction Rehabilitation	2
ECT 1	Physics for Building Science	2
ECT 28	Energy Management and Efficiency For Buildings	
ECT 38	Measurement of Building Energy Efficiency	2
SECOND SEMESTER		
CARP 206	Energy Efficiency and Weatherization	3.5
CARP 232	Plumbing for Carpenters	1.5
E/ET 227	Customer Service for the Building Trades	2
ECT 16	Fundamentals of Residential and Light Commercial HVAC Systems	2
ECT 17	Residential and Light Commercial HVAC Troubleshooting	1
ECT 18	HVAC Installation Practices	1
ECT 39	Energy Auditing and Computer Analysis of Building Efficiency	2
ECT 213	Indoor Air Quality	1
Total Required Units:		29.5

COMMERCIAL HVAC SYSTEMS

Degree Major/Certificate Requirements:

Dept/No.	Title	Units
FIRST SEMESTER		
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

E/ET 221	Motors and Drives	2
ECT 14	Advanced Refrigeration	2
ECT 15	Refrigeration Equipment Trouble-shooting	2
ECT 16	Fundamentals of Residential and Light Commercial HVAC Systems	2
ECT 17	Residential and Light Commercial HVAC Troubleshooting	1
ECT 18	HVAC Installation Practices	1
ECT 28	Energy Management and Efficiency in Building Systems	2

THIRD SEMESTER

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 Trouble-shooting	2
ECT 25	Introduction to Building Commissioning	2
ECT 212	Testing, Adjusting, and Balancing HVAC Systems	2

FOURTH SEMESTER

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 40	Introduction to Control Systems Networking	1
ECT 213	Indoor Air Quality and Building Envelope	1

Total Required Units: 52.5

For Associate Degree General Education requirements, refer to page 123.

ENERGY EFFICIENCY SALES AND AUDITING

The Energy Efficiency Sales and Auditing program prepares students for careers in the rapidly growing residential and light commercial energy efficiency sector. Students will learn building science, how to make the financial case for an investment in energy efficiency, and energy auditing to national Building Performance Institute (BPI) standards. Students will be prepared to take the BPI certification course and test upon completion.

Certificate of Achievement Requirements:

Dept/No.	Title	Units
CARP 204	The Sustainable Built Environment	3
E/ET 227	Customer Service for the Building Trades	2
ECT 28	Energy Management and Efficiency in Building Systems	2
ECT 38	Measurement of Building Energy Efficiency	2
ECT 39	Energy Auditing and Computer Analysis Of Building Efficiency	2
ECT 203	The Financial Case for Clean Energy	2.5

Total Required Units: 13.5

RESIDENTIAL AND LIGHT COMMERCIAL HVAC & REFRIGERATION

Degree Major/Certificate Requirements:

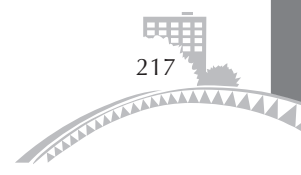
Dept/No.	Title	Units
FIRST SEMESTER		
E/ET 202	Fundamentals of Electricity for ECT	2
ECT 11	Mechanical and Electrical Devices	2
ECT 12	Blueprint Reading and Interpretation for ECT	1.5
ECT 13	Fundamentals of Refrigeration	4
ECT 211	Mechanical and Electrical Codes	1.5
ECT 214	Technical Mathematics for ECT	3
WELD 215	Welding for Technicians	1.5

SECOND SEMESTER

E/ET 221	Motors and Drives	2
ECT 14	Advanced Refrigeration	2
ECT 15	Refrigeration Equipment Trouble-shooting	2
ECT 16	Fundamentals of Residential and Light Commercial HVAC Systems	2
ECT 17	Residential and Light Commercial HVAC Troubleshooting	1
ECT 18	HVAC Installation Practices	1
ECT 28	Energy Management and Efficiency in Building Systems	2

Total Required Units: 25.5 -27.5

For Associate Degree General Education requirements, refer to page 123.



REFRIGERATION TECHNOLOGY

Certificate of Proficiency Requirements:

Dept/No.	Title	Units
E/ET 202	Fundamentals of Electricity for ECT	2
ECT 11	Mechanical and Electrical Devices	2
ECT 13	Fundamentals of Refrigeration	4
ECT 14	Advanced Refrigeration	2
ECT 15	Refrigeration Equipment Trouble-shooting	2
ECT 211	Mechanical and Electrical Codes	1.5
ECT 214	Technical Mathematics for ECT	3

Total Required Units: 16.5

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)

Co-requisite: 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)

Co-requisite: ECT 13

Acceptable for credit: CSU

Basic techniques for reading and interpreting typical
design documents, drawings, and specifications:
Emphasis on interpreting HVAC mechanical and
electrical drawings, symbols and abbreviations.
0946.00

ECT 13

FUNDAMENTALS OF REFRIGERATION

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

Recommended preparation: ECT 1

Acceptable for credit: CSU

Principles and processes of refrigeration systems:
Thermodynamics, heat transfer, refrigeration cycle,
types of systems and piping, energy efficiency,
electrical and mechanical components, tools and
instruments, brazing and soldering; methods for
charging, recovering, and evacuating refrigerants;
EPA laws and regulations, and safe handling of
refrigerants. 0946.00

ECT 14

ADVANCED REFRIGERATION

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR)

Recommended preparation: E/ET 202

Acceptable for credit: CSU

Introduction to more complex and detailed methods
of investigating and servicing refrigeration system
components: Heat pumps, low-temp defrost
methods, evaporative condensers, capacity controls,
multiplex and multistage systems. 0946.00

ECT 15

REFRIGERATION EQUIPMENT TROUBLESHOOTING

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR)

Recommended preparation: ECT 14

Acceptable for credit: CSU

Introduction to troubleshooting practices on commercial
refrigeration equipment: Electrical diagrams, service
diagnostic procedures, maintenance, troubleshooting
and repair, proper charging, leak testing, evacuating
and recovering methods, including safety practices.
0946.00



ECT 16

FUNDAMENTALS OF RESIDENTIAL AND LIGHT COMMERCIAL HVAC SYSTEMS

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR)

Co-requisite: 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 TROUBLESHOOTING

1 unit, .5 hour lecture, 1.5 hours laboratory (GR)

Co-requisite: ECT 16

Acceptable for credit: CSU

Troubleshooting heating and air conditioning equipment: Components and accessories and their relation to the functions of residential and light commercial heating and air conditioning; practical instruction on electrical diagrams, sequence of operation, service diagnosis procedures, and maintenance; special emphasis on safety procedures. 0946.00

ECT 18

HVAC INSTALLATION PRACTICES

1 unit, .5 hour lecture, 1.5 hours laboratory (GR)

Recommended preparation: ECT 16

Acceptable for credit: CSU

Introduction to practical applications of residential and light commercial HVAC systems: Proper procedures for sizing and installing electrical and mechanical devices, HVAC equipment, 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)

Co-requisite: ECT 22

Analysis of the physical properties of air in refrigeration and air conditioning: Use of proper analytical instruments and manual load calculation, and software for calculating cooling and heating loads. 0946.00

ECT 21

INTRODUCTION TO DIRECT DIGITAL CONTROLS

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR)

Recommended preparation: ECT 11

Acceptable for credit: CSU

Introduction to direct digital control systems and building automation systems: Basic electricity and electronics and overview of the various approaches to system architecture, hardware, software, and system components. 0946.00

ECT 22

COMMERCIAL HVAC SYSTEMS

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR)

Recommended preparation: ECT 16

Acceptable for credit: CSU

Introduction to the physical properties, interactive components, and methods for operating and controlling commercial HVAC systems: Thermodynamic principles of pressure, specific heat, specific volume, density and enthalpy; hydronic systems including boilers, chillers, cooling towers, water pumps, ventilation, filtration, air distribution, controls and instruments. 0946.00

ECT 23

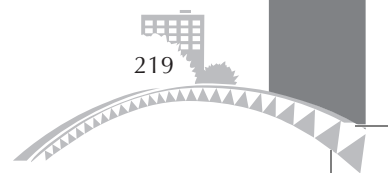
HVAC SYSTEM DESIGN

2 units, 2 hours lecture (GR)

Pre-requisite: 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





COURSE ANNOUNCEMENT

ECT 24

COMMERCIAL HVAC SYSTEM TROUBLESHOOTING

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR)

Recommended preparation: ECT 22

Acceptable for credit: CSU

Introduction to troubleshooting procedures for commercial HVAC systems: Methods used for repairing, servicing and installing electrical and mechanical devices, including ventilation, filtration, air distribution, and air and water treatment systems. 0946.00

ECT 25

INTRODUCTION TO BUILDING COMMISSIONING

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR)

Co-requisite: 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)

Pre-requisite: ECT 25

Co-requisite: 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)

Pre-requisite: ECT 21

Introduction to advanced concepts and operation of DDC controls: Input and output devices, programming strategies and translating sequence of operation documents for an HVAC system into an operations program for a DDC system. 0946.00

ECT 28

ENERGY MANAGEMENT AND EFFICIENCY IN BUILDING SYSTEMS

2 units, 2 hours lecture (GR)

Recommended preparation: ECT 16

Acceptable for credit: CSU

Introduction to technical and economic operating principles of electrical and mechanical devices for making cost-effective decisions and energy-efficient choices: Use of energy analysis software tools such as Energy+, Cal Arch, DOE 2, and others. 0946.00

ECT 29

DATA ANALYSIS FOR PERFORMANCE MONITORING

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR)

Pre-requisite: ECT 25

Co-requisite: 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)

Pre-requisite: 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)

Pre-requisite: 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)

Pre-requisite: 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)

Pre-requisite: ECT 26

Acceptable for credit: CSU

Methods and practices for developing energy saving control routines: Energy efficient operating sequences for programming, testing, and troubleshooting; optimizing systems interaction; using metrics to drive sequence, fault detection diagnostics, and measurement and validation techniques. 0946.00

ECT 35

CONTROL SYSTEMS INTEGRATION

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR)

Pre-requisite: 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

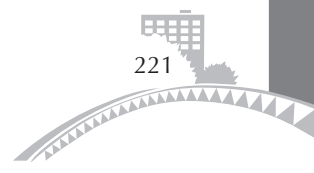
ENERGY ISSUES, POLICIES, AND CODES

1.5 units, 1.5 hours lecture (GR)

Pre-requisite: 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





COURSE ANNOUNCEMENT

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

ECT 38

MEASUREMENT OF BUILDING ENERGY EFFICIENCY

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

Recommended preparation: ECT 28

Acceptable for credit: CSU

Quantitative study of typical residential energy conservation options: Introduction to elements of residential wood frame construction; testing and evaluation of strategies to optimize residential building envelope and systems efficiencies; introduction to residential energy analysis software. 0946.00

ECT 39

ENERGY AUDITING AND COMPUTER ANALYSIS OF BUILDING EFFICIENCY

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

Recommended preparation: ECT 28 and 38

Acceptable for credit: CSU

Application of techniques and processes in residential energy auditing: Field analysis procedures; inventorying of governmental and utility incentives for energy conservation; use of ACCA Manual J design software, DOE2.2 and other related computer modeling software; verification and computer model results with data collected in the lab and field. 0945.00

ECT 40

INTRODUCTION TO CONTROL SYSTEM NETWORKING

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

Pre-requisite: ECT 21

Acceptable for credit: CSU

The installation and use of common digital control system networks is presented: Standards such as, MS/TP, ARCNET, LONWORKS, Ethernet networks; benefits of each type of network; and diagnosis of common network problems. 0434.00

ECT 41

ENERGY AUDITS FOR COMMERCIAL BUILDINGS

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

Recommended Preparation: ECT 28

Acceptable for credit: CSU

Introduction to commercial building energy auditing for conservation and implementation of energy efficiency measures: Energy Accounting and Analysis, Instrumentation, Economics and Decision Making, Heating, Ventilation, and Air Conditioning Audit, Lighting and Electrical Systems Audit, Utility Energy Audit, National Codes and Safety. 0946.00

ECT 48GA-MZ

SELECTED TOPICS IN ENVIRONMENTAL CONTROL TECHNOLOGY

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR)

Acceptable for credit: CSU

See section on Selected Topics. 0946.00

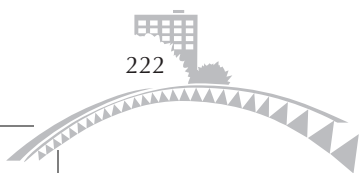
ECT 203

THE FINANCIAL CASE FOR CLEAN ENERGY

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

Recommended preparation: BUS 43B, BUS 219, MATH 201

Introduction to financial principles and policies for energy and renewable energy: Financial analysis software to identify cost-effective energy efficiency and renewable energy projects; effective sales strategies and presentation skills for energy efficiency and renewable energy investments. 0934.00





ECT 211

MECHANICAL AND ELECTRICAL CODES

1.5 units, 1.5 hours lecture (GR)

Recommended preparation: ECT 12

Introduction to national, state and local regulations and standards that govern the design, installation and operation of air conditioning, heating, ventilation, and refrigeration systems: Code development process and its adoption and enforcement by local building authorities. 0946.00

ECT 212

TESTING, ADJUSTING AND BALANCING HVAC SYSTEMS

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR)

Co-requisite: ECT 22

Introduction to theory and practice necessary to properly test, adjust and balance HVAC systems: Air and water systems, and instruments used to properly balance the systems. 0946.00

ECT 213

INDOOR AIR QUALITY AND BUILDING ENVELOPE

1 unit, 1 hour lecture (GR)

Recommended preparation: ECT 22

Introduction to building indoor air quality standards and maintenance procedures associated with comfort and health problems faced by workers and managers: Building envelope and testing procedures for proper service and maintenance of building heating, cooling and ventilation systems. 0946.00

ECT 214

TECHNICAL MATHEMATICS FOR ECT

3 units, 3 hours lecture (GR)

Recommended preparation: MATH 201 or 210D or 200B

Selected topics in mathematics with specific application to the HVAC & R industry: Decimals and fractions, ratios and proportions, unit conversions, areas and volumes, application of algebraic equations in gas laws and load calculations, relevant trigonometric functions, and use of graphs to represent and analyze data. 0946.00

ECT 215

PREPARATION FOR BPI CERTIFICATION

2.5 units, 1.5 hours lecture, 3 hours laboratory

(GR or P/NP)

Preparation for Building Performance Institute (BPI) certification: Application of the theory and practice of Building Performance science and Energy auditing according to BPI National Standards. 0946.00

ECT 248GA-MZ

SELECTED TOPICS IN ENVIRONMENTAL CONTROL TECHNOLOGY

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR)

See section on Selected Topics. 0946.00

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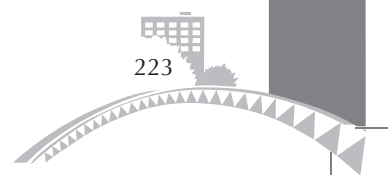
OCCUPATIONAL WORK EXPERIENCE IN ENVIRONMENTAL CONTROL TECHNOLOGY

1-4 units, hours to be arranged (GR)

0946.00

ETHNIC STUDIES (ETHST)

The Ethnic Studies major is designed to assist all students develop an understanding and appreciation of other peoples and cultures in the United States. Students may elect among the following majors: African-American Studies, Asian/Asian-American Studies, Ethnic Studies, Mexican/Latin-American Studies or Native American Studies. Each program provides a sound background for students preparing to pursue a degree in Ethnic Studies or a related field on transfer to four-year institutions while also supporting the acquisition of skills that will enhance career opportunities in government and community-based agencies.



COURSE ANNOUNCEMENT

Degree Major Requirements:

Dept/No.	Title	Units
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GROUP 1

Select two courses from the following:

AFRAM 8	African-American Politics (3-4)	
AFRAM 23	Perceptions of African-American Women (3)	
AFRAM 32	African-American History: 1945 to the Present (3-4)	6

GROUP 2

HIST 17	History of the Mexican-American	3
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Select one course from the following:

M/LAT 12	United States Relations with Mexico and Latin America (3)	
M/LAT 30A	Survey of Latin-American Films (3)	
M/LAT 30B	Survey of Latin-American Films (3)	3

GROUP 3

Select two courses from the following:

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)	6

Total Required Units: 18

Courses may be applied to Associate Degree General Education requirement.

For Associate Degree General Education requirements, refer to page 123.

ETHST 1

Introduction to Ethnic Studies

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU; UC

Survey of the American experience of ethnic and racial relations: Exploration of American history and contemporary issues facing minority groups in the United States. Emphasis on Native, African, Mexican, and Asian American cultural experiences. 2203.00
AA/AS area 2, 5; CSU area D; IGETC area 4

FRENCH (FREN)

FREN 1A

ELEMENTARY FRENCH

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

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

Acceptable for credit: CSU, UC

Study and practice in speaking, understanding, reading and writing French: Emphasis on understanding basic grammatical concepts. 1102.00
AA/AS area 3; CSU area C2; IGETC area Language

FREN 1B

ELEMENTARY FRENCH

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

Pre-requisite: Fren 1A

Acceptable for credit: CSU, UC

Continuation of FREN 1A: Proficiency in the areas of listening, speaking, reading, writing, and cultural knowledge; emphasis on basic vocabulary and basic grammatical concepts. 1102.00
AA/AS area 3; IGETC area Language

FREN 2A

INTERMEDIATE FRENCH

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

Pre-requisite: Fren 1B

Acceptable for credit: CSU, UC

Proficiency in French at an intermediate level: Listening, speaking, reading, and writing; emphasis on listening comprehension and speaking for communication. 1102.00

AA/AS area 3; CSU area C2; IGETC area 3B & Language

FREN 2B

INTERMEDIATE FRENCH

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

Pre-requisite: Fren 2A

Acceptable for credit: CSU, UC

Continuation of FREN 2A: Grammar review, conversation, and composition based on readings in French. 1102.00

AA/AS area 3; CSU area C2; IGETC area 3B & Language

**FREN 30A****BEGINNING CONVERSATIONAL FRENCH**

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

Acceptable for credit: CSU

Introduction to speaking simple, modern French and to modern French culture: Vocabulary and mastery of structure through focus on application rather than on traditional terminology. 1102.00

FREN 30B**BEGINNING CONVERSATIONAL FRENCH**

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

Recommended preparation: Fren 30A

Acceptable for credit: CSU

Continuation of FREN 30A: Introduction to speaking simple, modern French and to modern French culture; vocabulary and mastery of structure through focus on application rather than on traditional terminology. 1102.00

FREN 48GA-MZ**SELECTED TOPICS IN FRENCH**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC♦

See section on Selected Topics. 1102.00

FREN 49**INDEPENDENT STUDY IN FRENCH**

.5-5 units (GR or P/NP)

Acceptable for credit: CSU, UC♦

See section on Independent Study. 1102.00

FREN 248GA-MZ**SELECTED TOPICS IN FRENCH**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

See section on Selected Topics. 1102.00

**GEOGRAPHY
(GEOG)**

The discipline of Geography involves the study of the earth's surface and the spatial variations associated with both natural and human phenomena such as climate, vegetation, landforms, resource development and utilization, cultural diversity, etc. Through courses in physical and cultural geography, students will develop an understanding of the character of particular regions (e.g. California) and the many ways that humans, past and present, have used and impacted the earth's surface. By taking geography classes at Laney College, students will learn about the interrelationships between biological, physical, and human systems and the changes and consequences they engender on the global environment.

GEOG 1**PHYSICAL GEOGRAPHY**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Basic elements of the earth's physical systems and processes: Earth-sun relations, weather, climate, water, plate tectonics, landforms, soils, and ecosystems and their interrelationships and global distribution patterns. 2206.00

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

GEOG 1L**PHYSICAL GEOGRAPHY LABORATORY**

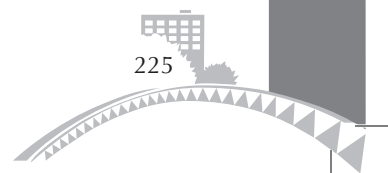
1 unit, 3 hours laboratory (GR)

Pre-requisite or co-requisite: GEOG 1

Acceptable for credit: CSU, UC

Practical application of basic concepts and principles of physical geography: Earth-sun relationships, weather, climate, geologic processes, landforms, and field observation. 2206.00

CSU area B3; IGETC area 5A





COURSE ANNOUNCEMENT

GEOG 2

CULTURAL GEOGRAPHY

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Basic elements of cultural geography: Interrelationship of people and the land, including study of populations, cultural origins, migration, language and religion, ethnicity, systems of agriculture, urbanization, political units, economic organization and resource exploitation. 2206.00

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

GEOG 3

WORLD REGIONAL GEOGRAPHY

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Introduction to the world's major geographic regions: Interconnections between regions, cultural and economic development, political organization, land uses, and the environment. 2206.00

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

GEOG 6

INTRODUCTION TO MAPPING

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Introduction to mapping: Interpretation of topographic maps, map scale, map projections, symbols, grid systems, field methods, and analysis of remote-sensing images. 2206.00

GEOG 8

GEOGRAPHY OF CALIFORNIA

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Introduction to California's diverse physical and cultural geography: Landforms, natural hazards, climate, vegetation, water resources, Native Californians, social and economic development. 2206.00

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

GEOG 9

WEATHER AND CLIMATE

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Introduction to the Earth's atmosphere: Solar radiation and energy balances, humidity, clouds and fog, air pressure, winds, air masses and fronts, cyclones, tornadoes, hurricanes, weather forecasting, climate classification, and climate change. 2206.00

AA/AS area 1; CSU area B1; IGETC area 5A

GEOLOGY (GEOL)

GEOL 10

INTRODUCTION TO GEOLOGY

3 units, 3 hours lecture (GR)

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

Acceptable for credit: CSU, UC

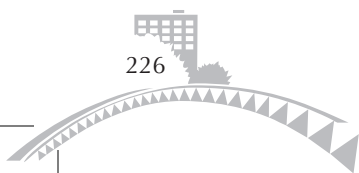
Survey of the structure and materials that compose the earth's surface and geologic processes responsible for shaping the earth: Nature and role of rocks and minerals; environmental processes and problems; dynamics of volcanism, earthquakes, plate tectonics, metamorphism, running water, ground water, glaciation, weathering and erosion. 1914.00

AA/AS area 1; CSU area B1; IGETC area 5A

GRAPHIC ARTS (GRAT)

APPLIED GRAPHIC DESIGN/ DIGITAL IMAGING

The AA degree and certificate in Applied Graphic Design/Digital Imaging offer hands-on experience for students interested in combining artistic creativity and computer technology. Students receive practical knowledge of processes, theory of design principles and elements, computer software applications, and personal communication skills. Opportunities of employment from an education in graphic design





range widely in emphasis. Related industries integrating graphic designers, digital imaging specialists, and multimedia authors vary as much as commercial printing does from motion pictures. All mass visual communications require the skills and training of graphic design/digital imaging.

Degree Major/Certificate Requirements:

Dept/No.	Title	Units
FIRST SEMESTER		
GRART 111	Elements and Principles of Graphic Design	3
GRART 113	Typography	3
GRART 132	Digital Documents (Adobe InDesign)	2.5
SECOND SEMESTER		
GRART 112	Creative Process and Solutions	3
GRART 121	Applied Graphic Design 1	3
GRART 134	Adobe Illustrator Basics	2.5
THIRD SEMESTER		
GRART 122	Applied Graphic Design 2	3
GRART 136	Adobe Photoshop Basics	2.5
FOURTH SEMESTER		
GRART 114	Graphic Design Technology	3
GRART 123	Applied Graphic Design 3	3
GRART 142	Web Graphics (Dreamweaver)	<u>2.5</u>
Total Required Units:		31

For Associate Degree General Education requirements, refer to page 123.

INTERACTIVE JOURNALISM

See Journalism Department

GRART 48GA-MZ

Selected Topics in Graphic Arts

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR)

Acceptable for credit: CSU

See section on Selected Topics. 1030.00

GRART 111

ELEMENTS AND PRINCIPLES OF GRAPHIC DESIGN

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

Recommended preparation: BUS 219 or CIS 205 or GRART 230, and GRART 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

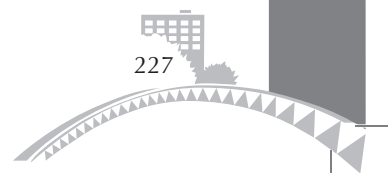
3 units, 2 hours lecture, 3 hours laboratory (GR)

Pre-requisite or co-requisite: GRART32

Recommended preparation: GRART230

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)

Pre-requisite: GRART 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 hours lecture, 3 hours laboratory (GR)

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)

Recommended preparation: GRART 111 and 112

Acceptable for credit: CSU

Project-oriented class for the practical application of typographical theory: Impact of type on the audience, type composition, layout, emphasis, and characteristics for impact on readability, legibility and graphic design aesthetics; use of computer page-layout software in project completion. 1030.00

GRART 122

APPLIED GRAPHIC DESIGN 2

3 units, 1 hour lecture, 6 hours laboratory (GR)

Pre-requisite: GRART 111 and 112 and 113

Recommended preparation: BUS 219 or CIS 205 or GRART 230

Acceptable for credit: CSU

Project-oriented class for the practical application of design theory, procedures, and processes: 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)

Pre-requisite: GRART 111 and 112 and 113

Recommended preparation: BUS 219 or CIS 205 or GRART 230

Acceptable for credit: CSU

Project-oriented class for the practical application of design theory, procedures, and processes: Business graphics and corporate design, poster design, and branding for product identity and acceptance; student-generated art using both hand and computer techniques for creation of presentation designs. 1030.00

GRART 132

DIGITAL DOCUMENTS (ADOBE INDESIGN)

2.5 units, 2 hours lecture, 2 hours laboratory (GR)

Recommended preparation: BUS 219 or CIS 205 or GRART 230

Acceptable for credit: CSU

Application of "page-layout" software utilized in the graphic arts/multimedia industries for digital document generation: Production of various basic publications, use of peripheral devices such as scanners and laser output devices, and efficient print-ready file preparation. 1030.00

AA/AS area 4c

GRART 134

ADOBE ILLUSTRATOR BASICS

2.5 units, 2 hours lecture, 2 hours laboratory (GR)

Recommended preparation: BUS 219 or CIS 205 or GRART 230

Acceptable for credit: CSU

Skill-based approach to vector-based drawing software: Emphasis on graphic design, print and web graphics, and fine arts application; exploration through hands-on projects. 1030.00

AA/AS area 4c



GRART 135

ADVANCED ADOBE ILLUSTRATOR

2.5 units, 2 hours lecture, 2 hours laboratory (GR)

Pre-requisite: GRART 134

Acceptable for credit: CSU

Application of "draw" software utilized in the graphic arts/multimedia industries for digitized illustration and drawing of imagery: Logos, posters, publication illustrations, custom environments, advanced typography, layers and appearances, drawing and coloring, brush techniques, blends, gradients and mesh, transparency, live effects and live 3D effects and other techniques; exploration through hands-on projects. 1030.00

AA/AS area 4c

GRART 136

ADOBE PHOTOSHOP BASICS

2.5 units, 2 hours lecture, 2 hours laboratory (GR)

Recommended preparation: BUS 219 or CIS 205 or GRART 230

Acceptable for credit: CSU

Introduction to imaging software utilized in the graphic arts for photo and tonal manipulations: Selecting, painting and filling, layers, editing images, color correction, typography, tools, masks and channels, converting and manipulating images, and filters; exploration through hands-on projects. 1030.00

AA/AS area 4c

GRART 137

DIGITAL IMAGES FOR PHOTOGRAPHY AND PRINT

2.5 units, 2 hours lecture, 2 hours laboratory (GR or P/NP)

Pre-requisite: GRART 136

Acceptable for credit: CSU

Implementation of imaging software (Adobe Photoshop) utilized in graphic arts and photography: Tonal manipulations, image editing, color correction, file resolution, sharpening, filters, and output methods utilized in hands-on projects. 1030.00

GRART 142

WEB GRAPHICS (DREAMWEAVER)

2.5 units, 2 hours lecture, 2 hours laboratory (GR or P/NP)

Recommended preparation: BUS 219 or CIS 205 or GRART 230 or 136

Acceptable for credit: CSU

Introduction and application of software (Dreamweaver) used in web-page design and construction: Web-page construction with emphasis on graphic appearance. 1030.00

GRART 143

WEB GRAPHICS (FLASH)

2.5 units, 2 hours lecture, 2 hours laboratory (GR or P/NP)

Recommended preparation: BUS 219 or CIS 205 or GRART 230 or 136

Acceptable for credit: CSU

Introduction and application of software (Flash) used in web-page design, construction and animation: Web-page animation graphics. 1030.00

GRART 200

SPECIAL PROJECTS LABORATORY

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

Pre-requisite: 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

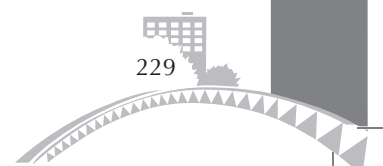
GRART 230

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





COURSE ANNOUNCEMENT

GRART 231

INTRODUCTION TO GRAPHIC DESIGN

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

Recommended for majors and non-majors seeking a career path in Applied Graphic Design.

Introduction to the graphic arts industry and the role of the graphic designer: Historical aspect of graphic design, human communications, print and electronic documents, computer usage in graphic design, and design fundamentals and aesthetics. 1030.00

GRART 248GA-MZ

SELECTED TOPICS IN GRAPHIC ARTS

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR)

See section on Selected Topics. 1030.00

COPED 466K

OCCUPATIONAL WORK EXPERIENCE IN GRAPHIC ARTS

1-4 units, hours to be arranged (GR) 1030.00

HEALTH EDUCATION (HLTED)

LANEY EDUCATIONAL/AFTER-SCHOOL PATHWAYS (LEAP) PROGRAM

See Interdisciplinary Programs

HLTED 1

EXPLORING HEALTH ISSUES

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Examination of current problems related to individual and community health: Sexual behavior, birth control, sexually-transmitted diseases, drugs, consumerism, environment, psychosomatic health, nutrition, physical fitness, and preventive medicine. 0837.00

AA/AS area 2; CSU area E

HLTED 6A

HEALTH EDUCATION IN SPORTS

1 unit, 3 hours laboratory (GR)

Acceptable for credit: CSU, UC►

Introduction to health education as it relates to sports activities. 0837.00

HLTED 6B

HEALTH EDUCATION IN SPORTS

1 unit, 3 hours laboratory (GR)

HLTED 6A is not pre-requisite to HLTED 6B.

Acceptable for credit: CSU, UC►

Introduction to health education as it relates to sports activities. 0837.00

HLTED 9

FIRST AID AND SAFETY

2 units, 2 hours lecture (GR)

Meets American Red Cross/RTE (Responding to Emergency) as well as American Red Cross Adult CPR certification requirements.

Acceptable for credit: CSU, UC

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





HEALTH PROFESSIONS AND OCCUPATIONS (HLTOC)

HLTOC 201

MEDICAL TERMINOLOGY I

2 units, 2 hours lecture (GR)

Study of medical terminology: Basic structure of medical words including prefixes, suffixes, word roots, combining forms, plurals and abbreviations, pronunciation, spelling, and definition of medical terms. 1299.00

HLTOC 202

MEDICAL TERMINOLOGY II

2 units, 2 hours lecture (GR)

Recommended preparation: HLTOC 201

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

HISTORY (HIST)

Through Laney College courses in history, students will learn to think critically about ourselves and our world by studying both the remote and recent past. More than merely memorizing historical facts, students will acquire both analytic and research skills in their study of the human condition. Because everything has a history, everything can be studied from a historical perspective.

HIST 3B

MODERN WORLD HISTORY: 1500-PRESENT

3 units, 3 hours lecture

Acceptable for credit: CSU

Survey of world history since 1500: Developments of the modern world as shaped by social, economic, political, philosophical, and historic forces. 2205.00
AA/AS area 2

HIST 5

HISTORY OF MEXICO

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Interpretative survey of Mexican history from the Spanish Conquest to the present: Nature of the Mexican Revolution; problems of contemporary Mexico concentrating on political and economic development. 2205.00

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

HIST 7A

HISTORY OF UNITED STATES TO 1877

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

History of the United States from colonial days to Reconstruction (1877): Survey and interpretation of political, social, and economic factors contributing to the growth of the nation. 2205.00

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

HIST 7B

HISTORY OF UNITED STATES SINCE 1865

3 units, 3 hours lecture (GR)

HIST 7A is not pre-requisite to HIST 7B.

Acceptable for credit: CSU, UC

History of the United States from the end of the Civil War to the present: Survey and interpretation of political, social, and economic factors contributing to the growth of the nation. 2205.00

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

HIST 17

HISTORY OF THE MEXICAN-AMERICAN

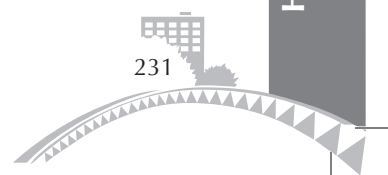
3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Also offered as M/LAT 19. Not open for credit to students who have completed or are currently enrolled in M/Lat 19.

History of the people of Mexican descent from colonial times to the present: Contemporary status and problems of Mexican-Americans in the United States. 2205.00

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



COURSE ANNOUNCEMENT

HIST 19

HISTORY OF CALIFORNIA

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

California's multi-ethnic history from the pre-Spanish period to the present. Emphasis on the social and ethnic diversity of past and present California. 2205.00

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

HIST 48GA-MZ

SELECTED TOPICS IN HISTORY

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

Acceptable for credit: CSU, UC♦

See section on Selected Topics. 2205.00

HIST 248GA-MZ

SELECTED TOPICS IN HISTORY

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

See section on Selected Topics. 2205.00

HUMANITIES (HUMAN)

Coursework in Humanities emphasizes the study of cultural and artistic expression. Students will learn to evaluate and interpret the ways in which people throughout history and across different cultures have represented themselves and the world around them through a variety of expressive forms. Further, students will develop their aesthetic sensibilities and increase their capacity to make informed value judgments.

For the Associate of Humanities, students must complete the General Education pattern and elective courses for an additional 42 units. Students must complete 18 units in the area of emphasis courses with a grade of "C" or better, 19 units of general education requirements, and an additional 23 units of elective courses for a total of 60 units. As this degree alone may not be complete preparation for transfer, students wishing to continue at the UC or CSU system should meet with a counselor to develop a transfer plan which addresses all general education and lower-division transfer requirements.

Degree Major Requirements:

Dept/No.

Units

Select 18 units from at least two discipline areas:

African-American Studies 6A, 29, 45*	3 each
Anthropology 7	3
Art 1, 2, 3, 4, 5, 6, 7, 40, 141	3 each
Asian and Asian-American Studies 30	3
Chinese 1, 2, 3, 4, 40A***, 40B***	5 each
Communication 2A, 2B, 19	3 each
Dance 1	3
English 1B**, 2, 10A, 10B, 12, 17A, 17B, 20, 26, 30A, 30B, 31, 32A, 32B, 33A, 33B, 39, 43, 44A, 44B, 138, 210A, 210B, 217A, 217B, 220, 226, 230A, 230B, 231, 232A, 232B, 233A, 233B, 238, 239, 243, 244A, 244B	3 each
French 1A, 1B, 2A, 2B, 30A***, 30B***	5 each
Humanities 6, 7, 16, 30A, 30B, 31A, 31B, 40, 45*	3 each
Japanese 1A, 50A***, 50B***	5
Mexican and Latin-American Studies 30A, 30B	3 each
Music 1A, 1B, 2A, 2B, 9, 10, 12A, 12B, 15A, 15B	3 each
Philosophy 1, 2, 10, 20A, 20B, 30, 37	3 each
Sociology 30	3
Spanish 1A, 1B, 2A, 2B, 22A, 22B, 30A***, 30B***, 40***, 60A***, 60B***	5 each
Theatre Arts 1****, 10, 30	<u>3 each</u>

Total Required Units (Minimum):

18

* Students will receive credit for one course only.

** 4 units

*** 3 units

**** 2 units

For Associate Degree General Education requirements, refer to page 123.

HUMAN 6

INTRODUCTION TO THE NEW TESTAMENT

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Introduction to the New Testament: Emphasis on the history, culture, teachings, and development of the New Testament and its impact on Western culture. 1599.00

AA/AS area 3; CSU area C2; IGETC 3B



HUMAN 7

INTRODUCTION TO THE OLD TESTAMENT

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Introduction to the texts and development of the Torah, Old Testament and Apocrypha: Emphasis on the history, cultural influences, language, authorship, events, and beliefs of ancient Israel. 1599.00

AA/AS area 3; CSU area C2; IGETC area 3B

HUMAN 16

INTRODUCTION TO ISLAM

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Introduction to Islam: Emphasis on the history, major figures, texts, and guiding principles of Islam. 1599.00

AA/AS area 3; CSU area C2; IGETC 3B

HUMAN 30A

HUMAN VALUES/ETHICS

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Analysis of concepts of good and right in our society and of criteria of conduct: Various religious, philosophic, scientific, and aesthetic aspects of moral behavior integrated with reason and emotion of the individual. 1599.00

AA/AS area 3; CSU area C2; IGETC area 3B

HUMAN 30B

HUMAN VALUES/AESTHETICS

3 units, 3 hours lecture (GR)

Human 30A is not pre-requisite to Human 30B.

Acceptable for credit: CSU, UC

Analysis of the nature of the beautiful as expressed in visual arts, music, and literature of Western and other cultures: Integration of various aspects of daily and transitory activities of the individual to permanent, recorded expression of the human spirit through the use of major works of art. 1599.00

AA/AS area 3; CSU area C2; IGETC area 3B

HUMAN 31A

ARTS AND IDEAS OF WESTERN CULTURE

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

History of ideas from ancient Greece to the Renaissance: Ideas as expressed in literature, theater, architecture, sculpture, and painting; the lasting importance of basic concepts and values. 1599.00

AA/AS area 3; CSU area C2; IGETC area 3B

HUMAN 31B

ARTS AND IDEAS OF WESTERN CULTURE

3 units, 3 hours lecture (GR)

HUMAN 31A is not pre-requisite to HUMAN 31B.

Acceptable for credit: CSU, UC

Search for order and freedom in Western civilization from the Renaissance to the present: Ideas as reflected in great works of literature, philosophy, science and the arts; the growth of democracy; basic concepts and values. 1599.00

AA/AS area 3; CSU area C2; IGETC area 3B

HUMAN 40

RELIGIONS OF THE WORLD

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Comparative study of the world's great religions: Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, and Islam; original sources stressed. 1599.00

AA/AS area 3; CSU area C2; IGETC area 3B

HUMAN 45

RELIGION AND THE AFRICAN-AMERICAN CHURCH IN AMERICA

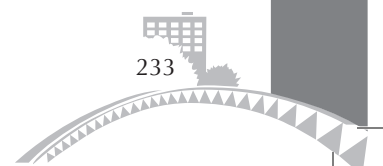
3 units, 3 hour lecture (GR)

Also offered as AFRAM 45. Not open for credit to students who have completed or are currently enrolled in AFRAM 45.

Acceptable for credit: CSU, UC

Survey and analysis of the role of the church in the African-American community: Impact on social, political, economic, and psychological development of African-Americans. 1599.00

AA/AS area 2, 3, 5; CSU area C2; IGETC area 4



COURSE ANNOUNCEMENT

HUMAN 48GA-MZ

SELECTED TOPICS IN HUMANITIES

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

Acceptable for credit: CSU, UC♦

See section on Selected Topics. 1599.00

HUMAN 49

INDEPENDENT STUDY IN HUMANITIES

.5-5 units (GR)

Acceptable for credit: CSU, UC♦

See section on Independent Study. 1599.00

HUMAN 248GA-MZ

Selected Topics in Humanities

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

See section on Selected Topics. 1599.00

INTERDISCIPLINARY PROGRAMS

BUILDING AUTOMATION SYSTEMS

Building Automation Systems prepares students to install, service, operate, maintain, and troubleshoot building automation systems (BAS) in commercial buildings, controlling Heating, Ventilation, and Air Conditioning (HVAC) Systems, energy management systems, as well as lighting and security systems. Students who complete this program can significantly impact building energy consumption. Graduates can seek employment as building automation technicians and control systems technicians with manufacturers, vendors, service companies, and large facilities, such as government and education facilities, hospitals, and office buildings.

Degree Major/Certificate of Achievement Requirements:

Dept/No.	Title	Units
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FIRST SEMESTER

E/ET 202	Fundamentals of Electricity for ECT	2
ECT 1	Physics for Building Science	
	or	
PHYS 99	Physics for Building Science	4
ECT 37	Introduction to PC Hardware and Software for Building Technicians	
	or	
E/ET 37	Introduction to PC Hardware and Software for Building Technicians	3
ECT 214	Technical Mathematics for ECT	3

SECOND SEMESTER

E/ET 221	Motors and Drives	2
ECT 11	Mechanical and Electrical Devices	2
ECT 21	Introduction to Direct Digital Controls	2
ECT 22	Commercial HVAC Systems	2
ECT 24	Commercial HVAC System Troubleshooting	2
ECT 31	Introduction to DDC Hardware for Building Automation Systems	
	or	
E/ET 31	Introduction to DDC Hardware for Building Automation Systems	3

THIRD SEMESTER

ECT 12	Blueprint Reading and Interpretation For ECT	1.5
ECT 25	Introduction to Building Commissioning	2
ECT 27	Advanced Direct Digital Controls	2
ECT 32	Control Systems Design	2
ECT 33	Control Systems Networking for Building Automation	
	or	
E/ET 33	Control Systems Networking for Building Automation	3
ECT 212	Testing, Adjusting and Balancing HVAC	2

FOURTH SEMESTER

ECT 26	Advanced Building Commissioning	3
ECT 29	Data Analysis for Performance Monitoring	2
ECT 34	Control Routines for Energy Efficiency	2
ECT 35	Control Systems Integration	2
ECT 36	Energy Issues, Policies, and Codes	<u>1.5</u>

Total Required Units: 48

For Associate Degree General Education requirements, refer to page 123.



BUILDING PERFORMANCE AND ENERGY EFFICIENCY

Certificate of Achievement Requirements:

Dept/No.	Title	Units
FIRST SEMESTER		
ARCH 112	Building Systems Principles for Sustainable Residential Adaptation	2
CARP 205	Green Construction Techniques and Materials	2
CARP 233	Electrical for Carpenters	1.5
CARP 240A	Construction Rehabilitation	2
ECT 1	Physics for Building Science or	
PHYS 99	Physics for Building Science	4
ECT 28	Energy Management and Efficiency For Buildings	2
ECT 38	Measurement of Building Energy Efficiency	2

SECOND SEMESTER

CARP 206	Energy Efficiency and Weatherization	3.5
CARP 232	Plumbing for Carpenters	1.5
E/ET 227	Customer Service for the Building Trades	2
ECT 16	Fundamentals of Residential and Light Commercial HVAC Systems	2
ECT 17	Residential and Light Commercial HVAC Troubleshooting	1
ECT 18	HVAC Installation Practices	1
ECT 39	Energy Auditing and Computer Analysis of Building Efficiency	2
ECT 213	Indoor Air Quality	1

Total Required Units: 29.5

INTERACTIVE JOURNALISM

Digital news production skills for a mobile device oriented society: Newswriting, basic video production and editing, PhotoShop basics, digital photography, mass media and society, Flash basics, InDesign, website authoring, podcasting, iLife apps, newspaper production.

Certificate of Proficiency Requirements:

Dept/No.	Title	Units
GRART 136	Adobe Photoshop Basics	2.5
JOURN 21	Newswriting	3
JOURN 62	Mass Media and Society	3
MEDIA 104	Beginning Digital Video Production	3
PHOTO 70	Introduction to Digital Photography	2
Select one course from the following:		
GRART 132	Digital Documents (Adobe InDesign) (2.5)	
GRART 143	Web Graphics (Flash) (2.5)	
JOURN 18A	Newspaper Production (2-3)	
JOURN 18B	Newspaper Production (2-3)	
JOURN 18C	Newspaper Production (2-3)	
JOURN 18D	Newspaper Production (2-3)	
JOURN 65	Social media for Journalists (3)	
MEDIA 115	Media-based Computing: iLife and Mac OS X (3)	
MEDIA 151	Making Podcasts – The New Wave of Broadcasting (2)	
PHOTO 31A	Photojournalism II (3)	2-3

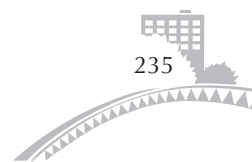
Total Required Units: 15.5-16.5

LANEY EDUCATIONAL/ AFTER-SCHOOL PATHWAYS (LEAP)

The Laney Educational/After –School Pathways (LEAP) Certificate of Proficiency program prepares students for employment in after school or youth development programs. Additionally, the core Learning Resource classes count toward the AA degree and provide a solid foundation for programs leading to a teaching certificate or career in human services.

Certificate of Proficiency Requirements:

ENGL 201A*	Preparation for Composition and Reading(4)	
	or	
ENGL 201B*	Preparation for Composition and Reading(4)	4
HLTED 1	Exploring Health Issues(3)	
	or	
HLTED 20	Health and Wellness: Personal Change(1)	1-3
LRNRE 20	Introduction to Youth Development	3
LRNRE 30	Introduction to Tutoring	1
MATH 250**	Arithmetic (3)	
	or	



COURSE ANNOUNCEMENT

MATH 253** Pre-Algebra(3) 3
Total Required 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.

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) UPDATED ANNUALLY

If you plan to transfer to the California State University system (CSU) or the University of California system (UC), you are encouraged to pursue a Certificate of Achievement in Liberal Arts. You should consult with a counselor to develop your own program of study.

UC or CSU Transfer

You are encouraged to pursue this certificate if you want to apply to transfer to either the University of California system or the California State University system and want to fulfill lower-division general education requirements by completing the Intersegmental General Education Transfer Curriculum (IGETC). You will select courses that fulfill the IGETC requirements (with a grade of "C" or better in each course), to total 37 transferable semester units (with an overall GPA of 2.0). Upon completion of these requirements you will file both a "Petition for a Certificate of Achievement" and a "Request for General Education or IGETC Certification" with the Admissions and Records Office.

Certificate of Achievement

Complete the following requirements:

- You must complete the course requirements for all areas to qualify for the Liberal Arts: IGETC Certificate of Achievement.
- You must complete all courses with grades of "C" or better.

Area 1: English Communication

CSU: Three courses required, one each from

Groups A, B and C below.

UC: Two courses required, one each from Groups A and B below.

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

Group B: Critical Thinking – English Composition: One course, 3 semester (4-5 quarter) units.
English 5

Group C: Oral Communication (CSU requirement only): One course, 3 semester (4-5 quarter) units.
Communication 1A, 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.

Arts:

African-American Studies 26
Art 1, 2, 3, 4, 5, 7
Dance 1
Music 2A, 2B, 3A, 3B, 4A, 4B, 8A, 8B, 8C, 8D, 9, 10, 15A, 15B

Humanities:

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



Area 4: Social and Behavioral Sciences

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

African-American Studies 1, 2, 5, 811, 12, 14A#, 14B#, 16, 17*, 23, 30, 31, 32, 35**, 38, 45*, 50A

Anthropology 3, 7

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

Biology 27***

Communication 19

Economics 1, 2

Ethnic Studies 1

Geography 2, 3, 8

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

Humanities 45*

Journalism 62

Labor Studies 10

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

Native American Studies 1, 2, 17*, 35**

Political Science 1, 2, 3, 6, 18

Psychology 1A, 1B, 6, 7A#, 7B, 7L#, 12***, 24

Sociology 1, 2, 5, 13, 30

Area 5: Physical and Biological Sciences

At least two courses, one from Physical Sciences and one from Biological Sciences; at least one course must include a laboratory (indicated by "L" in parentheses); 7-9 semester (9-12 quarter) units.

Physical Sciences:

Astronomy 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, 20L, 22, 25

Physics 3A(L)#, 3B(L)#, 4A(L)#, 4B(L)#, 4C(L)#, 10#

Biological Sciences:

Anthropology 1, 1L

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

Language Other Than English (UC Requirement Only)

You may demonstrate proficiency as follows:

1. Completion of one course (4-5 semester units) at college level, that is considered equivalent to 2 years of high school language, with a grade of "C" or better; OR
2. Completion of two years of high school course work in one language other than English with a grade of "C-" or better (official transcript required); OR
3. Completion of two years of formal schooling at the sixth grade level or higher in an institution where the language of instruction is not English (documentation required); OR
4. Satisfactory score on the College Board Subject Test (formerly SAT II) in a language other than English (see a counselor for required scores); OR
5. Score of 3 or better on the College Board Advanced Placement Examination in a language other than English; OR
6. Score of 5 or better on the International Baccalaureate Higher Level Examination in a language other than English; OR
7. Satisfactory completion of a proficiency test administered by a community college or university in a language other than English.

Summary – Proficiency met by:

1. Laney course(s) that meet the proficiency level: Chinese 1, French 1A, Japanese 1A, Spanish 1A, 22A (or more advanced level).
2. Course from other college (official transcript required).
3. Completed in high school or at institution where language of instruction is not English.
4. Competency Test or Proficiency Exam.

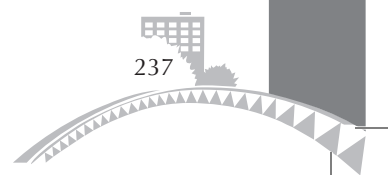
+Courses designated with "+" may be counted in Language other than English and one additional area, i.e.: Area 3: Humanities.

*or ** or *** Student receives credit for one course only.

#Indicates that transfer credit may be limited.

Total Minimum Required Units:

37



COURSE ANNOUNCEMENT

JAPANESE (JAPAN)

JAPAN 1A ELEMENTARY JAPANESE

5 units, 5 hours lecture (GR or P/NP)
Course is equivalent to two years of high school study.
Acceptable for credit: CSU, UC
Study of practical vocabulary, grammar, sentence patterns, and aural-oral skills in Japanese: Practice of reading, writing of hiragana, katakana and kanji; introduction to Japanese culture. 1108.00
AA/AS area 3; CSU area C2; IGETC area Language

JAPAN 1B ELEMENTARY JAPANESE

5 units, 5 hours lecture (GR or P/NP)
Pre-requisite: 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 3 & Language

JAPAN 50A CONVERSATIONAL JAPANESE AND CULTURE

3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU
Speaking of simple modern Japanese: Basic knowledge of Japanese culture and its people. 1108.00

JAPAN 50B CONVERSATIONAL JAPANESE AND CULTURE

3 units, 3 hours lecture (GR or P/NP)
Pre-requisite: JAPAN 50A
Acceptable for credit: CSU
Continuation of JAPAN 50A: Emphasis on more proficient speaking patterns and appreciation of additional cultural aspects. 1108.00

JOURNALISM (JOURN)

The Journalism Department offers practical newspaper experience and academic preparation for students preparing to transfer to four-year institutions. Emphasis is placed on new technologies and preparation for media jobs in a computer-oriented society. Additional areas of study include journalism history, ethics, law, and the role of the press in our society.

Degree Major Requirements:

Dept/No.	Title	Units
FIRST SEMESTER		
BUS 230DEF*	Beginning Keyboarding (3)	
JOURN 18A**	Newspaper Production	3-5
JOURN 55	Introduction to Journalism	3
SECOND SEMESTER		
JOURN 18B**	Newspaper Production	3-5
JOURN 21	News writing	3
THIRD SEMESTER		
JOURN 18C**	Newspaper Production	2-5
JOURN 58	Publicity Writing and Newsletter Layout	3
JOURN 62+	Mass Media and Society	3

Total Required Units: 21-27

* Should be taken by all first-semester students who cannot type at least 25 words per minute.

Course is NOT required for the major.

** A minimum of 12 units is required in Journ 18ABC.

+ Course may be applied to Associate Degree General Education requirement.

For Associate Degree General Education requirements, refer to page 123.

Recommended:

BUS 74
ENGL 1A, 1B
MEDIA 102A, 102B
PHOTO 20, 31A

INTERACTIVE JOURNALISM

See Interdisciplinary Programs



JOURN 18A

NEWSPAPER PRODUCTION I

3-5 units, 1-2 hours lecture, 6-9 hours laboratory (GR)

Pre-requisite: JOURN 21

Recommended preparation: GRART 131 and PHOTO 10

Acceptable for credit: CSU

Basics of reporting: news-gathering, interviewing, accuracy, note-taking and transcribing notes, writing the news story; the lede, the body, conclusion for weekly newspaper. Includes practical experience in design/layout, visual, online, multimedia journalism and emerging technologies. 0602.00

JOURN 18B NEWSPAPER PRODUCTION II

3-5 Units, 1-2 Hours Lecture, 6-9 Hours Lab (GR)

Pre-requisite: JOURN 18A

Acceptable for credit: CSU

Introduction to reporting, photography, and production skills for the campus newspaper, the Laney Tower. 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

JOURN 18C

NEWSPAPER PRODUCTION III

2-5 units, 1-2 hours lecture, 3-9 hours laboratory (GR)

Pre-requisite: 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)

Pre-requisite: 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)

Pre-requisite: 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

(C-ID: JOUR 110)

AA/AS area 4d

JOURN 48GA-MZ

SELECTED TOPICS IN JOURNALISM

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

Acceptable for credit: CSU

See section on Selected Topics. 0602.00

JOURN 49

INDEPENDENT STUDY IN JOURNALISM

.5-5 units (GR)

Acceptable for credit: CSU

See section on Independent Study. 0602.00

JOURN 55

INTRODUCTION TO JOURNALISM

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

Pre-requisite: ENGL 201B

Acceptable for credit: CSU, UC

Survey of careers in journalism: Study of news media including history and philosophy of news dissemination, and theories of communication; analysis of daily news emphasizing political, historical, economic, and cultural forces which shape events; may include analysis of reporting and writing news. 0602.00

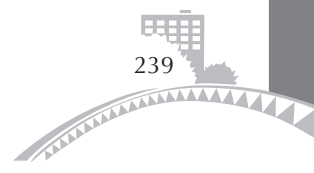
JOURN 58

PUBLICITY WRITING AND NEWSLETTER LAYOUT

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

Acceptable for credit: CSU

Survey of public information and publicity practices for community groups: Gathering and assembling information; writing news releases, radio and television public service copy; effective publicity photography; design and layout of newsletters. 0602.00





COURSE ANNOUNCEMENT

JOURN 62

MASS MEDIA AND SOCIETY

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

Acceptable for credit: CSU, UC

Communication techniques from personal to mass media: Human communication and the path to today's mass media including newspapers, TV, radio, magazines, movies, books and the internet; exploration of the role of advertising and public relations, along with cultural, social, and corporate influences on mass media content. 0602.00

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

JOURN 65

SOCIAL MEDIA FOR JOURNALISTS

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Analysis and use of new media: Twitter, YouTube, Facebook, LinkedIn, Wordpress, and emerging social media platforms. 0602.00

JOURN 248GA-MZ

SELECTED TOPICS IN JOURNALISM

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

See section on Selected Topics. 0602.00

KINESIOLOGY

(FORMERLY PHYSICAL EDUCATION)

SEE ALSO ATHLETICS

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.

<http://web.peralta.edu/admissions/schedule-of-classes/catalogs/deactivated-classes-fall-2013/>

Activity Courses:

Beginning Fall 2013 all activity courses will be 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.

COURSES:

Courses with A,B,C,D designation are courses with increases in skill requirement and development.

A level courses are Fundamental, B level courses are Beginning, C level courses are Intermediate and D level courses are Experienced or Competitive.

KIN 1A

SWIMMING I - FUNDAMENTALS

.5 unit, 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, 3 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 main strokes: Freestyle, Backstroke, Breaststroke, and Butterfly. 0835.00

KIN 1C

SWIMMING III - INTERMEDIATE

.5 unit, 2 hours laboratory (GR or P/NP)

Acceptable for Credit: CSU, UC

Activity Class: Development of intermediate level aquatic skills, knowledge and safety, as recommended by The American Red Cross. Emphasis on refining stroke development of the four competitive strokes: Freestyle, Backstroke, Breaststroke, and Butterfly. 0835.00

KIN 1D

SWIMMING IV - COMPETITIVE

.5 unit, 2 hours laboratory (GR or P/NP)

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 3

LONG DISTANCE SWIMMING

.5 unit, 2 hours laboratory (GR or P/NP)
Acceptable for Credit: CSU, UC
Activity Class: Development of cardiovascular fitness and endurance through swimming increased distances over time. 0835.00

KIN 5

SWIM TRAINING FOR COMPETITION

.5 unit, 2 hours laboratory (GR or P/NP)
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 47A

STATIONARY CYCLING FOR FITNESS I - FUNDAMENTALS

.5 unit, 2 hours laboratory (GR or P/NP)
Acceptable for Credit: CSU, UC
Activity class: Indoor cycling class designed to improve aerobic fitness and endurance. 0835.10

KIN 51A

YOGA I - FUNDAMENTALS

.5 unit, 2 hours laboratory (GR or P/NP)
Acceptable for Credit: CSU, UC
Activity class: Introduction to yoga stretches and postures, conscious breathing patterns and relaxation techniques. Demonstration of modifications for injuries. 0835.10

KIN 54A

CROSS FITNESS I - FUNDAMENTALS

1 unit, 3 hours laboratory (GR or P/NP)
Acceptable for Credit: CSU, UC
Activity class: Basic introduction to an individualized program for achieving muscle tone and endurance. 0835.00

KIN 54B

CROSS FITNESS II - BEGINNING

1 unit, 3 hours laboratory (GR or P/NP)
Acceptable for Credit: CSU, UC
Activity class: Moderate introduction to an individualized program for achieving muscle tone and endurance 0835.00

KIN 54C

CROSS FITNESS III - INTERMEDIATE

1 unit, 3 hours laboratory (GR or P/NP)
Acceptable for Credit: CSU, UC
Activity class: This course employs resistive exercises which will improve lifetime fitness and overall body fitness with an emphasis on weights 0835.00

KIN 59B

STRENGTH TRAINING FOR SPORTS II - BEGINNING

.5 unit, 2 hours laboratory (GR or P/NP)
Acceptable for Credit: CSU, UC
Activity class: Beginning level strength training for a specific sport. 0835.00

KIN 59C

STRENGTH TRAINING FOR SPORTS III - INTERMEDIATE

.5 unit, 2 hours laboratory (GR or P/NP)
Acceptable for Credit: CSU, UC
Activity class: Intermediate level strength training for a specific sport. 0835.00

KIN 67A

SPORTS TRAINING I - FUNDAMENTALS

.5 unit, 2 hours laboratory (GR or P/NP)
Acceptable for Credit: CSU, UC
Activity class: Fundamental level of sport specific fitness training to increase sport performance. 0835.00

KIN 80A

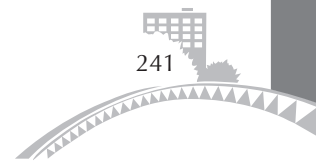
BASKETBALL I - FUNDAMENTALS

.5 unit, 2 hours laboratory (GR or P/NP)
Acceptable for Credit: CSU, UC
Activity class: Basic fundamentals and skills in basketball. 0835.00

KIN 86C

FLAG FOOTBALL III - INTERMEDIATE

1 unit, 3 hours laboratory (GR or P/NP)
Acceptable for Credit: CSU, UC
Activity class: Basic intermediate introduction of flag football techniques. 0835.00



COURSE ANNOUNCEMENT

KIN 91

FOOTBALL OFFICIATING I

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

Acceptable for Credit: CSU, UC

Activity class: Basic introduction of developing officiating skills leading to a basic understanding of the sport. 1270.00

KIN 92

FOOTBALL OFFICIATING II

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

Acceptable for Credit: CSU, UC

Activity class: Introduction of developing advanced officiating skills leading to a advanced understanding of the sport. 1270.00

KIN 103A

SOCCER I - FUNDAMENTALS

.5 unit, 2 hours laboratory (GR or P/NP)

Acceptable for Credit: CSU, UC

Activity Class: Covers the fundamental techniques of soccer, terminology, rules, and history. Practice, skills drills, and class competitions are provided to enhance skill development and game strategy. 0835.00

KIN 103B

SOCCER II - BEGINNING

.5 unit, 2 hours laboratory (GR or P/NP)

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 107A

TENNIS I - FUNDAMENTALS

.5 unit, 2 hours laboratory (GR or P/NP)

Acceptable for Credit: CSU, UC

Activity Class: Fundamentals and Skills in Tennis. 0835.00

KIN 111A

AEROBICS OF JOGGING I - FUNDAMENTALS

.5 unit, 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 120A

VOLLEYBALL

.5 unit, 2 hours laboratory (GR or P/NP)

Acceptable for Credit: CSU, UC

Activity class: Fundamentals of volleyball rules and skills. 0835.00

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 psychological foundations. 0835.00

(C-ID: KIN 100)

LABOR STUDIES (LABST)

This program is designed to offer both background and current trends in various aspects of labor-management issues and relations.

Degree Major/Certificate Requirements:

Dept/No.	Title	Units
LABST 10	American Labor Movement	3
LABST 12	Collective Bargaining	3
LABST 13	Economics for Labor and Community Leadership	3
LABST 14	Grievance Handling and Arbitration	3
LABST 30	Labor Law	3
LABST	Labor Study Courses	<u>6</u>

Total Required Units: 21

For Associate Degree General Education requirements, refer to page 123.



LABST 10

AMERICAN LABOR MOVEMENT

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

Acceptable for credit: CSU, UC

Also offered as HIST 28 at Berkeley City College. Not open for credit to students who have completed or are currently enrolled HIST 28.

History of the American labor movement from colonial times to the present: First unions, creation of laws, beginnings of national union structures, rise of the AFL, development of the CIO, and current issues. 0516.00

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

LABST 12

COLLECTIVE BARGAINING

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

Acceptable for credit: CSU

Structure, content, strategies, and relationships between the parties engaged in collective bargaining: Research analysis, computing costs, and simulated bargaining. 0516.00

LABST 13

ECONOMICS FOR LABOR AND COMMUNITY LEADERSHIP

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

Acceptable for credit: CSU

American and world economic forces which impact on employment, taxation, income distribution, public policy, and collective bargaining: Analysis of such issues as foreign and non-union competition, concession bargaining, plant closings and unemployment, and labor and community strategies to meet these challenges. 0516.00

AA/AS area 2

LABST 14

GRIEVANCE HANDLING AND ARBITRATION

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

Acceptable for credit: CSU

Grievance handling as a continuation of the collective bargaining process: Investigative techniques and procedures, resolving issues at the grievance committee level, and arbitration as a means of resolution. 0516.00

LABST 15

LABOR LEADERSHIP AND COMMUNICATION SKILLS

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

Acceptable for credit: CSU

Responsibilities required of today's labor leader: Leadership, planning, organizing, communication and problem solving; development in effective communications; conducting meetings; strategic planning and team building. 0516.00

LABST 16

RIGHTS AND DISCRIMINATION IN THE WORKPLACE

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

Acceptable for credit: CSU

Practical guide to employee rights and how to protect them through legal channels and grievance procedures: Unjust termination, sexual harassment, race and sex discrimination, AIDS discrimination, drug testing, and immigration policy. 0516.00

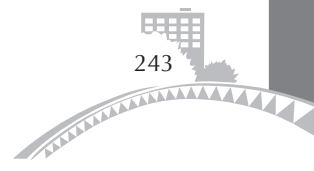
LABST 19

HEALTH AND SAFETY ON THE JOB

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

Acceptable for credit: CSU

How to identify, evaluate and control job hazards: Protective laws and regulations, and workers' compensation for illness and injury. 0516.00





COURSE ANNOUNCEMENT

LABST 20

ORGANIZING ACROSS BORDERS: UNIONS IN THE GLOBAL ECONOMY

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

Acceptable for credit: CSU

Unions in the global economy: State of workers and unions in other countries, problems of globalization and runaway employers, and use of available technology to facilitate communication and solidarity. 0516.00

LABST 21

WORKPLACE ORGANIZING

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

Acceptable for credit: CSU

Comprehensive survey of workplace organizing: Emphasis on legal background and current legal issues; group psychology, and employer and union campaign strategies. 0516.00

LABST 22

LABOR RESEARCH STRATEGIES

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

Acceptable for credit: CSU

Survey of research strategies and methods for labor and other activists: Researching employers and unions, and local union and community history. 0516.00

LABST 30

LABOR LAW

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

Acceptable for credit: CSU

Development of basic legal frameworks governing labor-management relations in union, non-union, and public sectors: Rights to organize and bargain collectively, legal framework of grievance/arbitration procedures, and overview of protective and income security legislation and agencies. 0516.00

LABST 48GA-MZ

SELECTED TOPICS IN LABOR STUDIES

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

Acceptable for credit: CSU

See section on Selected Topics. 0516.00

LABST 49

INDEPENDENT STUDY IN LABOR STUDIES

.5-5 units (GR or P/NP)

Acceptable for credit: CSU

See section on Independent Study. 0516.00

LABST 201

STEWARDS' TRAINING

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

Study of rights, responsibilities and duties of union shop stewards: Grievance handling and dispute resolution, interviewing and investigation techniques, and grievance presentation. 0516.00

LABST 202

UNION ORGANIZING

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

Organizing strategies: Managerial and union perspectives, evaluating various approaches, the National Labor Relations Act, and other public sector laws. 0516.00

LABST 205

KNOW YOUR JOB RIGHTS

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

Practical guide to workers' rights: Protection through legal channels and grievance procedures, and current employment discrimination issues. 0516.00

LABST 208

EAST BAY LABOR HISTORY

.5 unit, .5 hour lecture (GR or P/NP)

Survey of labor events and problems in the East Bay over the last century: Emphasis on the interactions of class, gender, and race. 0516.00

LABST 210

ASSERTIVENESS TRAINING

.5 unit, .5 hour lecture (GR or P/NP)

Effective communication in the workplace and in daily life: Techniques to present oneself clearly and directly, and role playing facilitated by a practicing psychologist. 0516.00



LABST 212

EFFECTIVE MEETINGS AND PARLIAMENTARY PROCEDURE

.5 unit, .5 hour lecture (GR or P/NP)

How to build effective meetings that accomplish the group's goals: Rules of parliamentary procedure which make for effective meetings. 0516.00

LABST 214

LABOR HERITAGE/ ROCKIN' SOLIDARITY CHORUS

1 unit, .5 hour lecture, 1.75 hours laboratory (GR or P/NP)

Study of labor history through songs: Songs which illustrate the struggles of diverse cultures and periods. 0516.00

LABST 248GA-MZ

SELECTED TOPICS IN LABOR STUDIES

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

See section on Selected Topics. 0516.00

COPED 456H

OCCUPATIONAL WORK EXPERIENCE IN LABOR STUDIES

1-4 units, hours to be arranged (GR) 0516.00

LANGUAGE ARTS

Coursework in Language Arts emphasizes both the form and content of linguistic communication. Students will learn to examine communicative acts within a wider social context, and to apply the principles of language and rhetoric toward the development of logical thought, precise and effective expression, and critical evaluation.

For the Associate of Arts Degree in Language Arts, students must complete the General Education pattern and elective courses for an additional 42 units. Students must complete 18 units in the area of emphasis courses with a grade of "C" or better, 19 units of general education requirements, and an additional 23 units of elective courses for a

total of 60 units. As this degree alone may not be complete preparation for transfer, students wishing to continue at the UC or CSU system should meet with a counselor to develop a transfer plan which addresses all general education and lower-division transfer requirements.

Degree Major Requirements:

Dept/No	Units
Select a minimum of 18 units from the following:	
Communication 1A, 1B, 2A, 2B, 15A, 15B, 19, 30A, 30B, 44, 45	3 each
English 1A*, 1B*, 2, 5, 10A, 10B, 12, 17A, 17B, 20, 26, 30A, 30B, 31, 32A, 32B, 33A, 33B, 39, 43, 44A, 44B, 138, 210A, 210B, 211, 217A, 217B, 220, 226, 230A, 230B, 231, 232A, 232B, 233A, 233B, 238, 239, 243, 244A, 244B	3 each
Foreign Languages:	
Chinese 1**, 2**, 3**, 4**, 40A, 40B	3 each
French 1A**, 1B**, 2A**, 2B**, 30A, 30B	3 each
Japanese 1A**, 50A, 50B	3 each
Spanish 1A**, 1B**, 2A**, 2B**, 22A**, 22B**, 30A, 30B, 40, 60A, 60B	3 each
Journalism 21, 55, 58, 62	<u>3 each</u>

Total Required Units (Minimum): 18

* 4 units

** 5 units

For Associate Degree General Education requirements, refer to page 123.

LEARNING RESOURCES (LRNRE)

LANEY EDUCATIONAL/

AFTER-SCHOOL PATHWAYS (LEAP) PROGRAM

See Interdisciplinary Programs

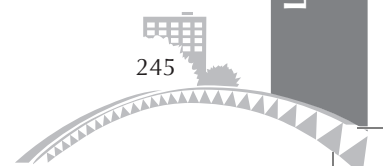
LRNRE 20

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





COURSE ANNOUNCEMENT

LRNRE 30

INTRODUCTION TO TUTORING

1 unit, 1 hour lecture

Acceptable for credit: CSU

Introduction to the methods of effective tutoring: Responsibilities, questioning and modeling techniques, learning styles and strategies, study skills and strategies, leading small group sessions, cultural awareness, and tutoring in specific subject areas. 0802.00

LRNRE 31

ADVANCED TUTOR TRAINING

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

Acceptable for credit: CSU

Methods of effective tutoring: Questioning and modeling techniques, learning styles and strategies, study skills and strategies, leading small group sessions, cultural awareness, tutoring in specific subject areas and problem solving. 0802.00

LRNRE 48GA-MZ

SELECTED TOPICS IN LEARNING RESOURCES

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

See section on Selected Topics. 4930.00

LRNRE 211

COMPUTER ACCESS

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

Recommended for students with disabilities.

No prior computer experience necessary.

Formerly offered as LRNRE 271A-B.

Course study under this section may be repeated as necessary per Title 5, Section 56029.

Word processing for individuals with visual, physical, or learning disabilities: Creating Business letters, resumes, reports, and flyers using adaptive programs as appropriate, and use of screen-reading software to assist in editing and proofreading written work; introductory Internet skills, including e-mail, basic research, and locating resources on the web; and introduction to presentation software. 4930.30

AA/AS area 4c

LRNRE 235

PROFESSIONAL SKILLS FOR CAREER TECHNICAL STUDENTS

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

Co-requisite: COUN 207C

Designed for Career Technical Education students, focus on building professional skills: technical reading and writing, English language, customer service, and career-specific research 4999.00

LRNRE 248GA-MZ

SELECTED TOPICS IN LEARNING RESOURCES

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

See section on Selected Topics. 4930.00

LRNRE 251

PEER SUPPORTIVE SERVICES

1 unit, 1 hour lecture (GR)

Non-degree applicable

Designed to acquaint the peer advisor with the rudiments of counseling and peer advising techniques. 4930.10

LRNRE 260

CAREER PREPARATION FOR PROJECT BRIDGE

1 unit, 1 hour lecture (GR)

Also offered as COUN 260. Not open for credit to students who have completed or are currently enrolled in COUN 260.

Non-degree applicable

Preparation for work and career success: Analysis, evaluation, and discussion of the skills, personal attributes, and education required for the world of work and career achievement. 4930.10

LRNRE 269

JOB EXPERIENCE

1 Unit, 1 Hour Lecture (P/NP)

Recommended for students with disabilities.

Non-degree applicable

Emphasis of the class is on job seeking skills and job placement. Enroll through Disabled Students Programs and Services. 4930.30



LRNRE 272

COMPUTER ACCESS PROJECTS

.5-2 units, 1.5-6 hours laboratory (P/NP)

Open-entry/open-exit course

Recommended for students with disabilities.

Enroll through Programs and Services for Students with Disabilities.

Non-degree applicable

Course study under this section may be repeated as necessary per Title 5, Sec 56029.

Introduction to assistive software: Use of screen-reading, image-enlargement, speech-recognition, scan/read or other software appropriate to the student's disability; application of assistive software to complete assignments for mainstream courses. 4930.30

LRNRE 273A

IMPROVING LEARNING POTENTIAL I

1 unit, .67 hour lecture, 1 hour laboratory (GR or P/NP)

Modular, open-entry/open-exit course

Recommended for students with disabilities.

Non-degree applicable

Remediation of basic cognitive skills: Attention, memory, categorization, discrimination, and sequencing; deficits approached through retraining of basic reading, writing and mathematics skills; strategies for compensating for these impairments, and generalizing the compensation to everyday life. 4930.32

LRNRE 273B

IMPROVING LEARNING POTENTIAL I

1 unit, .67 hour lecture, 1 hour laboratory (GR or P/NP)

Modular, open-entry/open-exit course

Recommended for students with disabilities.

Non-degree applicable

Remediation of basic cognitive skills: Attention, memory, categorization, discrimination, and sequencing; deficits approached through retraining of basic reading, writing and mathematics skills; strategies for compensating for these impairments, and generalizing the compensation to everyday life. 4930.32

LRNRE 273C

IMPROVING LEARNING POTENTIAL I

1 unit, .67 hour lecture, 1 hour laboratory (GR or P/NP)

Modular, open-entry/open-exit course

Recommended for students with disabilities.

Non-degree applicable

Remediation of basic cognitive skills: Attention, memory, categorization, discrimination, and sequencing; deficits approached through retraining of basic reading, writing and mathematics skills; strategies for compensating for these impairments, and generalizing the compensation to everyday life. 4930.32

LRNRE 274A

IMPROVING LEARNING POTENTIAL II

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

Modular, open-entry/open-exit course

Recommended for students with disabilities.

Non-degree applicable

Advanced level remediation of cognitive/language tasks: Judgment, problem solving, analysis, synthesis, and the formulation and communication of abstract concepts. 4930.32

LRNRE 274B

IMPROVING LEARNING POTENTIAL II

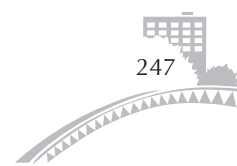
1 unit, 1 hour lecture (GR or P/NP)

Modular, open-entry/open-exit course

Recommended for students with disabilities.

Non-degree applicable

Advanced level remediation of cognitive/language tasks: Judgment, problem solving, analysis, synthesis, and the formulation and communication of abstract concepts. 4930.32





COURSE ANNOUNCEMENT

LRNRE 280 STUDY SKILLS

.5-3 units, 0-3 hours lecture, 0-9 hours laboratory (GR)

Non-degree applicable

Course study under this section may be repeated two times. Students with learning disabilities may exceed repeat limits with prior Disabled Students Programs and Services Counselor approval.

Systematic approach to understanding principles of learning for all academic disciplines: Effective study techniques to give confidence in coping with the college environment; psychological awareness and self-esteem. 4930.14

LRNRE 295A DIAGNOSTIC LEARNING

1 unit, 1 hour lecture (GR)

Modular course

Recommended for students with learning disabilities.

Referral by a Disabled Students Programs and Services Counselor is recommended.

Non-degree applicable

Individualized assessment of learning strengths and weaknesses to determine eligibility for services as a learning disabled adult, and development of an Individualized Education Plan (IEP): Mandated tests (Woodcock-Johnson Psychoeducational Battery, Parts I and II, and/or Wechsler Adult Intelligence Scale, Revised, together with Wide Range Achievement Test); samples of reading, writing/spelling, and mathematics; and additional tests as required. 4930.32

LRNRE 295B DIAGNOSTIC LEARNING

1 unit, 1 hour lecture (GR)

Modular course

Recommended for students with learning disabilities.

Referral by a Disabled Students Programs and Services Counselor is recommended.

Non-degree applicable

Individualized assessment of learning strengths and weaknesses to determine eligibility for services as a learning disabled adult, and development of an Individualized Education Plan (IEP): Diagnostically-oriented work in targeted academic skills areas. 4930.32

LRNRE 295C DIAGNOSTIC LEARNING

1 unit, 1 hour lecture (GR)

Modular course

Recommended for students with learning disabilities.

Referral by a Disabled Students Programs and Services Counselor is recommended.

Non-degree applicable

Individualized assessment of learning strengths and weaknesses to determine eligibility for services as a learning disabled adult, and development of an Individualized Education Plan (IEP): Diagnostically-oriented work in use of adaptive strategies, appropriate support services, and classroom accommodations. 4930.32

LRNRE 501 SUPERVISED TUTORING (NON-CREDIT)

0 unit, 1-15 hours laboratory (Not graded)

Course study under this section may be repeated as necessary.

Students may enroll for assistance in more than one college course per semester.

Supervised tutoring, either individually or in small groups, to improve student success in college courses. 4930.09

LEGAL AND COMMUNITY INTERPRETING (LCI)

LCI 201 INTRODUCTION TO SPANISH-LANGUAGE LEGAL INTERPRETATION

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

Recommend preparation: SPAN 1A or 22A

Principles of Spanish-Language interpretation:

Modes of interpretation and key legal terms used in court proceedings. 2140.00



LCI 202

SIGHT TRANSLATION

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

Pre-requisite: LCI 201

Recommended Preparation: POSCI 21

Principles of sight translation (oral), skills and practices: Legal terms used in court proceedings, Legal vocabulary development in English and Spanish, sight translation practice with documents in English and from a variety of Spanish-speaking countries. 2140.00

LCI 203

CONSECUTIVE INTERPRETATION

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

Introduction to principles of consecutive interpretation; development of oral interpretation skills, legal vocabulary used in court proceedings and examination of lexical characteristics of Spanish used by participants in the legal process. 2140.00

LCI 204

SIMULTANEOUS INTERPRETATION

3 Units, 3 Hours Lecture (GR/PNP)

Pre-requisite: LCI 201

Recommended Preparation: LCI 202 and 203

Principles of simultaneous interpretation: Legal terms used in court proceedings; lexical characteristics of Spanish used by participants in the legal process. 2140.00

LCI 205

PREPARATION FOR THE CALIFORNIA COURT INTERPRETER EXAM

2 Units, 2 Hours Lecture (GR/PNP)

Pre-requisite: LCI 201, 202, 203, and 204

Preparation for the California court interpreter exam. 2140.00

LCI 206

PREPARATION FOR THE CALIFORNIA COURT INTERPRETER EXAM

3 Units, 3 Hours Lecture (GR/PNP)

Pre-requisite: 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

LIBRARY INFORMATION STUDIES (LIS)

LIS 48GA-MZ

SELECTED TOPICS IN

LIBRARY INFORMATION STUDIES

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC♦

See section on Selected Topics. 1699.00

LIS 85

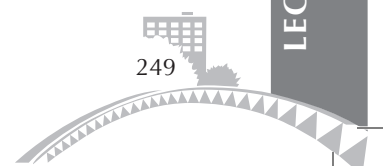
INTRODUCTION TO INFORMATION RESOURCES

2 units, 2 hours lecture (GR)

Recommended preparation: ENGL 201A or appropriate placement through multiple-measures assessment, and CIS 1 or 200 or 205 or BUS 219

Acceptable for credit: CSU, UC

Introduction to the basic concepts and tools used in information research: Emphasis on how to develop a research topic and find, locate, evaluate, and use information; search strategies for print and online resources including reference books, catalogs, indexes, specialized databases, and the Internet. 1699.00



COURSE ANNOUNCEMENT

LIS 200

LIBRARY SKILLS FOR COLLEGE STUDENTS

1 unit, 1 hour lecture (P/NP)

Introduction to the college library: Emphasis on finding, evaluating, using, and citing books, journal articles, and websites for classroom assignments. 1699.00

LIS 248GA-MZ

SELECTED TOPICS IN LIBRARY INFORMATION STUDIES

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

See section on Selected Topics. 1699.00

LIS 500

COMPUTER LABORATORY FOR LIBRARY INFORMATION STUDIES (NON-CREDIT)

0 unit, hours to be arranged (Not graded)

Course study under this section may be repeated as necessary.

Library information research computer laboratory. 1699.00

MACHINE TECHNOLOGY (MACH)

The program prepares students for employment as a machinist apprentice, machinist, maintenance machinist, and CNC operator and/or programmer.

Degree Major / Certificate Requirements:

Dept/No.	Title	Units
FIRST SEMESTER		
MACH 205	Engineering Drawings for Machinists, Welders, and Industrial Maintenance Techniques	3
MACH 210	Machine Technology I	5
MATH 220A*+	Technical Math with Algebra- Part 1 (Lab)	.5
MATH 220B*+	Technical Math with Algebra- Part 2 (Lab)	.5
MATH 220C*+	Technical Math with Algebra- Part 3 (Lab)	.5
MATH 220D*+	Technical Math with Algebra- Part 4 (Lab)	.5

SECOND SEMESTER

MACH 20	CAD Solid Modeling with SolidWorks	4
MACH 220	Machine Technology II	5
MATH 220E*+	Technical Math with Geometry- Part 1 (Lab)	.5
MATH 220F*+	Technical Math with Geometry- Part 2 (Lab)	.5

THIRD SEMESTER

MACH 30+	Introduction to CNC Programming and CAD/CAM Technology	4
MACH 230	Machine Technology III	5

FOURTH SEMESTER

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

For Associate Degree General Education requirements, refer to page 123.

INDUSTRIAL MAINTENANCE TECHNOLOGY

Certificate of Achievement Requirements:

Dept/No.	Title	Units
FIRST SEMESTER		
MACH 205	Engineering Drawings for Machinists, Welders, and Industrial Maintenance Techniques	3
MACH 210	Machine Technology I	5
MATH 220A*+	Technical Math with Algebra- Part 1 (Lab)	.5
MATH 220B*+	Technical Math with Algebra- Part 2 (Lab)	.5
MATH 220C*+	Technical Math with Algebra- Part 3 (Lab)	.5
E/ET 203	Basic Electricity	3
WELD 205	Introduction to Welding	3

**SECOND SEMESTER**

MACH 206	Industrial Hydraulics	2
MACH 220	Machine Technology II	5
MATH 220D*+		
Technical Math with Algebra– Part 4 (Lab)		.5
MATH 220E*+		
Technical Math with Geometry– Part 1 (Lab)		.5
MATH 220F*+		
Technical Math with Geometry– Part 2 (Lab)		.5
E/ET 11	Commercial Electricity for HVAC	2
E/ET 223	CAL-OSHA 30-Hour Construction Industry Training	2
WELD 215	Welding for ECT Technicians	<u>1.5</u>

Total Required Units: 29.5

* A more advanced Mathematics course may be substituted.

+ Course may be applied to Associated Degree General Education requirement.

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)

Pre-requisite: 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)

Pre-requisite: MACH 30

Acceptable for credit: CSU

Advanced CNC programming: Emphasis on standard programming language, conversational programming, and CAD/CAM programming using Mastercam; programming covers mill and lathe operations. 0956.30

AA/AS area 4c

MACH 48GA-MZ**SELECTED TOPICS IN MACHINE TECHNOLOGY**

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR)

Acceptable for credit: CSU

See section on Selected Topics. 0956.30

MACH 75**GEOMETRIC DIMENSIONING AND TOLERANCING**

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

Recommended preparation: MACH 210

Acceptable for credit: CSU

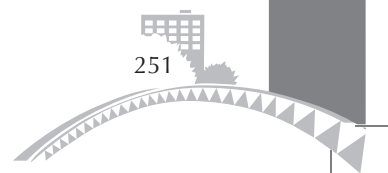
Interpretation of specifications and inspection standards related to ANSI/ASME Y 14.5M Geometric Dimensioning and Tolerancing (GD&T) standards: Demonstration and explanation of the standards in designing, machining, and inspection operations through defining the rules, symbols, and relationships covered by Geometric Dimensioning and Tolerancing. 0956.30

MACH 200**SPECIAL PROJECTS LABORATORY**

1-4 units, 3-12 hours laboratory (GR)

Course study under this section may be repeated three times.

Open laboratory for working on selected projects: Provides the opportunity for development of individual interests. 0956.30





COURSE ANNOUNCEMENT

MACH 205

ENGINEERING DRAWINGS FOR MACHINISTS, WELDERS, AND INDUSTRIAL MAINTENANCE TECHNICIANS

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

Interpretation of engineering drawings and specification for machinists, welders, and industrial maintenance technicians: Explanation of the rules, symbols, and relationships covered in blueprints, assembly drawings and weldments. Emphasis on ANSI/ASME Y 14.5 Geometric Dimensioning and Tolerancing (GD&T) Standards and use of Coordinate Measuring Machine (CMM) for inspection of GDT specifications. 0956.30

MACH 206

INDUSTRIAL HYDRAULICS

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

Introduction to theory and operation of hydraulic systems: Hydraulic principles, components, symbols, and applications from systems development and troubleshooting perspectives. Emphasis on hydraulic components and their operation in hydraulic circuits. Maintenance and troubleshooting procedures for systems, system components and manufacturing assemblies. 0956.30

MACH 208

THEORY, OPERATION, AND MAINTENANCE OF INDUSTRIAL PUMPS

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

Pre-requisite: MACH 210 and 205

Introduction to theory, operation, and maintenance of pumps: Repair, seals, and alignment for a variety of industrial pump applications for water, wastewater, and industrial applications. 0956.30

MACH 210

MACHINE TECHNOLOGY I

5 units, 3 hours lecture, 6 hours laboratory (GR or P/NP)

Introduction to the operation and theory of machine tools focusing on shop safety: Blueprint reading and engineering drawings, precision measurement, layout, tool grinding, speed and feed calculations, drill-press operation, lathe operation (turning and threading), and mill setup and operation. 0956.30

MACH 220

MACHINE TECHNOLOGY II

5 units, 3 hours lecture, 6 hours laboratory (GR or P/NP)

Recommended preparation: MACH 210

Continuation of MACH 210: Internal lathe operations; vertical and horizontal mill setup, operation, and use of milling accessories; carbide tooling selection and geometries; surface grinding; introduction to Geometric Dimensioning and Tolerancing and properties of materials associated with machinability, heat treating, and hardness testing. 0956.30

MACH 230

MACHINE TECHNOLOGY III

5 units, 3 hours lecture, 6 hours laboratory (GR or P/NP)

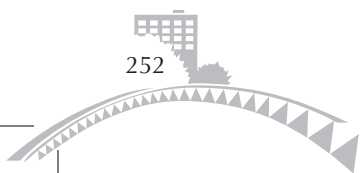
Pre-requisite: MACH 75 and 220

Continuation of MACH 220: Advanced topics such as machine tool maintenance, tool and cutter grinding, gear cutting and theory, and shop trigonometry; projects based on multiple machining operations and multiple-part assemblies; more in-depth coverage of properties of materials and Geometric Dimensioning and Tolerancing, including the development of inspection gages. 0956.30

MACH 248GA-MZ

SELECTED TOPICS IN MACHINE TECHNOLOGY

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR)
See section on Selected Topics. 0956.30



**MACH 255****SURVEY COURSE FOR THE SKILLED TRADES**

0.5 units, 0 hours lecture, 1.5 hours laboratory
(GR or P/NP)

Co-requisite: 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 trades survey class including Welding 255, Carpentry 255, Wood Technology 255.

COPED 466L**OCCUPATIONAL WORK EXPERIENCE IN MACHINE TECHNOLOGY**

1-4 units, hours to be arranged (GR) 0956.30

MANAGEMENT AND SUPERVISION (M/SVN)

The program of study combines management theory with day-to-day practical application. Classwork provides an opportunity for actual performance as well as the development of supervisory and management skills.

Degree Major/Certificate Requirements:

Dept/No.	Title	Units
BUS 5	Human Relations in Business	3
BUS 56	Human Resources Management	3
M/SVN 60	Introduction to Management	3
M/SVN 61	Psychology of Management	3
M/SVN 64	Organization and Management	3
M/SVN 82	Essentials of Managerial Communications	3

Total Required Units: 18

For Associate Degree General Education requirements, refer to page 123.

M/SVN 48GA-MZ**SELECTED TOPICS IN MANAGEMENT AND SUPERVISION**

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR)

Acceptable for credit: CSU

See section on Selected Topics. 0506.30

M/SVN 60**INTRODUCTION TO MANAGEMENT**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Introduction to management: Basic responsibilities of management such as directing, planning, controlling, and organizing; labor relations, human relations, performance appraisals, quality control, and employee development. 0506.30

M/SVN 61**PSYCHOLOGY OF MANAGEMENT**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU Psychological and emotional factors and processes involved in management and supervision. 0506.30

M/SVN 64**ORGANIZATION AND MANAGEMENT**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Organizational theory and its application in today's management: Responsibility in planning, organizing, directing, controlling and coordinating people and activities; management by objectives and evaluation of its strengths and weaknesses; leadership and development of leaders. 0506.30

M/SVN 82**ESSENTIALS OF MANAGERIAL COMMUNICATIONS**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Principles and forms of effective written and oral communications: Ability to convey ideas, and generic communications related to supervisory-management problems. 0506.30

M/SVN 248GA-MZ**SELECTED TOPICS IN MANAGEMENT AND SUPERVISION**

.5-9 units, 0-9 hours lecture, 0-27 hours lecture (GR)

See section on Selected Topics. 0506.30



BUS 456I

OCCUPATIONAL WORK EXPERIENCE IN MANAGEMENT AND SUPERVISION

1-4 units, hours to be arranged (GR) 0506.30

MATHEMATICS (MATH)

ASSOCIATE OF SCIENCE DEGREE IN MATH FOR TRANSFER: AS-T DEGREE

The Associate in Science in Mathematics for Transfer Degree (AS-T) is designed for students planning to transfer into the mathematics major. Successful completion of the program with a minimum G.P.A. of 2.0 affords students specific guarantees for transfer to the CSU system such as admission to a CSU with junior status, priority admission to their local CSU campus and to a program or major in mathematics or similar major. Students interested in the AS-T for transfer degree in mathematics should consult with the departmental faculty chair. The AS-T degree will be awarded upon completion of the major course requirements listed below and completion of either the CSU GE Breadth Requirement of IGETC for 60 units.

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 combine mathematical knowledge with a scientific, computer, or business background.

Degree Major Requirements:

Dept./No.	Title	Units
Math 3A	Calculus I	5
Math 3B	Calculus II	5
Math 3C	Calculus III	5

Select one from the following

(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 if necessary to complete 21-23 units for the 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

IGETC or CSU GE Breadth Requirements 37-39

CSU Elective Units 0-2

Total Units: 60

Mathematics Course Numbering Guide:

Non-Degree Applicable and Non-Transferable:

Math 250, Math 253

Associate Degree Applicable and Non-Transferable:

Math 200A, Math 200B, Math 201, Math 202, Math 203, Math 208, Math 210ABCD, Math 211ABCD, Math 220ABCDEFG

Transferable to CSU only and Associate Degree Applicable:

Math 50

Transferable to UC, CSU, and Associate Degree Applicable:

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



MATH 1

PRECALCULUS

4 units, 4 hours lecture (GR)

Pre-requisite: 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; and function concept used as a unifying notion. 1701.00

AA/AS area 4b; CSU area B4; IGETC area 2

MATH 2

PRECALCULUS WITH ANALYTIC GEOMETRY

5 units, 5 hours lecture (GR)

Pre-requisite: MATH 50

Acceptable for credit: CSU, UC

Advanced algebra and analytic geometry: Linear, quadratic, polynomial, rational, exponential, logarithmic, and inverse functions; determinants, matrices and linear systems; zeros of polynomials, arithmetic and geometric sequences, mathematical induction; permutations and combinations, binomial theorem; vectors, conic sections, translation and rotation of axes, polar coordinates, lines and surfaces in space, and quadric surfaces. 1701.00

AA/AS area 4b; CSU area B4; IGETC area 2

MATH 3A

CALCULUS I

5 units, 5 hours lecture (GR)

Pre-requisite: MATH 2; or MATH 1 and 50

Acceptable for credit: CSU, UC

Theorems on limits and continuous functions, derivatives, differentials and applications: Fundamental theorems of calculus and applications; properties of exponential, logarithmic, and inverse trigonometric functions, and hyperbolic functions. 1701.00

AA/AS area 4b; CSU area B4; IGETC area 2

MATH 3B

CALCULUS II

5 units, 5 hours lecture (GR)

Pre-requisite: MATH 3A

Acceptable for credit: CSU, UC

Applications of the definite integral: Methods of integration, polar coordinates, parametric equations, infinite and power series. 1701.00

AA/AS area 4b; CSU area B4; IGETC area 2

MATH 3C

CALCULUS III

5 units, 5 hours lecture (GR)

Pre-requisite: MATH 3B

Acceptable for credit: CSU, UC

Partial differentiation: Jacobians, transformations, multiple integrals, theorems of Green and Stokes, differential forms, vectors and vector functions, geometric coordinates, and vector calculus. 1701.00

AA/AS area 4b; CSU area B4; IGETC area 2

MATH 3E

LINEAR ALGEBRA

3 units, 3 hours lecture (GR)

Pre-requisite: MATH 3A

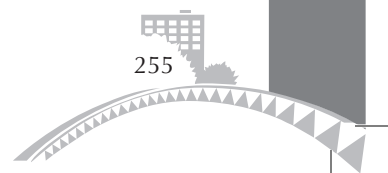
MATH 3E plus 3F are equivalent to MATH 3D.

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 R^2 and R^3 , real and complex vector spaces, inner product spaces, linear transformations, eigenvalues, eigenvectors, and applications. 1701.00

AA/AS area 4b; CSU area B4; IGETC area 2



MATH 3F

DIFFERENTIAL EQUATIONS

3 units, 3 hours lecture (GR)

Pre-requisite: MATH 3B and 3E

Corequisite: 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

(C-ID: MATH 240)

AA / AS area 4b; CSU area B4; IGETC area 2

MATH 11

DISCRETE MATHEMATICS

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

Pre-requisite: MATH 3B

Acceptable for credit: CSU, UC

Discrete mathematics: Mathematical induction, finite series, sets, relations and functions, introduction to trees, combinatorics, algebraic structures, and probability. 1701.00

AA / AS area 4b; CSU area B4; IGETC area 2

MATH 13

INTRODUCTION TO STATISTICS

4 units, 4 hours lecture (GR)

Pre-requisite: MATH 203 or 211D

Acceptable for credit: CSU, UC

Introduction to theory and practice of statistics. Collecting data: Sampling, observational and experimental studies. Organizing data: Univariate and bivariate tables and graphs, histograms. Describing data: Measures of location, spread, and correlation. Theory: Probability, random variables; binomial and normal distributions. Drawing conclusions from data: Confidence intervals, hypothesis testing, z-tests, t-tests, and chi-square tests; one-way analysis of variance. Regression and non-parametric methods. 1701.00

AA / AS area 4b; CSU area B4; IGETC area 2

MATH 15

MATHEMATICS FOR LIBERAL ARTS STUDENTS

3 units, 3 hours lecture (GR)

Pre-requisite: MATH 203 or 211D

Acceptable for credit: CSU, UC

Fundamental ideas underlying modern mathematics: Elements from logic, sets, and number systems; concepts of elementary algebra, geometry, topology, and combinatorics. 1701.00

AA / AS area 4b; CSU area B4; IGETC area 2

MATH 16A

CALCULUS FOR BUSINESS AND THE LIFE AND SOCIAL SCIENCES

3 units, 3 hours lecture (GR)

Pre-requisite: MATH 1 or 2

Acceptable for credit: CSU, UC

Introduction to analytic geometry, differential and integral calculus of algebraic functions, particular attention paid to simple applications. 1701.00

AA / AS area 4b; CSU area B4; IGETC area 2

MATH 16B

CALCULUS FOR BUSINESS AND THE LIFE AND SOCIAL SCIENCES

3 units, 3 hours lecture (GR)

Pre-requisite: MATH 3A or 16A

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 2

MATH 48GA-MZ

SELECTED TOPICS IN MATHEMATICS

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

Acceptable for credit: CSU, UC♦

See section on Selected Topics. 1701.00

MATH 49

INDEPENDENT STUDY IN MATHEMATICS

.5-5 units (GR)

Acceptable for credit: CSU, UC♦

See section on Independent Study. 1701.00



MATH 50

TRIGONOMETRY

3 units, 3 hours lecture (GR)

Pre-requisite: MATH 202, and 203 or 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 200A

ELEMENTARY ALGEBRA – PART 1

2 units, 3 hours lecture (GR)

Pre-requisite: MATH 250 or 251D or 253

Not open for credit to students who have completed or are currently enrolled in Math 210ABCD or 201.

Basic algebraic operations: Real number properties, the four basic operations with integers and rational numbers, solutions of linear equations, applications utilizing first-degree equations, the four basic operations with polynomials, integer exponents, factoring. 1701.00

MATH 200B

ELEMENTARY ALGEBRA – PART 2

2 units, 3 hours lecture (GR)

Pre-requisite: MATH 200A or 210B

Not open for credit to students who have completed or are currently enrolled in Math 210CD or 201.

Basic algebraic operations: Algebraic fractions, graphs of linear equations, solutions of linear systems, solutions of first-degree inequalities, graphs of linear inequalities in two variables, radical expressions, solutions to quadratic equations. 1701.00

MATH 201

ELEMENTARY ALGEBRA

4 units, 5 hours lecture (GR)

Pre-requisite: MATH 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.

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)

Pre-requisite: 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)

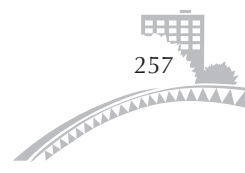
Pre-requisite: MATH 201 or 210D or appropriate placement through multiple-measures assessment process

Recommended preparation: MATH 202

Not open for credit to students who have completed or are currently enrolled in MATH 211ABCD.

Intermediate algebraic operations: Real number properties and operations; solutions and graphs of linear equations in one and two variables; absolute value equations; advanced factoring; complex numbers; quadratic equations and systems of quadratic equations; conics; determinants; solutions and graphs of first-degree, quadratic, and rational inequalities; exponential and logarithmic functions; and sequences and series. 1701.00

AA / AS area 4b



MATH 208**MATHEMATICS FOR LABORATORY SCIENCES**

3 units, 3 hours lecture (GR)

Recommended preparation: MATH 253

Applications of algebra specific to biology, biomanufacturing, and chemistry: Exponential and scientific notation, logarithms, unit analysis, solving formulas for specific variables, calculations of dosages, using percents and proportions to compute concentrations and dilutions, graphing linear and exponential equations, and descriptive statistics. 1701.00

MATH 210A**ELEMENTARY ALGEBRA (LAB)**

1 unit, 3 hours laboratory (GR)

Modular, open-entry / open-exit course

Pre-requisite: MATH 225 or 250 or 251D or 253 or appropriate placement through multiple-measures assessment process

Not open for credit to students who have completed or are currently enrolled in Math 201.

Elementary Algebra Lab A: Real number properties, the four basic operations with integers and rational numbers, solutions of linear equations. 1701.00

MATH 210B**ELEMENTARY ALGEBRA (LAB)**

1 unit, 3 hours laboratory (GR)

Modular, open-entry / open-exit course

Pre-requisite: MATH 210A

Not open for credit to students who have completed or are currently enrolled in Math 201.

Elementary Algebra Lab B: Applications utilizing first-degree equations, the four basic operations with polynomials, integral exponents, factoring. 1701.00

MATH 210C**ELEMENTARY ALGEBRA (LAB)**

1 unit, 3 hours laboratory (GR)

Modular, open-entry / open-exit course

Pre-requisite: MATH 210B

Not open for credit to students who have completed or are currently enrolled in Math 201.

Elementary Algebra Lab C: Algebraic fractions, graphs of linear equations, solutions of linear systems. 1701.00

MATH 210D**ELEMENTARY ALGEBRA (LAB)**

1 unit, 3 hours laboratory (GR)

Modular, open-entry / open-exit course

Pre-requisite: MATH 210C

Not open for credit to students who have completed or are currently enrolled in Math 201.

Elementary Algebra Lab D: Solutions of first-degree inequalities, graphs of linear inequalities in two variables, radical expressions, solutions to quadratic equations. 1701.00

MATH 211A**INTERMEDIATE ALGEBRA (LAB)**

1 unit, 3 hours laboratory (GR)

Modular, open-entry / open-exit course

Pre-requisite: MATH 201 or 210D or appropriate placement through multiple-measures assessment process

Recommended preparation: MATH 202

Not open for credit to students who have completed or are currently enrolled in Math 203.

Intermediate Algebra Lab A: Real number properties and operations, absolute value equations, solutions and graphs of linear equations in one and two variables, various equations of lines. 1701.00

AA / AS area 4b

MATH 211B**INTERMEDIATE ALGEBRA (LAB)**

1 unit, 3 hours laboratory (GR)

Modular, open-entry / open-exit course

Pre-requisite: MATH 211A

Not open for credit to students who have completed or are currently enrolled in Math 203.

Intermediate Algebra Lab B: Polynomial operations and advanced factoring, rational expressions and equations, exponents and radicals, complex numbers. 1701.00

AA / AS area 4b



MATH 211C

INTERMEDIATE ALGEBRA (LAB)

1 unit, 3 hours laboratory (GR)

Modular, open-entry / open-exit course

Pre-requisite: MATH 211B

Not open for credit to students who have completed or are currently enrolled in Math 203.

Intermediate Algebra Lab C: Quadratic equations, conics, systems of linear and quadratic equations, determinants. 1701.00

AA / AS area 4b

MATH 211D

INTERMEDIATE ALGEBRA (LAB)

1 unit, 3 hours laboratory (GR)

Modular, open-entry / open-exit course

Pre-requisite: MATH 211C

Not open for credit to students who have completed or are currently enrolled in Math 203.

Intermediate Algebra Lab D: Solutions and graphs of first-degree, quadratic and rational inequalities, exponential and logarithmic functions, sequences and series. 1701.00

AA / AS area 4b

MATH 220A

TECHNICAL MATHEMATICS WITH ALGEBRA – PART 1 (LAB)

.5 unit, 1.5 hours laboratory (GR or P / NP)

Recommended preparation: MATH 250 or 253 or appropriate placement through multiple-measures assessment process

Selected topics in algebra useful for the vocations: Signed numbers, exponents, roots, order of operations; applications to the trades. 1701.00

MATH 220B

TECHNICAL MATHEMATICS WITH ALGEBRA – PART 2 (LAB)

.5 unit, 1.5 hours laboratory (GR or P / NP)

Pre-requisite: MATH 220A

Selected topics in algebra useful for the vocations: Algebraic expressions, solving linear equations, formulas, ratio and proportion, word problems; applications to the trades. 1701.00

MATH 220C

TECHNICAL MATHEMATICS WITH ALGEBRA – PART 3 (LAB)

.5 unit, 1.5 hours laboratory (GR or P / NP)

Pre-requisite: 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)

.5 unit, 1.5 hours laboratory (GR or P / NP)

Pre-requisite: 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)

.5 unit, 1.5 hours laboratory (GR or P / NP)

Recommended preparation: MATH 220A and 220B, or 201 or 210D

Practical plane geometry: Angles, polygons, types of triangles, Pythagorean Theorem, circles, perimeter and area of plane figures; examples and problems drawn from the trades. 1701.00

AA / AS area 4b

MATH 220F

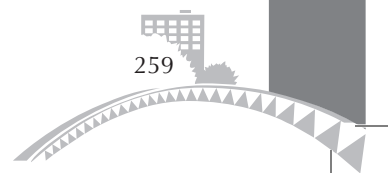
TECHNICAL MATHEMATICS WITH GEOMETRY – PART 2 (LAB)

.5 unit, 1.5 hours laboratory (GR or P / NP)

Pre-requisite: 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





COURSE ANNOUNCEMENT

MATH 220G

TECHNICAL MATHEMATICS WITH TRIGONOMETRY (LAB)

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

Pre-requisite: MATH 220E

Recommended preparation: MATH 220B

Trigonometry useful for the vocations: Right triangle trigonometry, angle measurement in degrees and radians, basic trigonometric functions of acute and obtuse angles, solving triangles; applications to the trades. 1701.00

AA/AS area 4b

MATH 221

TECHNICAL MATHEMATICS

4 Units, 4 Hours Lecture (GR)

Pre-requisite: MATH 251A-D and or MATH 250

Not open to 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 248GA-MZ

SELECTED TOPICS IN MATHEMATICS

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

See section on Selected Topics. 1701.00

MATH 250

ARITHMETIC

3 units, 3 hours lecture (GR)

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 292E

ARITHMETIC WORKSHOP (NIGHT BRIDGE)

1-3 units, 3 hours lecture (GR)

Not open for credit to students who have completed or are currently enrolled in Math 290 or 291.

Recommended for students who are underprepared for the demands of college mathematics and who need specialized instruction in building basic mathematics skills.

Non-degree applicable

Introduction to arithmetic:

Concepts, terminology, symbols, basic facts, number sense, algorithms, and procedures for problem solving; emphasis on overcoming math anxiety, confidence building, and skill development in whole numbers, fractions, decimals, and percents; practical applications. 1702.00

MATH 501

MATH LAB (NON-CREDIT)

0 unit, 1-15 hours laboratory (Not graded)

Co-requisite: Any Math course taught in the Peralta Community College District.

Course study under this section may be repeated as necessary.

Supervised tutoring of the learning objectives of courses offered by the Mathematics Department. 4930.41



MEDIA COMMUNICATIONS (MEDIA)

The Media Communications program offers courses in HD video production, broadcasting, and post-production for digital video, film, radio and the broadcast arts. There are two major degrees and three 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 available.

CORE CURRICULUM

Dept/No.	Title	Units
MEDIA 104	Beginning Digital Video Production	3
MEDIA 111	Basic Audio Production	3
MEDIA 115	Media-Based Computing: iLife and Mac OS X	3
MEDIA 129	Portfolio Development	1
MEDIA 460B	AV Work Experience	1
Total Required Units (Core Curriculum):		11

AUDIO PRODUCTION FOR VIDEO, BROADCAST AND DIGITAL CINEMATOGRAPHY

Certificate of Proficiency Requirements:

Dept/No.	Title	Units
FIRST SEMESTER		
MEDIA 111	Basic Audio Production	3
MEDIA 150	Pro Tools: Sound Design / Aesthetics for Video, Broadcast and Digital Cinematography	3
MEDIA 155	Advanced Music Video Production: Basic Recording	3

SECOND SEMESTER

MEDIA 104	Beginning Digital video Production	3
MEDIA 129	Portfolio Development	1
MEDIA 156	Advanced Music Video Production III: Mixing and Mastering	3

Total Required Units: 16

PERFORMANCE AND PRODUCTION FOR VIDEO, BROADCAST AND DIGITAL CINEMATOGRAPHY (FORMERLY PERFORMANCE AND PRODUCTION FOR THE BROADCAST MEDIA)

The major in Performance and Production for Video, Broadcast and Digital Cinematography offers the student a wide variety of acting, directing and producing for the digital screen arts, including experience in announcing, interactive journalism and reporting for broadcast, the web and other emerging digital communications, podcasting, scriptwriting, drama, voice-overs, news- and sports- casting.

Degree Major/Certificate Requirements:

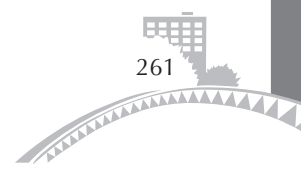
Dept/No.	Title	Units
Core Curriculum requirements:		11
MEDIA 100A	Broadcast Media Announcing and Performance	3
MEDIA 101A	Acting, Directing for the Camera	3
MEDIA 102A	Broadcast Journalism	3
MEDIA 125	Scriptwriting for Video, Broadcast and Digital Cinematography	3

Select one course from the following:

MEDIA 100B	Broadcast Media Announcing and Performance(3)	
MEDIA 101A	Acting, Directing for the Camera(3)	
MEDIA 109	Digital Media and Society(3)	
MEDIA 112	Media Freelancing and Entrepreneurship(3)	
MEDIA 121	Event Videography: Sports Video Production(3)	
MEDIA 150	Pro Tools: Sound Design / Aesthetics for Video, Broadcast and Digital Cinematography(3)	
MEDIA 151	Making Podcasts--The New Wave of Broadcasting(2)	2-3

Total Required Units: 25-26

For Associate Degree General Education requirements, refer to page 123.



VIDEO PRODUCTION FOR VIDEO, BROADCAST AND DIGITAL CINEMATOGRAPHY (FORMERLY VIDEO PRODUCTION FOR THE BROADCAST MEDIA)

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.

Degree Major/Certificate Requirements:

Dept/No.	Title	Units
Core Curriculum requirements:		11
MEDIA 125	Script Writing for Video, Broadcast and Digital Cinematography	3
MEDIA 130	Final Cut Pro I: Nonlinear Editing for Video, Broadcast and Digital Cinematography	3

Select two courses from the following:

MEDIA 120	Making Documentaries (3)
MEDIA 121	Event Videography: Sports Video Production (3)
MEDIA 122	Music Video Production (3)

Select one course from the following:

MEDIA 112	Media Freelancing and Entrepreneurship (3)
MEDIA 131	Final Cut Pro II: Nonlinear Editing for Video, Broadcast and Digital Cinematography(3)
MEDIA 140	After Effects: Motion Graphics for Video, Broadcast and Digital Cinematography(3)
MEDIA 150	Pro Tools: Sound Design/ Aesthetics for Video, Broadcast and Digital Cinematography(3)
MEDIA 151	Making Podcasts–The New Wave of Broadcasting (2)

Total Required Units: 25-26

For Associate Degree General Education requirements, refer to page 123.

AV INSTALLATION TECHNICIAN

Certificate of Proficiency Requirements:

Dept/No.	Title	Units
MEDIA 104	Beginning Digital Video Production	3
MEDIA 111	Basic Audio Production	3
MEDIA 115	Media-based Computing: iLife and Mac OS X	3
MEDIA 121	Event Videography: Sports Video Production	3
MEIDA 160	AudioVisual Essentials I	2
MEDIA 161	AudioVisual Essentials II	2
MEDIA 460	AV Work Experience	<u>1-4</u>

Total Required Units: 17-21

INTERACTIVE JOURNALISM

See Interdisciplinary Programs

MEDIA 48GA-MZ

SELECTED TOPICS IN MEDIA COMMUNICATIONS

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)
Acceptable for credit: CSU
See section on Selected Topics. 0604.20

MEDIA 49

INDEPENDENT STUDY IN MEDIA COMMUNICATIONS

.5-5 units (GR)
Acceptable for credit: CSU
See section on Independent Study. 0604.20

MEDIA 100A

BROADCAST MEDIA ANNOUNCING AND PERFORMANCE

3 units, 2 hours lecture, 3 hours laboratory (GR)
Acceptable for credit: CSU
Introduction to broadcast media announcing and performance: Techniques of voice and movement for television broadcasting, development of broadcast styles, preparation of programs; laboratory emphasis on rehearsal and performance, and evaluating work of others. 0604.20
AA / AS area 4d



MEDIA 100B

BROADCAST MEDIA ANNOUNCING AND PERFORMANCE

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

Pre-requisite: 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)

Recommended preparation: ENGL 201A or ESL 201A

Acceptable for credit: CSU, UC

Introduction to acting and directing techniques for the screen performance environment: Development of media analysis and criticism skills; creation of an acting and directing performance reel. 0604.20

MEDIA 101B

ACTING, DIRECTING FOR THE CAMERA

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

Pre-requisite: 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 104

BEGINNING DIGITAL VIDEO PRODUCTION

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

Recommended preparation: MEDIA 110 and 115

Not open for credit to students who have completed or are currently enrolled in Media 104A or 104B.

Acceptable for credit: CSU

Introduction to digital video production techniques and terms: Camerawork, audio, scriptwriting, lighting, graphics, and editing; skills development in producing and directing video programs, and creative and safe operation of digital video equipment. 0604.20

MEDIA 111

BASIC AUDIO PRODUCTION

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

Recommended preparation: MEDIA 110

Acceptable for credit: CSU

Theory and operation of audio production equipment for media professionals: Theoretical and aesthetic aspects of sound and acoustics; recording, editing and mixing as they pertain to broadcast, film, DVD, and other media production. 0604.20

MEDIA 112

MEDIA FREELANCING AND ENTREPRENEURSHIP

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

Pre-requisite: MEDIA 104 and 115

Acceptable for credit: CSU

Overview of the legal, professional, and personal requirements for a successful career as a media entrepreneur or freelancer: Completion of a customer-focused video project for an on-campus department or a local non-profit organization. 0604.20

MEDIA 115

MEDIA-BASED COMPUTING: ILIFE AND MAC OS X

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

Recommended preparation: MEDIA 110

Acceptable for credit: CSU

Introduction to the creation and use of digital media: Digital video, digital music, digital photography, and DVD creation; provides a basic level introduction to operating and maintaining a media-based computer system using Mac OS X and iLife. 0604.20

AA/AS area 4c

MEDIA 120

MAKING DOCUMENTARIES

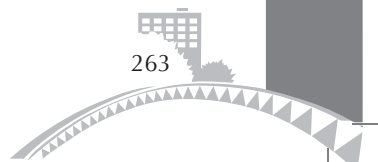
3 units, 2 hours lecture, 3 hours laboratory (GR)

Pre-requisite: MEDIA 104

Recommended preparation: MEDIA 110 and 115

Acceptable for credit: CSU

Production, direction, and editing of documentary projects: Hands-on production and history of documentary film in the United States designed for the advanced student. 0604.20





COURSE ANNOUNCEMENT

MEDIA 121

EVENT VIDEOGRAPHY: SPORTS VIDEO PRODUCTION

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

Pre-requisite: MEDIA 104 and 130

Recommended preparation: MEDIA 125

Acceptable for credit: CSU

Exploration of production styles related to sports videography: Attention to camerawork, lighting, sound, engineering, editing, writing and announcement specific to the genre. 0604.20

MEDIA 122

MUSIC VIDEO PRODUCTION

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

Pre-requisite: MEDIA 104 and 130

Recommended preparation: MEDIA 110 and 115

Acceptable for credit: CSU

Completion of a quality music video: Pre-production, production, and post-production skills; emphasis on professional attitude and meeting deadlines. 0604.20

MEDIA 125

SCRIPT WRITING FOR VIDEO, BROADCAST AND DIGITAL CINEMATOGRAPHY

3 units, 3 hours lecture (GR)

Recommended preparation: MEDIA 110

Acceptable for credit: CSU

Scriptwriting techniques for the screen in the realm of broadcasting, film, and other forms of media: Formatting, character and plot development, and employment opportunities. 0604.20

MEDIA 129

PORTFOLIO DEVELOPMENT

1 unit, 1 hour lecture (GR)

Pre-requisite: MEDIA 104 and 120 and 130

Acceptable for credit: CSU

Independent planning, production, shooting, scripting, editing, and completion of a long format video project: Review and critique of project by students, staff and video professionals throughout semester, with completed project suitable for inclusion in portfolio. 0604.20

MEDIA 130

FINAL CUT PRO I: NONLINEAR EDITING FOR VIDEO, BROADCAST AND DIGITAL CINEMATOGRAPHY

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

Recommended preparation: MEDIA 110 and 115

Some media production experience will enhance student's success in the course.

Acceptable for credit: CSU

Practical, aesthetic, and conceptual digital video editing using Final Cut Pro: Full scope of basic editing techniques; introduction to companion applications in titling animation, music arrangement, and compression; emphasis on portfolio development in a hands-on, digital production environment using Final Cut Pro on a Macintosh-based platform. 0604.20

MEDIA 131

FINAL CUT PRO II: NONLINEAR EDITING FOR VIDEO, BROADCAST AND DIGITAL CINEMATOGRAPHY

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

Pre-requisite: 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

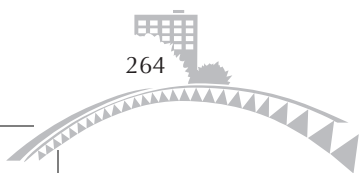
3 units, 2 hours lecture, 3 hours laboratory
(GR or P/NP)

Pre-requisite: MEDIA 130

Recommended preparation: MEDIA 104

Acceptable for credit: CSU

Final Cut Studio: Optimizing the Final Cut workflow using the suite of FCStudio applications. 0604.20





MEDIA 140

AFTER EFFECTS: MOTION GRAPHICS FOR VIDEO, BROADCAST AND DIGITAL CINEMATOGRAPHY

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

Recommended preparation: MEDIA 115

Acceptable for credit: CSU

Creation of professional motion graphics and special effects using Adobe After Effects: Conceptual compositing skills in digital photography, sound, the Web and video; emphasis on hands-on training and presentation of final Mac-based product. 0604.20

MEDIA 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)

Pre-requisite: MEDIA 111

Acceptable for credit: CSU

Analog and digital multi-track techniques in various scenarios of professional sound recording and music video: Workflow in the professional studio environment; basic tracking, overdubbing, mixing and mastering. 0604.20

MEDIA 156

ADVANCED MUSIC VIDEO PRODUCTION III: MIXING AND MASTERING

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

Pre-requisite: MEDIA 111

Acceptable for credit: CSU

Analog and digital mixing and mastering techniques for final audio output to multiple streams of distribution: Workflow in the professional studio environment, advanced-mixing and mastering. 0604.20

MEDIA 160

AUDIO VISUAL 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

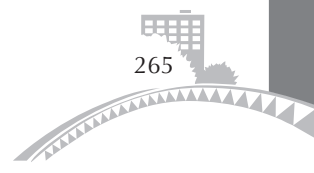
AUDIO VISUAL ESSENTIALS II

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

Pre-requisite: 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

HDSLR WORKFLOW FOR DIGITAL PHOTOGRAPHY AND CINEMATOGRAPHY

3 Units, 2 Hours Lecture 3 Hours Lab (GR)

Acceptable for credit: CSU

Not open for credit to students who have completed or are currently enrolled in PHOTO 180.

Advanced HDSLR camera exploration of still and motion video: Intermediate to advanced techniques of shooting high resolution stills and full HD video, exploration of the HDSLR aesthetic, emphasis on low cost alternatives to video production popular with indie filmmakers. 0604.20

MEDIA 248GA-MZ

SELECTED TOPICS IN MEDIA COMMUNICATIONS

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)
See section on Selected Topics. 0604.20

MEDIA 460A

AV WORK EXPERIENCE

1-4 units, hours to be arranged (GR or P/NP)

Supervised employment of students extending classroom-based occupational learning at an on-the-job learning station relating to students' educational or occupational goals. 0604.20

COPED 460A

OCCUPATIONAL WORK EXPERIENCE IN MEDIA COMMUNICATIONS

1-4 units, hours to be arranged (GR) 0604.20

MEXICAN/LATIN-AMERICAN STUDIES (M/LAT)

Degree Major Requirements:

Dept/No.	Title	Units
HIST 17	History of the Mexican-American	3
M/LAT 12	United States Relations with Mexico and Latin America	3
M/LAT 20	Field Work in La Raza Community	3
M/LAT 23	Introduction to Psychology of the Mexican-American	3

Select a minimum of 6 units from the following:

M/LAT 17	Perspectives on American Racism (3)	
M/LAT 20	Civic Engagement in Latino Communities (3)	
M/LAT 30A	Survey of Latin American Films (3)	
M/LAT 30B	Survey of Latin American Films (3)	6

Total Required Units (Minimum): 18

Courses may be applied to Associate Degree General Education requirement.

For Associate Degree General Education requirements, refer to page 123.

M/LAT 12

UNITED STATES RELATIONS WITH MEXICO AND LATIN AMERICA

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Analysis of United States relations with Mexico and Latin America from colonial times to the present: U.S. involvement as it relates to the economic, cultural, and political situations of Mexico and Latin America through the years. 2203.04

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

M/LAT 17

PERSPECTIVES ON AMERICAN RACISM

3 units, 3 hours lecture (GR)

Also offered as AFRAM 17, ASAME 17, and NATAM 17. Not open for credit to students who have completed or are currently enrolled in AFRAM 17, ASAME 17, or NATAM 17.

Acceptable for credit: CSU, UC

Perspectives on racism in America: Exploration of the psychological, sociological, and economic implications and etiology of racism from the African-American, Asian-American, Mexican/Latin-American, and Native-American perspectives. 2203.04

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

**M/LAT 20****CIVIC ENGAGEMENT IN LATINO COMMUNITIES**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Development and application of effective community action techniques for solving urban problems. 2203.04

M/LAT 23**INTRODUCTION TO PSYCHOLOGY OF THE MEXICAN-AMERICAN**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Principles of psychology as they relate to the Mexican-American community: Selected social problems such as prejudice, racial conflict, and deviancy in the Mexican-American community from a Mexican-American perspective. 2203.04

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

M/LAT 30A**SURVEY OF LATIN-AMERICAN FILMS**

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

Acceptable for credit: CSU, UC

Critical examination of historical and contemporary film images of Latinos/Americanos as a result of cultural encounters within the United States: Traditional and emerging objectives of film makers and producers; and common themes and cultural elements in films by and about Latinos in the United States. 2203.04

AA/AS area 3, 5; CSU area C2; IGETC area 3B

M/LAT 30B**SURVEY OF LATIN-AMERICAN FILMS**

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

M/Lat 30A is not pre-requisite to M/Lat 30B.

Acceptable for credit: CSU, UC

Critical examination of cinema from throughout Latin America and Spain that relate to Latino cultural experiences: Emphasis on those films that educate viewers about Latino encounters with majority and minority cultures within Latin America. 2203.04

AA/AS area 3; CSU area C2; IGETC area 3B

M/LAT 31**INTRODUCTION TO CHICANA/LATINA STUDIES**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Introduction to Chicana/Latina studies: Comparative examination of immigration, race, intermarriage, motherhood, health, language, education, sexuality, and family structure among women of Mexican/Latin-American origins in the United States. 2203.04
AA/AS area 2, 5; CSU area D; IGETC area 4**M/LAT 35****WOMEN OF COLOR**

3 units, 3 hours lecture (GR)

Also offered as AFRAM 35, ASAME 35, and NATAM 35. Not open for credit to students who have completed or are concurrently enrolled in AFRAM 35, ASAME 35, or NATAM 35.

Acceptable for credit: CSU, UC

Interdisciplinary examination of the lives of women of color in the U.S.: Exploration of the intersection of gender, class, ethnicity, and race in the lives of African-American, Asian-American, Chicana/Latina, and Native-American women in the U.S. 2203.04

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

M/LAT 48GA-MZ**SELECTED TOPICS IN MEXICAN/LATIN-AMERICAN STUDIES**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

Acceptable for credit: CSU, UC♦

See section on Selected Topics. 2203.04

M/LAT 49**INDEPENDENT STUDY IN MEXICAN/LATIN-AMERICAN STUDIES**

.5-5 units (GR)

Acceptable for credit: CSU, UC♦

See section on Independent Study. 2203.04

M/LAT 248GA-MZ**SELECTED TOPICS IN MEXICAN/LATIN-AMERICAN STUDIES**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

See section on Selected Topics. 2203.04

4/1/13

COURSE ANNOUNCEMENT

MUSIC (MUSIC)

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

<http://web.peralta.edu/admissions/schedule-of-classes/catalogs/deactivated-classes-fall-2013/>

Courses in the Music Department are designed to fulfill the needs of music majors, professional musicians, and those whose interest is vocational. Students are encouraged to contact the department chairperson for specific guidance when planning to transfer to a four-year institution in this major.

Degree Major Requirements:

Dept/No.	Title	Units
GROUP 1: Music Theory		
Music 2A+	Ear Training	3
Music 2B+	Melodic and Harmonic Analysis from Bach to Modern Jazz	3
Music 2C	Sight-Singing: Rhythm and Pitch Structures	2
Music 3A	Harmony	3
Music 3B	Harmony	3
	Subtotal:	14

GROUP 2: Music Literature

Select a minimum of 6 units		
Music 8A	Antiquity Through the Renaissance	(3)
Music 8B	The Baroque and Classical Eras	(3)
Music 8C	The Romantic Era	(3)
Music 8D	The Twentieth Century	(3)
	Subtotal:	6

GROUP 3: Performance and Applied Music

Select a minimum of 8 units from the following:		
Music 20	College Band	(2)
Music 21	Instrumental Ensemble	(1)
Music 23	Stage Band	(2)
Music 25	College Choir	(2)
Music 26	Choral Ensemble	(1)
Music 27	Modern Jazz Ensemble	(2)

Music 30	College Orchestra	(2)
Music 31	String Ensemble	(1)
Music 32	Chinese Orchestra	(2)
Music 34	Pop/Jazz/Gospel Vocal Styles	(1)
Music 35	Classic Guitar	(1)
Music 38	Elementary Piano	(1)
Music 40	Intermediate Piano	(1)
Music 41	Jazz Piano	(1)
Music 42	Beginning Percussion	(1)
Music 44	Beginning Winds	(1)
Music 46	Voice	(1)

Subtotal **8**

Total Required Units: **28**

+ Course may be applied to Associate Degree General Education requirement.

For Associate Degree General Education requirements, refer to page 123.

MUSIC 1A MUSICIANSHIP

3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC
Study of music theory: Clefs, key signatures, scales, intervals (diatonic and chromatic), chord structures (triads and dominant sevenths), and rhythm. 1004.00

MUSIC 1B MUSICIANSHIP

3 units, 3 hours lecture (GR or P/NP)
Recommended preparation: MUSIC 38A and 1A
Acceptable for credit: CSU, UC
Study of chord structures: Triads, seventh chords and their extensions; proper notation and function, theory of rhythmic design explored through the study of proper notation, manuscript considerations, and rhythmic drills, dictation, written and performance skills. 1004.00

MUSIC 2A EAR-TRAINING

3 units, 3 hours lecture (GR or P/NP)
Recommended preparation: MUSIC 1B
Acceptable for credit: CSU, UC
Fundamentals of pitch in music: Major and minor scales; chromatic, whole-tone, and pentatonic scales; modes; intervals; chordal structures, melodic, two- and four-part harmonic dictation; singing drills. 1004.00
AA/AS area 3; CSU area C1; IGETC area 3A



MUSIC 2B

MELODIC AND HARMONIC ANALYSIS FROM BACH TO MODERN JAZZ

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

Recommended preparation: MUSIC 1B

Acceptable for credit: CSU, UC

Analysis of melody and harmony: Melodic invention, harmonic movement, and form through a representative study of Bach chorales and jazz compositions from the past and present. 1004.00

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

MUSIC 2C

SIGHT-SINGING: RHYTHM AND PITCH STRUCTURES

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

Recommended preparation: MUSIC 1B or 2A or 2B

Acceptable for credit: CSU, UC

Sight-singing skills: Selected musical works to improve one's ability to read quickly, comprehend, and interpret written musical notation through the act of sight singing. 1004.00

MUSIC 3A

HARMONY

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

Acceptable for credit: CSU, UC

Study of harmony: Primary and secondary triads and their inversions, seventh chords and cadences, resolution of dissonant intervals. 1004.00

CSU area C1; IGETC area 3A

MUSIC 3B

HARMONY

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

Recommended preparation: MUSIC 3A

Acceptable for credit: CSU, UC

Study of harmony: Melodic enharmonics, extended tonality modal considerations, augmented sixth chords, modulation. 1004.00

CSU area C1; IGETC area 3A

MUSIC 4A

JAZZ ARRANGING AND COMPOSITION

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

Recommended co-requisite: MUSIC 3B

Acceptable for credit: CSU, UC

Study of jazz arranging and composition: Specialized course for the advanced music student in arranging and composing jazz idioms for large and small ensembles; creative music writing with emphasis on the various elements of block writing techniques and rhythm and melody. 1004.00

CSU area C1; IGETC area 3A

MUSIC 4B

JAZZ ARRANGING AND COMPOSITION

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

Recommended preparation: MUSIC 4A

Acceptable for credit: CSU, UC

Study of jazz arranging and composition: Specialized course for the advanced music student in arranging and composing jazz idioms for large and small ensembles; creative music writing with emphasis on the various elements of accompaniment and harmony. 1004.00

CSU area C1; IGETC area 3A

MUSIC 6A

INTRODUCTION TO RECORDING ARTS

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

Acceptable for credit: CSU

Introduction to Recording Arts: Creating professional quality recordings using state of the art/industry standard digital recording software: Mixing, editing, and finalizing included. 1004.00

MUSIC 8A

MUSIC HISTORY:

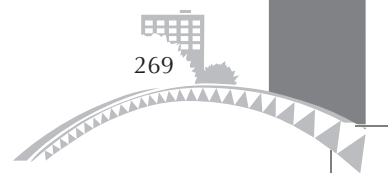
ANTIQUITY THROUGH THE RENAISSANCE

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

Acceptable for credit: CSU, UC

History of Western Art Music: Development of music and musical thought from Mesopotamia to early 1600's. Audio recordings accompany discussion of evolving music theory, style, and form. 1004.00

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





COURSE ANNOUNCEMENT

MUSIC 8B

MUSIC HISTORY: THE BAROQUE AND CLASSICAL ERAS

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

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)

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)

Acceptable for credit

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 9

INTRODUCTION TO WORLD MUSIC

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

Acceptable for credit: CSU, UC

Understanding and appreciation of world music through informed listening, analysis and discernment of musical elements, form and repertoire: Covers a rich diversity of styles (popular, folk, classical), periods and cultures. 1004.00

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

MUSIC 10

MUSIC APPRECIATION

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

Acceptable for credit: CSU, UC

Survey designed to enhance the enjoyment of music with emphasis on listening: Historical overview of the development of musical form through the centuries. 1004.00

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

MUSIC 14A

CHINESE OPERA

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

Acceptable for credit: CSU, UC

Introduction to provincial and stylistic characteristics of Chinese Opera: From the Tang Dynasty, 618 A.D., through the Yuan Dynasty, 1402 A.D. 1004.00

CSU area C1

MUSIC 14B

CHINESE OPERA

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

Acceptable for credit: CSU, UC

Introduction to provincial and stylistic characteristics of Chinese Opera: From the Ming Dynasty, 1402 A.D., through the Ching Dynasty, 1911 A.D. 1004.00

CSU area C1

MUSIC 15A

JAZZ, BLUES AND POPULAR MUSIC IN THE AMERICAN CULTURE

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

Acceptable for credit: CSU, UC

Historical and critical analysis of unique American music: Focus on environments from which its many forms have emerged and its role in social history; development of blues, folk, jazz, rock and other popular music forms in the twentieth century. 1004.00

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

**MUSIC 15B****JAZZ, BLUES AND POPULAR MUSIC IN THE AMERICAN CULTURE**

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

Acceptable for credit: CSU, UC

Study of the contemporary music scene with in-depth investigation of trends in artistic expression: Music as a revolutionary force, the role of the music industry, analysis of performances and interviews. 1004.00

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

MUSIC 16**CHORAL REPERTOIRE AND MANAGEMENT**

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

Acceptable for credit: CSU

Course study under this section may be repeated three times.

Performance course for the advanced choral student: Repertoire development, management of choral organizations, development of necessary skills for conducting community choral groups. 1004.00

MUSIC 17**COLLEGE BAND: REPERTOIRE AND MANAGEMENT**

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

Acceptable for credit: CSU

Performance in and management of the college band for the advanced instrumental student: Conducting and rehearsal techniques, literature selection, and organizing public performances. 1004.00

MUSIC 18**STAGE BAND: REPERTOIRE AND MANAGEMENT**

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

Acceptable for credit: CSU

Performance in and management of the stage band for the advanced instrumental student: Conducting and rehearsal techniques, literature selection, and organizing public performances. 1004.00

MUSIC 20**COLLEGE BAND**

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

Recommended preparation: Ability to play a band instrument

Acceptable for credit: CSU, UC

Study of band literature: Selections from standard transcriptions of the classics, modern and contemporary original scores. Participation in public performances required. 1004.00

MUSIC 21**INSTRUMENTAL ENSEMBLE**

1 unit, 1 hour lecture, 2 hour laboratory (GR or P/NP)

Recommended preparation: Ability to read and perform the standard chamber music repertoire on a woodwind, brass, or percussion instrument

Acceptable for credit: CSU, UC

Study of instrumental ensemble literature: Ensemble playing devoted to the performance of small chamber works for brass, woodwind, and percussion instruments. 1004.00

MUSIC 23**STAGE BAND**

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

Recommended preparation: Ability to play a jazz-oriented instrument proficiently and some knowledge of improvisation

Acceptable for credit: CSU, UC

Study and performance of "Big Band" jazz arrangements. Participation in public performance required. 1004.00

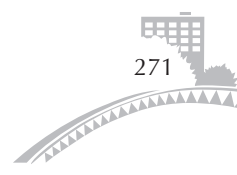
MUSIC 25**COLLEGE CHOIR**

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

Pre-requisite: Ability to sing acceptably determined by instructor through audition

Acceptable for credit: CSU, UC

Study and interpretation of a wide variety of accompanied and unaccompanied choral literature. Participation in public performances required. 1004.00





COURSE ANNOUNCEMENT

MUSIC 26

CHORAL ENSEMBLE

1 unit, 1 hour lecture, 2 hours laboratory
(GR or P/NP)

Pre-requisite: Ability to sing acceptably determined by instructor through audition; must be a member of a musical activity group

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 27

MODERN JAZZ ENSEMBLE

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

Recommended preparation: Ability to perform on a brass, woodwind, keyboard, or percussion instrument

Recommended co-requisite: MUSIC 1B and 23ABCD

Acceptable for credit: CSU, UC

Study and performance of modern jazz arrangements: Designed for jazz-oriented instrumentalists interested in performing in small jazz ensembles. 1004.00

MUSIC 30

COLLEGE ORCHESTRA

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

Recommended preparation: Ability to play an orchestral instrument

Acceptable for credit: CSU, UC

Study and performance of orchestral music: Selections from standard works of the classics and modern schools leading to public performance. 1004.30

MUSIC 31

STRING ENSEMBLE

1 unit, 1 hour lecture, 2 hours laboratory
(GR or P/NP)

Recommended preparation: Ability to play string instrument proficiently

Acceptable for credit: CSU, UC

Study and performance of string and chamber literature: Designed for string players interested in performing the standard repertoire of string quartets and other small chamber ensembles. 1004.00

MUSIC 32

CHINESE ORCHESTRA

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

Acceptable for credit: CSU, UC

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

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

Acceptable for credit: CSU, UC♦

See section on Selected Topics. 1004.00

MUSIC 49

INDEPENDENT STUDY IN MUSIC

.5-5 units (GR)

Acceptable for credit: CSU, UC♦

See section on Independent Study. 1004.00

MUSIC 210

SUMMER ORCHESTRA

1 unit, 12 term hours lecture, 38 term hours laboratory
(25 hours/week for 2 weeks) (GR)

Recommended preparation: Ability to play an instrument

Course study under this section may be repeated three times.

Intensive two-week (daily) instrumental program: Group rehearsals for performance skill level improvement, intonation and pitch, related theory and repertoire, leading to performance by all participants. 1004.00

MUSIC 211

SUMMER BAND

1 unit, 12 term hours lecture, 38 term hours laboratory
(25 hours/week for 2 weeks) (GR)

Recommended Preparation: Ability to play an instrument

Intensive two-week (daily) instrumental program: Group rehearsals for performance skill level improvement, intonation and pitch, related theory and repertoire, leading to performance by all participants. 1004.00

**MUSIC 216****CHORAL REPERTOIRE AND MANAGEMENT**

2 units, 1 hour lecture, 3 hours laboratory

(GR or P/NP)

Performance course for the advanced choral student: Repertoire development, management of choral organizations, development of necessary skills for conducting community choral groups. 1004.00

MUSIC 217**COLLEGE BAND: REPERTOIRE AND MANAGEMENT**

2 units, 1 hour lecture, 3 hours laboratory

(GR or P/NP)

Performance in and management of the college band for the advanced instrumental student: Conducting and rehearsal techniques, literature selection, and organizing public performances. 1004.00

MUSIC 218**STAGE BAND: REPERTOIRE AND MANAGEMENT**

2 units, 1 hour lecture, 3 hours laboratory

(GR or P/NP)

Performance in and management of the stage band for the advanced instrumental student: Conducting and rehearsal techniques, literature selection, and organizing public performances. 1004.00

MUSIC 232**CHINESE ORCHESTRA**

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

MUSIC 248GA-MZ**SELECTED TOPICS IN MUSIC**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

See section on Selected Topics. 1004.00

**NATIVE AMERICAN STUDIES
(NATAM)**

Instruction in Native American Studies is interdisciplinary and comparative in scope. The main goals of this program are to introduce all students to the unique historical experience of America's indigenous peoples, to promote understanding of their contributions to world civilization, and to provide insight into their recent social and political developments.

This program offers essential courses for students who wish to continue in Native American Studies on transfer to four-year institutions and provides basic information for those whose careers will bring them in contact with Native people.

NATAM 1**HISTORY OF NATIVE AMERICAN INDIANS**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Survey of histories and cultures of American Indian People 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. 2203.03
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 4



COURSE ANNOUNCEMENT

NATAM 17

PERSPECTIVES ON AMERICAN RACISM

3 units, 3 hours lecture (GR)

Also offered as AFRAM 17, ASAME 17, and M/LAT 17. Not open for credit to students who have completed or are currently enrolled in AFRAM 17, ASAME 17, or M/LAT 17.

Acceptable for credit: CSU, UC

Perspectives on racism in America: Exploration of the psychological, sociological, and economic implications and etiology of racism from the African-American, Asian-American, Mexican/Latin-American, and Native American perspectives.

2203.03

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

NATAM 35

WOMEN OF COLOR

3 units, 3 hours lecture (GR)

Also offered as AFRAM 35, ASAME 35, and M/LAT 35. Not open for credit to students who have completed or are concurrently enrolled in AFRAM 35, ASAME 35, or M/LAT 35.

Acceptable for credit: CSU, UC

Interdisciplinary examination of the lives of women of color in the U.S.: Exploration of the intersection of gender, class, ethnicity, and race in the lives of African-American, Asian-American, Chicana/Latina, and Native-American women in the U.S.

2203.03
AA/AS area 2, 5; CSU area D; IGETC area 4

NATAM 48GA-MZ

SELECTED TOPICS IN NATIVE AMERICAN STUDIES

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

Acceptable for credit: CSU, UC♦

See section on Selected Topics. 2203.03

4/18/13

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. The Philosophy department serves a diverse student population in preparation for upper division coursework in Philosophy at a four-year university as well as through offering general education courses for non-philosophy majors

PHIL 1

INTRODUCTION TO PHILOSOPHY

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Study of selected classic examples of original works of philosophers: Literature of the discipline and analytical methods, aims, goals, and types of problems peculiar to philosophers and philosophical inquiry; metaphysics, epistemology, valuing and axiology, aesthetics, and religion. 1509.00

AA/AS area 3; CSU area C2; IGETC area 3B

PHIL 2

SOCIAL AND POLITICAL PHILOSOPHY

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Focus on classic examples of social and political philosophy in Western civilization: Original writings by classic Greeks (Plato and Aristotle), Americans (Hamilton, Madison, and Jefferson), modern Europeans (Marx and Mills), and appropriate contemporary philosophers. 1509.00

AA/AS area 3; CSU area C2; IGETC area 3B

PHIL 10

LOGIC

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Consideration of logical problems of language: Deduction and induction, fallacies, theory of argument and the scientific method, and study of correct reasoning in Aristotelian and modern logic. 1509.00

AA/AS area 3; CSU area A3

**PHIL 20A****HISTORY OF ANCIENT GREEK PHILOSOPHY**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Chronological development of leading philosophical perspectives of Ancient Greece from the Ionians to the Scholastics. 1509.00

AA/AS area 3; CSU area C2; IGETC area 3B

PHIL 20B**HISTORY OF MODERN EUROPEAN PHILOSOPHY**

3 units, 3 hours lecture (GR)

Phil 20A is not pre-requisite to Phil 20B.

Acceptable for credit: CSU, UC

Chronological development of leading philosophical perspectives of Modern Europe from the Renaissance to present. 1509.00

AA/AS area 3; CSU area C2; IGETC area 3B

PHIL 30**CONTEMPORARY PHILOSOPHY**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Critical examination of twentieth-century philosophers: Bergson, Pierce, Russell, James, Wittgenstein, the modern-day materialists, and the existentialists. 1509.00

AA/AS area 3; CSU area C2

PHIL 37**INTRODUCTION TO ASIAN PHILOSOPHY**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Major philosophies and religions of Asia: Emphasis on the origins, myths, and basic teachings of Hinduism, Jainism, Buddhism, Taoism, Confucianism, and Shinto; special attention to current influences of Eastern philosophy and religion on Western culture. 1509.00

AA/AS area 3; CSU area C2; IGETC area 3

PHIL 48GA-MZ**SELECTED TOPICS IN PHILOSOPHY**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

Acceptable for credit: CSU, UC♦

See section on Selected Topics. 1509.00

PHIL 49**INDEPENDENT STUDY IN PHILOSOPHY**

.5-5 units (GR)

Acceptable for credit: CSU, UC♦

See section on Independent Study. 1509.00

PHIL 248GA-MZ**SELECTED TOPICS IN PHILOSOPHY**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

See section on Selected Topics. 1509.00

**PHOTOGRAPHY
(PHOTO)**

Photography provides students with the basic knowledge, and technical and aesthetic skills necessary for employment in various occupations in photography. Preparation for employment in commercial, industrial, technical, and scientific fields is emphasized. Intermediate and advanced classes include both film and digital applications.

Degree Major/Certificate Requirements:

Dept/No.	Title	Units
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CORE REQUIREMENTS:

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 030B	Intermediate Photographic Art and Design	3
PHOTO 030C	Advanced Photographic Art and Design	3
PHOTO 031A	Photojournalism II	3
PHOTO 221A	Darkroom Technique	2



COURSE ANNOUNCEMENT

*May be taken any semester after completion of pre-requisite.

For Associate Degree General Education requirements, refer to page 123.

INTERACTIVE JOURNALISM

See Interdisciplinary Programs

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)

Pre-requisite: PHOTO 10

Students must supply their own 35 mm or larger camera capable of manual operation, electronic flash, and film.

Acceptable for credit: CSU

Components of photojournalism: News, sports, portraits, features, and the picture story; tools and techniques of the news photographer. 1012.00

PHOTO 30A

BEGINNING PHOTOGRAPHIC ART AND DESIGN

3 units, 3 hours lecture (GR)

Pre-requisite: PHOTO 10 or 70

Students must supply their own 35mm adjustable camera with light meter, instruction manual or working knowledge; color slide film; and processing supplies.

Acceptable for credit: CSU

Production of 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)

Pre-requisite: PHOTO 30A

Students must supply their own 35mm adjustable camera with light meter, instruction manual or working knowledge; color slide film; and processing supplies.

Acceptable for credit: CSU

Production of 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)

Pre-requisite: PHOTO 30B

Students must supply their own 35mm adjustable camera with light meter, instruction manual or working knowledge; color slide film; and processing supplies.

Acceptable for credit: CSU

Production of 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)

Pre-requisite: 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

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR)

Acceptable for credit: CSU

See section on Selected Topics. 1012.00

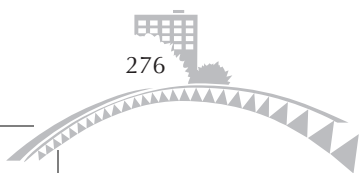




PHOTO 70

INTRODUCTION TO DIGITAL PHOTOGRAPHY

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

Acceptable for credit: CSU, UC

Introduction to digital photography: Theory and practical application, camera operation, image adjustment and file management, use of standard industry editing software. 1012.00

PHOTO 180

HDSLR WORKFLOW FOR DIGITAL PHOTOGRAPHY AND CINEMATOGRAPHY

3 Units, 2 Hours Lecture, 3 Hours Lab (GR)

Acceptable for credit: CSU

Not open for credit to students who have completed or are currently enrolled in MEDIA 180.

Advanced HDSLR camera exploration of still and motion video: Intermediate to advanced techniques of shooting high resolution stills and full HD video, exploration of the HDSLR aesthetic, emphasis on low cost alternatives to video production popular with indie filmmakers. 1012.00

PHOTO 220A

BEGINNING PROFESSIONAL PHOTOGRAPHY

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

Open-entry / open-exit, modular course

Pre-requisite: PHOTO 10 or 70

Student must supply their own professional quality 35 mm 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)

Open-entry / open-exit, modular course

Pre-requisite: PHOTO 220A

Student must supply their own professional quality 35 mm 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)

Open-entry / open-exit, modular course

Pre-requisite: PHOTO 220B

Student must supply their own professional quality 35 mm camera.

Development of camera and processing skills: Production of photos for commercial-industrial, portraiture, photojournalism, editorial, and fine art. Operate efficiently 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)

Open-entry / open-exit, modular course

Pre-requisite: PHOTO 220C

Student must supply their own professional quality 35 mm 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 221A

DARKROOM TECHNIQUES

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

Pre-requisite: PHOTO 10

Darkroom techniques in film development and print processing: Controlling print quality; alternative photographic methods of image making. 1012.00

PHOTO 230A

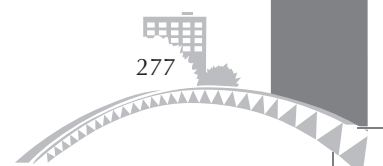
INTERMEDIATE PROFESSIONAL PHOTOGRAPHY

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

Open-entry / open-exit, modular course

Pre-requisite: PHOTO 220D

Student must supply any additional equipment, materials, and resource materials related to the course. Intermediate level technical assignments: Use of view camera, studio lighting, and colored filters for fashion-portraiture, photojournalism; editorial photography; techniques for manipulation of the photographic image in the camera and output process. 1012.00





COURSE ANNOUNCEMENT

PHOTO 230B INTERMEDIATE PROFESSIONAL PHOTOGRAPHY

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

Open-entry / open-exit, modular course

Pre-requisite: PHOTO 230A

Student must supply any additional equipment, materials, and resource materials related to the course. Intermediate level technical assignments: Use of view camera, studio lighting, and colored filters for fashion-portraiture, photojournalism; editorial photography; techniques for manipulation of the photographic image in the camera and output process. 1012.00

PHOTO 230C INTERMEDIATE PROFESSIONAL PHOTOGRAPHY

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

Open-entry / open-exit, modular course

Pre-requisite: PHOTO 230B

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)

Open-entry / open-exit, modular course

Pre-requisite: PHOTO 230C

Student must supply any additional equipment, materials, and resource materials related to the course. Intermediate level technical assignments: Extensive use 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)

Open-entry / open-exit, modular course

Pre-requisite: PHOTO 230D

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)

Open-entry / open-exit, modular course

Pre-requisite: PHOTO 240A

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)

Open-entry / open-exit, modular course

Pre-requisite: PHOTO 240B

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)

Open-entry / open-exit, modular course

Pre-requisite: PHOTO 240C

Marketing and promotion, estimations and proposals: Creating business, marketing and promotional plans. Continued development of practical application of photographic skills. 1012.00



PHOTO 241A

COLOR PHOTOGRAPHY

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

Pre-requisite: PHOTO 10

Color photography: Printmaking from print negatives and slide positive films, hands-on techniques with color enlargers, color printing materials, and printing techniques. 1012.00

PHOTO 248GA-MZ

SELECTED TOPICS IN PHOTOGRAPHY

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR)

See section on Selected Topics. 1012.00

PHOTO 250

BEGINNING CAMERA TECHNIQUES

3 units, 3 hours lecture (GR)

Students must supply their own adjustable 35 mm camera.

Non-degree applicable

The camera as a visual language tool: General operations and role of camera parts; black and white, and color film; care, exposure, and use of electronic flash units; basic composition. 1012.00

PHOTO 251

SPECIAL PROJECTS LABORATORY

1-4 units, 3-12 hours laboratory (GR)

Non-degree applicable

Course study under this section may be repeated three times.

Open laboratory for working on selected projects: Provides the opportunity for development of expertise in specialized area(s). 1012.00

COPED 468A

OCCUPATIONAL WORK EXPERIENCE IN PHOTOGRAPHY

1-4 units, hours to be arranged (GR) 1012.00

PHYSICAL EDUCATION (PE)

See Athletics and Physical Education, page 150 or Kinesiology and Physical Education page 240

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

PHYSC 20L

INTRODUCTION TO THE MARINE ENVIRONMENT LABORATORY

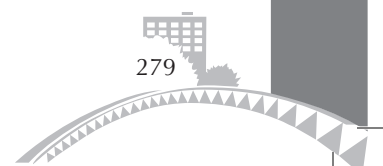
1 unit, 3 hours laboratory (GR)

Pre-requisite or co-requisite: GEOL 5 or PHYSC 15 or PHYSC 20

Acceptable for credit: CSU, UC

Introduction to laboratory principles and techniques: Emphasis on the physical marine environment. 1919.00

CSU area B3; IGETC area 5A



PHYS 22

INTRODUCTION TO THE MARINE ENVIRONMENT WITH LABORATORY

4 units, 3 hours lecture, 3 hours laboratory (GR)
Not open for credit to students who have completed or are currently enrolled in PHYS 20 or 20L.

Acceptable for credit: CSU, UC

Introduction to the oceans: Emphasis on physical and chemical properties of sea water; causes and effects of currents, tides, and waves; ocean life, distribution and management of marine resources, marine pollution, sea floor sediments; tectonics and paleomagnetism. Laboratory includes an introduction to laboratory principals and techniques with emphasis on the physical marine environment. 1919.00

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

PHYS 25

CLIMATE CHANGE

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Introduction to the science of global climate change: Climate history, climate predictions, expected future effects of climate change and technological and public policy options. 1919.00

AA/ AS area 1; CSU area B1; IGETC area 5A

PHYSICS (PHYS)

PHYS 3A

GENERAL PHYSICS

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

Pre-requisite or co-requisite: MATH 3A

Acceptable for credit: CSU, UC

Comprehensive study of major topics of physics: Motion, forces, gravity, energy, momentum, rotation, equilibrium, fluids, oscillations, waves, sound, heat, and thermodynamics for students majoring in the biological and medical sciences. 1902.00

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

PHYS 3B

GENERAL PHYSICS

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

Pre-requisite: PHYS 3A

Acceptable for credit: CSU, UC

Comprehensive study of major topics of physics: Electric and magnetic forces, fields, and energy; DC and AC circuits, light, optics, relativity, quantum physics, atoms, molecules, nuclei, particles, and astrophysics for students majoring in the biological and medical sciences. 1902.00

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

PHYS 4A

GENERAL PHYSICS WITH CALCULUS

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

Pre-requisite: 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

(C-ID: PHYS 205) (C-ID: 200S when taken with PHYS 4B + 4C)

AA/ AS area 1; CSU area B1, B3, B4; IGETC area 5A

PHYS 4B

GENERAL PHYSICS WITH CALCULUS

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

Pre-requisite: 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

(C-ID: PHYS 210) (C-ID: 200S when taken with PHYS 4A + 4C)

AA/ AS area 1; CSU area B1, B3, B4; IGETC area 5A

PHYS 4C

GENERAL PHYSICS WITH CALCULUS

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

Pre-requisite: 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

(C-ID: PHYS 215) (C-ID: 200S when taken with PHYS 4A + 4B)

AA/ AS area 1; CSU area B1, B3, B4; IGETC area 5A



PHYS 10

INTRODUCTION TO PHYSICS

4 units, 4 hours lecture (GR)

Not open for credit to students who have completed or are currently enrolled in PHYS 2A-2B or 4A-4B-4C.

Recommended preparation: MATH 201 or 210D, and 202

Acceptable for credit: CSU, UC>

Elementary study of major topics of physics: Motion, forces, energy, momentum, rotation, oscillation, sound, electromagnetics, light, quantum physics, atoms, nuclei, and relativity. 1902.00

AA/AS area 1; CSU area B1; IGETC area 5A

PHYS 48GA-MZ

SELECTED TOPICS IN PHYSICS

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

Acceptable for credit: CSU, UC◆

See section on Selected Topics. 1902.00

PHYS 99

PHYSICS FOR BUILDING SCIENCE

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

Recommended preparation: MATH 200B or 201 or 210D

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

Acceptable for credit: CSU

Principles of physics relevant to environmental control technologies: Thermodynamics, electricity and power conversion, and properties of light; emphasis on laboratory applications and safe practices for working with chemicals, electrical devices, and compressed gases. 1902.00

AA/AS area 1

PHYS 248GA-MZ

SELECTED TOPICS IN PHYSICS

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

POLITICAL SCIENCE (POSCI)

Political Science concerns itself with the study of government and politics at the local, state, national and international levels. It examines such important phenomena as power, political parties, voting and political behavior, international relations, bureaucratic administration and public policy. Through political science courses at Laney College, students learn about the interaction of individuals and institutions within political systems.

POSCI 1

GOVERNMENT AND POLITICS IN THE UNITED STATES

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Introduction to principles and the political process of national, state, and local government: Emphasis on national government and the Constitution. 2207.00

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

POSCI 2

COMPARATIVE GOVERNMENT

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Comparative analysis in government and politics: Political leadership, citizenship participation, centers of power, and political problems of selected governments. 2207.00

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

POSCI 3

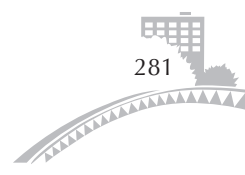
INTERNATIONAL RELATIONS

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Nature of relations among nation-states: Analysis of basic forces affecting the formulation of foreign policy, dynamics of international politics, survey of rise and development of the nation-state system, problems of nationalism and imperialism with emphasis on development since World War II, and evolution and operation of the United Nations. 2207.00

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





COURSE ANNOUNCEMENT

POSCI 4

POLITICAL THEORY

3 Units, 3 Hours Lecture, (GR/PNP)

Acceptable for credit: CSU

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

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 18

THE AMERICAN PRESIDENCY

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Structure, function, and historical development of the Office of the President from George Washington to the present: President as chief diplomat, Commander-in-Chief, party leader; executive-legislative relations. 2207.00

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

POSCI 21

OVERVIEW OF THE CALIFORNIA COURT SYSTEM AND STATE LAW

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Introduction to functions of the California Court System: Trial Courts, Appellate Courts, and the Supreme Court. Review of federal judicial branch history, selected state laws, courtroom personnel and protocol, due process protections and legal terminology. 2207.00

AA/AS area 2

POSCI 48GA-MZ

SELECTED TOPICS IN POLITICAL SCIENCE

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

Acceptable for credit: CSU, UC♦

See section on Selected Topics. 2207.00

POSCI 49

INDEPENDENT STUDY IN POLITICAL SCIENCE

.5-5 units (GR)

Acceptable for credit: CSU, UC♦

See section on Independent Study. 2207.00

POSCI 248GA-MZ

SELECTED TOPICS IN POLITICAL SCIENCE

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

See section on Selected Topics. 2207.00

Institutions within political systems.

PSYCHOLOGY (PSYCH)

The discipline of Psychology is concerned with the study of human and animal behavior. The Psychology Department at Laney College offers a rich variety of courses including Introduction to General Psychology, Social Psychology, Psychology of Childhood, Personal and Social Adjustment, Abnormal Psychology, Principles of Leadership, Psychology of Intimate Relationships, and Human Sexuality. Through these courses, students acquire a solid foundation of knowledge of human behavior and the manifold influences of environmental, biological, social and cultural factors and forces.

PSYCH 1A

INTRODUCTION TO GENERAL PSYCHOLOGY

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Scientific principles of psychology: Application of scientific research in understanding learning, human development, biological processes, personality, behavior disorders, social psychology, and adjustment of the human organism. 2001.00

(C-ID: PSY 110)

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

**PSYCH 1B****INTRODUCTION TO GENERAL PSYCHOLOGY**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Continuation of PSYCH 1A: Psychological research methods and principles of behavior modification. 2001.00

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

PSYCH 6**SOCIAL PSYCHOLOGY**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Psychological aspects of human social life involved in the relationship between identity and social structure: Human behavior in the context of the individual as an acting and interacting member of various groups in society. 2001.00

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

PSYCH 7A**PSYCHOLOGY OF CHILDHOOD**

3 units, 3 hours lecture (GR)

Not open for credit to students who have completed or are currently enrolled in PSYCH 7L.

Acceptable for credit: CSU, UC

Physical, intellectual, and emotional growth of children from conception to puberty: Factors of heredity and environment as determinants of this development. 2001.00

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

PSYCH 7B**ADOLESCENT PSYCHOLOGY**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Study of adolescence: Emphasis on psycho-social factors influencing peer relationships, attitudes towards parents and other adults, and induction into adult society. 2001.00

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

PSYCH 7L**PSYCHOLOGY OF CHILDHOOD (WITH LAB)**

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

Students who have previously completed PSYCH 7A receive only 1 unit of laboratory credit for PSYCH 7L.

Acceptable for credit: CSU, UC

Physical, intellectual, and emotional growth of children from conception to puberty: Factors of heredity and environment as determinants of this development; lab includes practical experience in a variety of children's agencies with emphasis on direct interaction with children under supervision of the instructor and agency personnel. 2001.00

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

PSYCH 8**PSYCHOLOGY OF INTIMATE RELATIONSHIPS**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Psychological aspects of intimate relationships: Skills, attitudes, and insights necessary for establishing and maintaining a satisfying intimate relationship in a marriage or other intimate lifestyle. 2001.00

AA/AS area 2; CSU area E

PSYCH 12**HUMAN SEXUALITY**

3 units, 3 hours lecture (GR)

Also offered as BIOL 27 and 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





COURSE ANNOUNCEMENT

PSYCH 24

ABNORMAL PSYCHOLOGY

3 units, 3 hours lecture (GR)

Pre-requisite: PSYCH 1A

Acceptable for credit: CSU, UC

Survey of major psychological disorders: Historical perspectives of various theoretical models (biological, psychodynamic, behavioral, cognitive, humanistic, existential, socio-cultural); review of research for understanding of origins and most promising treatments. 2001.00

AA/AS area 2; CSU area D; IGETC area 4

PSYCH 30

PSYCHOLOGY OF MEN AND WOMEN

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Factors contributing to a sense of self as man or woman: Biological and cultural determinants of sex roles and psychological implications including heredity, development, identity, social role, perception, and personality. 2001.00

AA/AS area 2; CSU area E

PSYCH 33

PERSONAL AND SOCIAL ADJUSTMENT

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Dynamics of personal and social developments and related determinants. 2001.00

AA/AS area 2; CSU area D, E

PSYCH 48GA-MZ

SELECTED TOPICS IN PSYCHOLOGY

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

Acceptable for credit: CSU, UC♦

See section on Selected Topics. 2001.00

PSYCH 49

INDEPENDENT STUDY IN PSYCHOLOGY

.5-5 units (GR)

Acceptable for credit: CSU, UC♦

See section on Independent Study. 2001.00

PSYCH 237

CONTEMPORARY USE AND ABUSE OF SUBSTANCES

1 unit, 1 hour lecture (GR)

Current problems with drug in-take: History of substance abuse, legal and ethical responsibility of governmental controls, and identification of names applied to abuse substances. 2001.00

PSYCH 248GA-MZ

SELECTED TOPICS IN PSYCHOLOGY

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

See section on Selected Topics. 2001.00

PSYCH 501

PERSPECTIVES ON AGING ISSUES: CHOICES/ COPING/OPTIMIZATION/GROWTH (NON-CREDIT)

0 units 1 hour lecture (Not graded)

Non-degree applicable

Course study under this section may be repeated as necessary.

Bio-psycho-social perspective on themes and issues on aging: Physical aging process, health problems, emotional, cognitive, and personality changes; socio-cultural aspects of aging, drug aBUse, treatments, successful aging plans, and death and dying. 2001.00

REAL ESTATE (RLEST)

RLEST 2A

PRINCIPLES OF REAL ESTATE

3 units, 3 hours lecture (GR)

Required for those preparing for the real estate salesperson's licensing examination.

Acceptable for credit: CSU

Basic laws and principles of California real estate: Provides understanding, background, and terminology necessary for advanced study in specialized courses; preparation for the real estate salesperson's licensing examination. 0511.00



SCIENCE

Science courses emphasize problem solving, critical thinking and synthesis of information. Students will practice laboratory safety, carry out experimental procedures, and identify possible sources of error. Students will learn to apply principles of scientific inquiry, differentiate a theory from a hypothesis, and differentiate fact from opinion in regard to sciences. Students will develop an understanding of the relevance of science to everyday events and circumstances in a broad interdisciplinary context.

For the Associate of Science, students must complete the General Education pattern and elective courses for an additional 42 units. Students must complete 18 units in the area of emphasis courses with a grade of "C" or better, 19 units of general education requirements, and an additional 23 units of elective courses for a total 60 units. As this degree alone may not be complete preparation for transfer, students wishing to continue at the UC or CSU system should meet with a counselor to develop a transfer plan which addresses all general education and lower-division transfer requirements.

Degree Major Requirements:

Dept/No.	Units
Select 18 units from at least two discipline areas:	
Anthropology 1, 1L,	3
Astronomy 10	3
Biology 1A, 1B, 2, 3, 4, 10****, 11***, 20A, 20B, 24****, 28***, 75**, 76***	5
Chemistry 1A, 1B, 12A, 12B, 25, 30A****, 30B****	5
Engineering 17, 22, 35, 36, 45, 77****	3
Environmental Control Technology 1+	3
Geography 1, 1L*, 9	3
Geology 10	3
Physical Science 15, 20, 20L*, 22, 25	3
Physics 3A, 3B, 4A, 4B, 4C, 10****, 99+	5
Total Units	18

- * 1 unit
- ** 2 units
- *** 3 units
- **** 4 units
- + Students may take either ECT 1 or PHYS 99

For Associate Degree General Education requirements, refer to page 123.

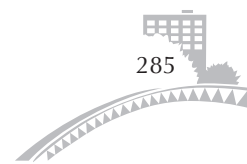
SOCIAL SCIENCES

These courses emphasize a multidisciplinary approach to the understanding and study of human behavior and social organization. Students study and analyze human societies; the institutions, organizations and groups that comprise them; and the way individuals and groups relate to one another. Students develop an understanding of the various theories and methodologies of the disciplines, as well as skills in applying their knowledge in critical and useful ways as they navigate their own lives within a constantly changing and complex social world.

For the Associate of Social Sciences, students must complete the General Education pattern and elective courses for an additional 42 units. Students must complete 18 units in the area of emphasis courses with a grade of "C" or better, 19 units of general education requirements, and an additional 23 units of elective courses for a total 60 units. As this degree alone may not be complete preparation for transfer, students wishing to continue at the UC or CSU system should meet with a counselor to develop a transfer plan which addresses all general education and lower-division transfer requirements.

Degree Major Requirements:

Dept/No	Units
Select 18 units from at least two discipline areas:	
African-American Studies 1, 2, 5, 8, 9, 11, 12, 14A, 14B, 15, 16, 17*, 20, 23, 30, 31, 32, 35***, 38, 45****	3 each
Anthropology 2, 3, 5, 7, 14, 16	3 each
Asian/Asian-American Studies 17*, 21, 26, 29, 30, 32, 35***, 45A, 45B	3 each
Biology 27**	3
Business 5	3
Economics 1, 2	3 each
Education 1	3
Geography 2, 3, 8	3 each
Health Education 1	3
History 2A, 2B, 3, 5, 7A, 7B, 17, 19, 32	3 each
Humanities 45****	3
Journalism 62	3
Labor Studies 10, 13, 20, 21, 22, 30	3 each
Mexican and Latin-American Studies 12, 17*, 20, 23, 30A, 30B, 31, 35***	3 each



COURSE ANNOUNCEMENT

Native American Studies 1, 17*, 35***	3 each
Political Science 1, 2, 3, 6, 16, 18	3 each
Psychology 1A, 1B, 6, 7A, 7B, 8, 12**, 24, 30, 33, 237+	3 each
Sociology 1, 2, 5, 13, 30, 45	<u>3 each</u>

Total Required Units: 18

* or ** or *** or **** Students will receive credit for one course only.
+1 unit

For Associate Degree General Education requirements, refer to page 123.

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 pre-requisite 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
(C-ID: SOCI 110)
AA/AS area 2; CSU area D; IGETC area 4

SOC 2 SOCIAL PROBLEMS

3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC
Study of society through the application of sociological principles and critical thinking skills to the identification and analysis of selected social problems: Poverty, racism/sexism, drug abuse, crime, and population control. 2208.00
(C-ID: SOCI 115)
AA/AS area 2; CSU area D; IGETC area 4

SOC 5 MINORITY GROUPS

3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC
Analysis of racial, religious, and ethnic minority groups: General principles of dominant-minority group relations. 2208.00
AA/AS area 2, 5; CSU area D; IGETC area 4

SOC 13 SOCIOLOGY OF THE FAMILY

3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC
Social factors which contribute to marriage and family ties: The changing historic, economic and socio-cultural forces that shape relationships among men, and women, parents and children. 2208.00
AA/AS area 2; CSU area D; IGETC area 4

SOC 30 SOCIOLOGY OF LITERATURE

3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC
Analysis of professional and student creative writing from the sociological perspective: Consideration of ethnic, racial, class, sex, age, and other variables which influence the individual act of creation. 2208.00
AA/AS area 2, 3; CSU area C2, D; IGETC area 4



SOC 45

SOCIOLOGY OF SPORTS

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Critical analysis/survey of sports in America: The interrelationship between the athlete and traditional social institutions (education, politics, economics, and the media). 2208.00

AA/AS area 2; CSU area D

SOC 48GA-MZ

SELECTED TOPICS IN SOCIOLOGY

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

Acceptable for credit: CSU, UC♦

See section on Selected Topics. 2208.00

SOC 49

INDEPENDENT STUDY IN SOCIOLOGY

.5-5 units (GR)

Acceptable for credit: CSU, UC♦

See section on Independent Study. 2208.00

SOC 120

INTRODUCTION TO RESEARCH METHODS

3 Units, 3 Hours Lecture, (GR/PNP)

Acceptable for credit: CSU

Introduction to empirical research for the social sciences: Nature of theory, hypotheses, variables, ethics of research; application of qualitative and quantitative analytic tools including survey, observational, experimental, case study, and comparative historical research. 2201.00

(C-ID: SOCI 120)

AA/AS area 2

SOC 248GA-MZ

SELECTED TOPICS IN SOCIOLOGY

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

See section on Selected Topics. 2208.00

SOC 290

SOCIOLOGY/PROJECT BRIDGE

1.5 units, 1.5 hours lecture (GR)

Introduction to sociological concepts: Vocabulary, concepts, and practices in sociology; basic preparation for underprepared learners. 2208.00

SPANISH (SPAN)

SPAN 1A

ELEMENTARY SPANISH

5 units, 5 hours lecture (GR or P/NP)

This course is equivalent to two years of high school study.

Acceptable for credit: CSU, UC

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 Language

SPAN 1B

ELEMENTARY SPANISH

5 units, 5 hours lecture (GR or P/NP)

Pre-requisite: SPAN 1A

Acceptable for credit: CSU, UC

Continuation of Spanish 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 3 & Language

SPAN 2A

INTERMEDIATE SPANISH

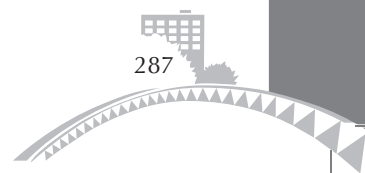
5 units, 5 hours lecture (GR or P/NP)

Pre-requisite: 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 & Language





COURSE ANNOUNCEMENT

SPAN 2B

INTERMEDIATE SPANISH

5 units, 5 hours lecture (GR or P/NP)

Pre-requisite: SPAN 2A

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; course is conducted in Spanish. 1105.00

AA/AS area 3; CSU area C2; IGETC area 3B & Language

SPAN 22A

SPANISH FOR BILINGUAL SPEAKERS I

5 units, 5 hours lecture (GR or P/NP)

Course is equivalent to two years of high school study.

Acceptable for credit: CSU, UC

Course is conducted entirely in Spanish.

Elementary and intermediate Spanish for students whose native language is Spanish: Critical reading and discussion of selected readings in Spanish with emphasis on reading development, orthography, grammar, lexical expansion and composition. 1105.00
AA/AS area 3; CSU area C2; IGETC area Language

SPAN 22B

SPANISH FOR BILINGUAL SPEAKERS II

5 units, 5 hours lecture (GR or P/NP)

Pre-requisite: SPAN 22A

Acceptable for credit: CSU, UC

Course is conducted entirely in Spanish.

Continuation of SPAN 22A: Intermediate and advanced intermediate Spanish for students whose native language is Spanish; critical reading and discussion of selected readings in Spanish with emphasis on reading development, orthography, grammar, lexical expansion and composition. 1105.00
AA/AS area 3; CSU area C2; IGETC area 3B & Language

SPAN 30A

BEGINNING CONVERSATIONAL SPANISH

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU

Introduction to conversational Spanish: Use of modern colloquial Spanish in conversation, and elementary grammar. 1105.00

SPAN 30B

BEGINNING CONVERSATIONAL SPANISH

3 units, 3 hours lecture (GR or P/NP)

Recommended preparation: SPAN 30A

Acceptable for credit: CSU

Continuation of SPAN 30A: Use of modern colloquial Spanish in conversation, and elementary grammar. 1105.00

SPAN 40

HISPANIC CIVILIZATION AND CULTURE

3 units, 3 hours lecture (GR or P/NP)

Recommended preparation: SPAN 2A or SPAN 22A

Acceptable for credit: CSU, UC

Study of Hispanic civilization and culture: Readings in Spanish designed to develop active language skills. 1105.00

AA/AS area 3; CSU area C2; IGETC area 3B

SPAN 48GA-MZ

SELECTED TOPICS IN SPANISH

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC♦

See section on Selected Topics. 1105.00

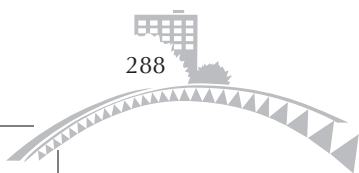
SPAN 49

INDEPENDENT STUDY IN SPANISH

.5-5 units (GR or P/NP)

Acceptable for credit: CSU, UC♦

See section on Independent Study. 1105.00





SPAN 248GA-MZ

SELECTED TOPICS IN SPANISH

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory
(GR or P/NP)

See section on Selected Topics. 1105.00

Recommended:

ARCH 211

ART 6, 41

DANCE 1, 5, 6, 20

ENGL 12, 17A-B, 20

THEATRE ARTS (THART)

Courses and programs are being approved by the State Chancellor's Office daily. Please check the following link for the most current information on new courses, degrees and certificates.

<http://web.peralta.edu/admissions/schedule-of-classes/catalogs/deactivated-classes-fall-2013/>

The Theatre Arts Department provides students the opportunity to broaden their liberal arts education, gain practical experience for professional and community theater work, and prepare for continued higher education. Several major productions are offered each year utilizing Laney's outstanding theater facility.

The Theatre Arts major offers the fundamental study and understanding of the theater. This allows students to develop their practical skills and talents as well as their intellectual ability to think creatively and critically.

Degree Major Requirements:

Dept/No.	Title	Units
THART 2	Introduction to the Theatre Arts	3
THART 21	Acting I	3
THART 31	Rehearsal and Production	3
Select 9 units (3 courses) from the following:		
THART 11	Principles and Theory of Improvisation (3)	
THART 19	Script Analysis (3)	
THART 22	Acting II (3)	
THART 41	Introduction to Stage Lighting (3)	
THART 40	Stagecraft (3)	2
Total Major Units		18

THART 2

INTRODUCTION TO THE THEATRE ARTS

3 Units, 3 Hours Lecture (GR)

Acceptable for credit: CSU, UC

Introduction to the relationship of theatre to various cultures throughout history, and on the contributions of significant individual artists: Elements of the production process including playwriting, acting, directing, design, and criticism. Survey of different periods, styles and genres of theatre through play reading, discussion, films and viewing and critiquing live theatre, including required attendance of theatre productions. 1007.00

AA/AS area 3; CSU area C1

THART 11

PRINCIPLES AND THEORY OF IMPROVISATION

3 units, 2 hours lecture, 3 hours laboratory (GR)

Acceptable for credit: CSU

Course study under this section may be repeated three times.

Introduction to the principles and theory of improvisation: Improvised acting and development of dramatic imagination, problem solving, and communicative potential through increasing grasp of dramatic processes. 1007.00

AA/AS area 3; CSU area C1

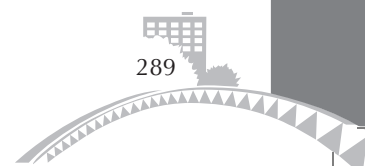
THART 19

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



COURSE ANNOUNCEMENT

THART 21 ACTING I

3 Units, 2 Hours Lecture, 3 Hours Lab (GR)

Acceptable for credit: CSU

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

THART 22

3 Units, 2 Hours Lecture, 3 Hours Lab (GR)

Acceptable for credit: CSU

Pre-requisite: THART 021

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

THART 31 REHEARSAL AND PRODUCTION

1-3 Units, 3 - 9 Hours Lab (GR)

Acceptable for credit: CSU

Practical and creative experience in the work and art of producing a performance for an audience. 1007.00
AA/AS area 3

THART 40 STAGECRAFT

3 units, 2 hours lecture, 3 hours laboratory (GR)

Acceptable for credit: CSU

Practical experience in various phases of technical theatre: Scene design, lighting, sounds, costumes, set construction, painting; organizing a production. 1007.00

THART 41 INTRODUCTION TO STAGE LIGHTING

3 Units, 2 Hours Lecture, 3 Hours Lab (GR)

Acceptable for credit: CSU

Study and execution stage lighting: Emphasis on equipment, control, color and their relationship to design. 1007.00

THART 48GA-MZ

SELECTED TOPICS IN THEATRE ARTS

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

Acceptable for credit: CSU, UC♦

See section on Selected Topics. 1007.00

THART 49

INDEPENDENT STUDY IN THEATRE ARTS

.5-5 units (GR)

Acceptable for credit: CSU, UC♦

See section on Independent Study. 1007.00

THART 248GA-MZ

SELECTED TOPICS IN THEATRE ARTS

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

See section on Selected Topics. 1007.00

WELDING TECHNOLOGY (WELD)

Welding Technology offers an opportunity to learn cognitive and manipulative welding skills which prepare the student for employment in occupations that use welding applications.

Degree Major/Certificate Requirements:

Dept/No.	Title	Units
Group A: All courses required:		
MACH 205	Engineering Drawings for Machinists, Welders and Industrial Maintenance Technician	3
WELD 203A	Beginning Gas Tungsten Arc Welding	3
WELD 204A	Wire Feed Welding I	3
WELD 205	Introduction to Welding	3
WELD 211A	Arc Welding I	3

Group B: A total of 9 units required from the following:

WELD 203B	Intermediate Gas Tungsten Arc Welding (3)	
WELD 203C	Advanced Gas Tungsten Arc Welding (3)	
WELD 204B	Wire Feed Welding II (3)	
WELD 211B	Arc Welding II (3)	
WELD 221A	Acetylene Welding I (3)	
WELD 231	Pipe Welding to API 1104 (3)	9

Total Required Units: 24



For Associate Degree General Education requirements, refer to page 123.

Recommended:

Math 202

Math 251ABCD

WELD 200

SPECIAL PROJECTS LABORATORY

1-3 units, 3-9 hours laboratory (GR or P/NP)

Students must provide their own personal protective equipment (PPE).

Open laboratory for working on selected projects: Provides the opportunity for advanced laboratory practice with emphasis on skills upgrading in all phases of welding. 0956.50

WELD 201

WELDING FOR OTHER MAJORS

1 unit, 3 hours laboratory (GR or P/NP)

Students must provide their own personal protective equipment (PPE).

Basic principles of welding: Emphasis on manipulative practices using various electric welding and gas cutting equipment on carbon steel plate. 0956.50

WELD 203A

BEGINNING GAS TUNGSTEN ARC WELDING (T.I.G.)

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Students must provide their own personal protective equipment (PPE).

Gas Tungsten Arc Welding GTAW (TIG): Safe welding practices, personal protective equipment (PPE), material safety data sheets (MSDS) theory and equipment. Laboratory opportunities: Welding techniques, process demonstrations, hands-on DC welding of steel sheet metal. 0956.50

WELD 203B

INTERMEDIATE GAS TUNGSTEN ARC WELDING (T.I.G.)

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Pre-requisite: 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)

Pre-requisite: 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

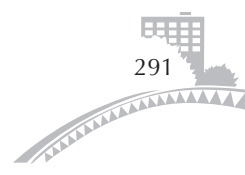
CERTIFICATION GAS TUNGSTEN ARC WELDING (TIG)

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Pre-requisite: Weld 203A

A fee will be charged for third-party laboratory testing. Students must provide their own personal protective equipment (PPE).

Gas Tungsten Arc Welding (GTAW): Safe welding practices, personal protective equipment (PPE), material safety data sheets (MSDS), defects, equipment and weld procedures. Laboratory includes certification testing and practice. 0956.50





COURSE ANNOUNCEMENT

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).

Gas Metal Arc Welding (GMAW) and Flux Core Arc Welding (FCAW) of Steel plates in all positions: Safe welding practices, personal protective equipment (PPE), 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).

Gas Metal Arc Welding (GMAW) and Flux Core Arc Welding (FCAW) of Steel plates in all positions: Safe welding practices, personal protective equipment (PPE), 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).

Shielded Metal Arc Welding (SMAW) of Steel Plates in all positions: Safe welding practices, personal protective equipment (PPE), joint preparation, machine adjustments, electrode types, care and maintenance of equipment, joint types, and weld types. 0956.50

WELD 211B

ARC WELDING II

3 units, 2 hours lecture, 4 hours laboratory

(GR or P/NP)

Pre-requisite: Weld 211A

Students must provide their own personal protective equipment (PPE).

Shielded Metal Arc Welding (SMAW) of Steel Plates in all positions: Safe welding practices, personal protective equipment (PPE), joint preparation, machine adjustments, electrode types, care and maintenance of equipment, joint types, and weld types. 0956.50

WELD 211C

ARC WELDING III

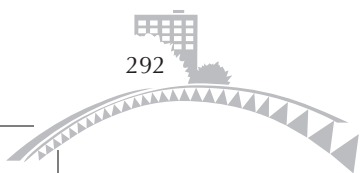
3 units, 2 hours lecture, 4 hours laboratory

(GR or P/NP)

Pre-requisite: Weld 211B

Students must provide their own personal protective equipment (PPE).

Shielded Metal Arc Welding (SMAW) of Steel Pipes in all positions: Safe welding practices, personal protective equipment (PPE), joint preparation, machine adjustments, electrode types, care and maintenance of equipment, joint types, and weld types. 0956.50





WELD 211D

ARC WELDING IV

3 units, 2 hours lecture, 4 hours laboratory
(GR or P/NP)

Pre-requisite: Weld 211C

Students must provide their own personal protective equipment (PPE).

Shielded Metal Arc Welding (SMAW) of Steel Pipes in all positions: Safe welding practices, personal protective equipment (PPE), joint preparation, machine adjustments, electrode types, care and maintenance of equipment, joint types, and weld types. 0956.50

WELD 212

WELDING LAYOUT AND BLUEPRINT READING

3 units, 3 hours lecture (GR or P/NP)

Fundamentals of welding layout and blueprint reading: Layout of steel shapes, plate and pipe; blueprint reading; related mathematics; templates; and torch cutting procedures. 0956.50

WELD 215

WELDING FOR ECT TECHNICIANS

1.5 units, 1 hour lecture, 1.5 hours laboratory (GR)

Co-requisite: ECT 13

Students must provide their own personal protective equipment (PPE).

Basic theory and manipulative practices of using various welding and brazing methods related to Environmental Control Technology: Electric welding, brazing and soldering using oxy-acetylene and gas cutting equipment. 0956.50

WELD 221A

ACETYLENE 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: Sheet metal 12-14-16 gauge in all positions, and hand cutting. 0956.50

WELD 221B

ACETYLENE WELDING II

3 units, 2 hours lecture, 4 hours laboratory
(GR or P/NP)

Pre-requisite: Weld 221A

Students must provide their own personal protective equipment (PPE).

Continuation of WELD 221A: Emphasis on joint design, metallurgy, and mild steel plate. 0956.50

WELD 221C

ACETYLENE WELDING III

3 units, 2 hours lecture, 4 hours laboratory
(GR or P/NP)

Pre-requisite: Weld 221B

Continuation of WELD 221B: Identifying and using fluxes for various welding procedures; brazing and hardfacing techniques including filler rods. 0956.50

WELD 221D

ACETYLENE WELDING IV

3 units, 2 hours lecture, 4 hours laboratory
(GR or P/NP)

Students must provide their own personal protective equipment (PPE).

Advanced skills and related theory of oxy Acetylene welding steel pipe, pipe cutting and beveling, pipe templates, and layout. 0956.50

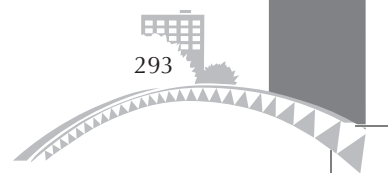
WELD 231A

PIPE WELDING WITH SMAW

3 units, 2 hours lecture, 4 hours laboratory
(GR or P/NP)

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.



WELD 242 PREPARATION FOR AMERICAN WELDING SOCIETY CERTIFICATION

3 units, 1 hours lecture, 6 hours laboratory
(GR or P/NP)

Course provides preparation for American Welding Society certification. At least one certification is required to receive a grade and students are required to pay all certification lab fees.

Designed to certify a welder according to American Welding Society guidelines: Emphasis on manipulative practices using various electric welding and gas cutting equipment on carbon steel plate. 0956.50

WELD 248GA-MZ SELECTED TOPICS IN WELDING TECHNOLOGY

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR)
See section on Selected Topics. 0956.50

WELD 255 SURVEY COURSE FOR THE SKILLED TRADES

0.5 Units, 1.5 Hours Lab (P/NP)

Co-requisite: WDTEC 255, CARP 255, MACH 255
Introduction to the skilled trades WELDING: covers safety, career opportunities, and hands on experience. Part of a four part series trades survey class including Machining 255, Carpentry 255, Wood Technology 255. 0956.50

COPED 466M OCCUPATIONAL WORK EXPERIENCE IN WELDING TECHNOLOGY

1-4 units, hours to be arranged (GR) 0956.50

WOOD TECHNOLOGY (WDTEC)

The Wood Technology curriculum offers instruction in woodworking for career-oriented students, and includes access to one of the best-equipped shops in Northern California. Employment-oriented students are assisted in finding work making custom furniture, kitchen cabinets, commercial fixtures, architectural millwork, and a wide variety of other wood products. Instruction is highly individualized and is designed to allow flexibility in learning speed, design experimentation, and areas of emphasis. The two primary goals of all classes are to make each student a safe machine and/or tool user, and to provide her/him with the problem-solving tools that relate to four-dimensional wood-based construction.

Degree Major/Certificate Requirements:

Dept/No.	Title	Units
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FIRST SEMESTER

WDTEC 10	Wood Technology I	3
WDTEC 10L	Wood Technology Lab I	4
WDTEC 11	Furniture Cabinet Layout I	2

SECOND SEMESTER

WDTEC 20	Wood Technology II	3
WDTEC 20L	Wood Technology Lab II	4

THIRD SEMESTER

WDTEC 30	CAD/CAM Techniques in the Cabinet-Making Industry	4
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FOURTH SEMESTER

WDTEC 40	Computer-Assisted Machining Techniques in the Cabinet-Making Industry	4
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Total Required Units: 24

For Associate Degree General Education requirements, refer to page 123.

**WDTEC 10****WOOD TECHNOLOGY I**

3 units, 3 hours lecture (GR)

Co-requisite: WDTEC 10L and 11

Acceptable for credit: CSU

Introduction to the technology of woodworking trades: Jointer, planer, table saw, band saw, panel saw, miter saw, drill press, shaper, router, line boring machinery, automatic edge bander, power sanders, portable hand tools, hinge insertion machine, CNC machining; basic sharpening, joinery, planning, stock billing, assembly, finishing, veneering 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)

Co-requisite: WDTEC 10 and 11

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

Mechanical drafting, computer aided drafting, furniture and cabinet layout, detailing for the woodworking trades: Interpreting and creating drawings, joinery appropriate to various cabinet grades and furniture forms, panel layouts, and geometric constructions. 0952.50

WDTEC 20**WOOD TECHNOLOGY II**

3 units, 3 hours lecture (GR)

Pre-requisite: WDTEC 10

Co-requisite: WDTEC 20L and 21

Acceptable for credit: CSU

Continuation of WDTEC 10: 32mm cabinet-making systems, wood bending, advanced construction and fabrication problems and techniques, finishing, hardware, adhesives and abrasives, hand-tool conditioning and use, and related class projects. 0952.50

WDTEC 20L**WOOD TECHNOLOGY LABORATORY II**

4 units, 12 hours laboratory (GR)

Pre-requisite: WDTEC 10 and 10L

Co-requisite: WDTEC 20 and 21

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)

Pre-requisite: 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)

Pre-requisite: WDTEC 10 and 10L, 20 and 20L

Acceptable for credit: CSU

Fundamentals of computer-assisted design and construction techniques found in the modern cabinet shop: Lecture, demonstration, and hands-on practice with software and machinery commonly used in the woodworking industry. 0952.50

WDTEC 40**COMPUTER-ASSISTED MACHINING IN THE CABINET-MAKING INDUSTRY**

4 units, 2 hours lecture, 6 hours laboratory (GR)

Pre-requisite: WDTEC 30

Acceptable for credit: CSU

Fundamentals of computer-assisted machining techniques found in the modern cabinet shop: Lecture, demonstration, and hands-on practice with software and CNC machinery commonly used in the woodworking industry. 0952.50





COURSE ANNOUNCEMENT

WDTEC 48GA-MZ

SELECTED TOPICS IN WOOD TECHNOLOGY

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR)

Acceptable for credit: CSU.

See section on Selected Topics. 0952.50

WDTEC 200

SPECIAL PROJECTS LABORATORY

1-2 units, 3-6 hours laboratory (GR or P/NP)

Pre-requisite: WDTEC 201A

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)

Pre-requisite: 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)

Pre-requisite: 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)

Pre-requisite: 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 248GA-MZ

SELECTED TOPICS IN WOOD TECHNOLOGY

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR)

See section on Selected Topics. 0952.50

WDTEC 250A

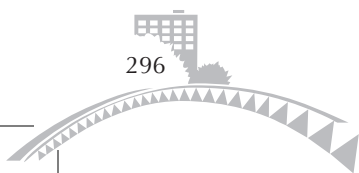
INTRODUCTION TO FURNITURE MAKING

4 units, 2 hours lecture, 6 hours laboratory
(GR or P/NP)

Offered Summer Session.

Non-degree applicable

Introductory technology of furniture making: Plan reading, joinery, tools, power tools, and finishes; provides laboratory experience in furniture construction. 0952.50





WDTEC 250B

INTRODUCTION TO FURNITURE MAKING

4 units, 2 hours lecture, 6 hours laboratory

(GR or P/NP)

Offered Summer Session.

Pre-requisite: 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 (GR)

Co-requisite: Carp 255, Mach 255, Weld 255

Introduction to the skilled trades Wood Technology: topics include safety, career opportunities, and hands on experience. Part of a four part series trades survey class including Welding 255, Carpentry 255, Machine Technology 255.

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)

Pre-requisite: WDTEC 271

Recommended preparation: ESL 264.

Course study under this section may be repeated one time.

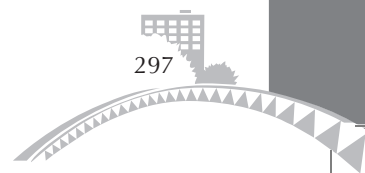
Continued training in woodworking and communication skills: Lecture, demonstration, and hands-on practice with advanced woodworking techniques; multiphase production techniques; project and production team management. 0952.50

COPED 466N

OCCUPATIONAL WORK EXPERIENCE IN WOOD TECHNOLOGY

1-4 units, hours to be arranged (GR)

0952.50





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Educational Epicenter to the Region







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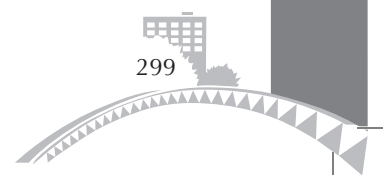
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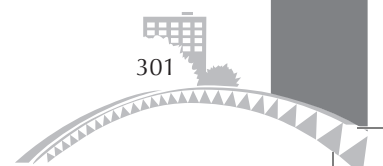
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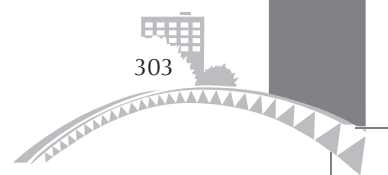
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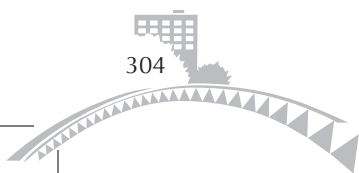
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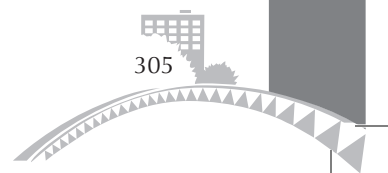
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A

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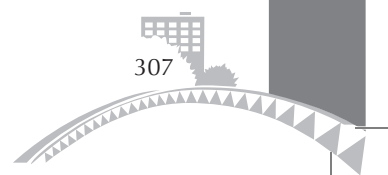
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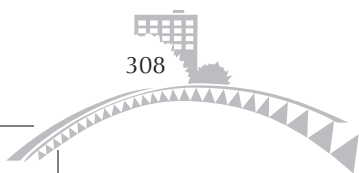
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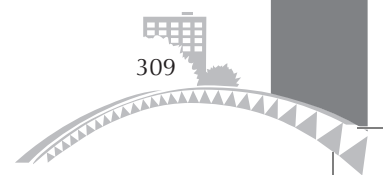
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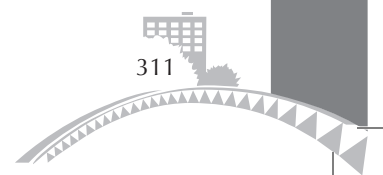
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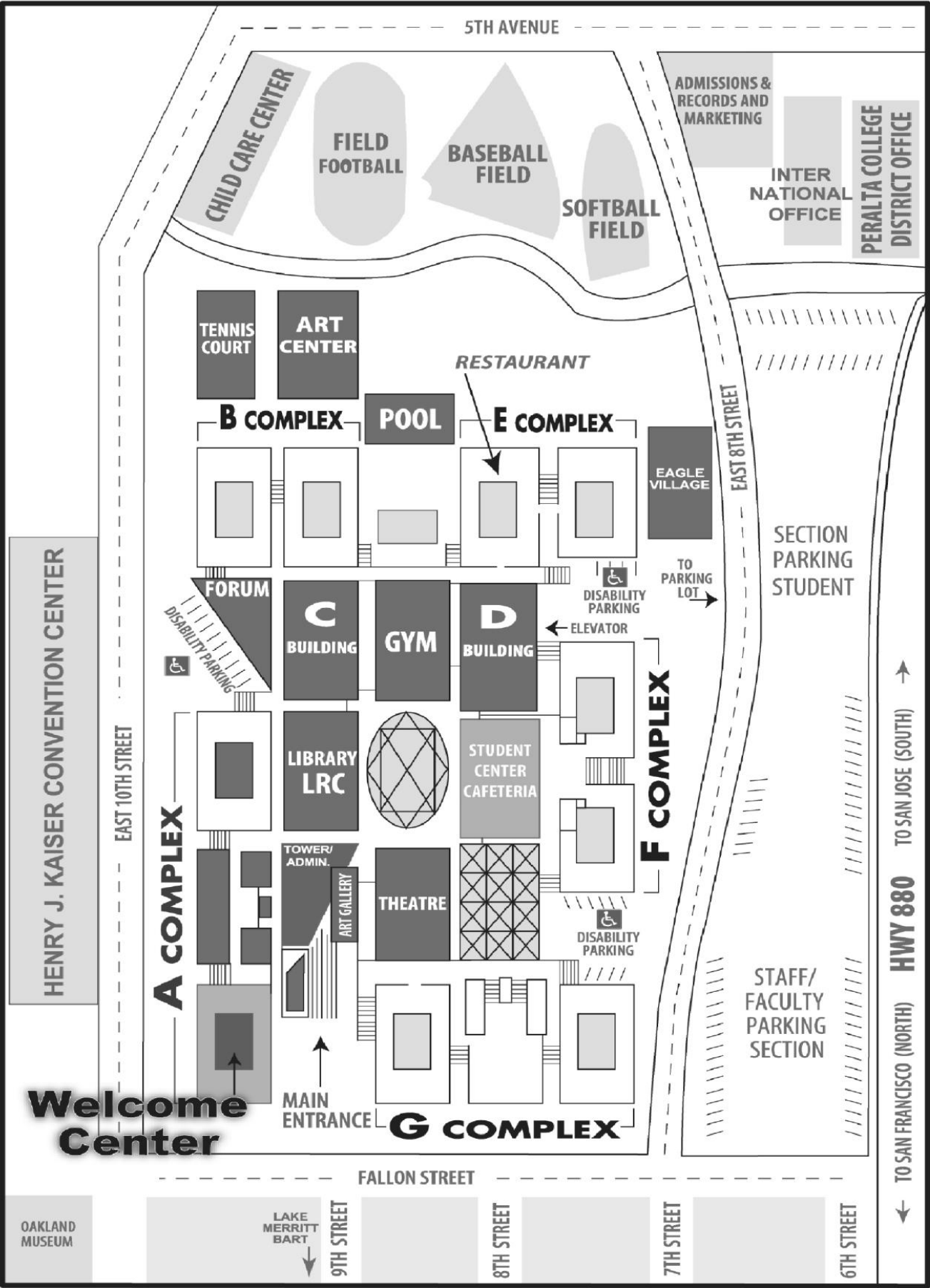
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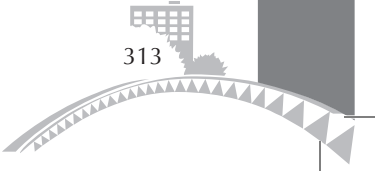
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GRADUATION 2013





